

SoMSS STUDENT CLUBS - EVENTS

The first step in planning a club event is to fill out the Student Club Event Request Form!

Event Request forms should ideally be submitted a month prior to your event date, at a minimum two weeks prior.

When filling out the form, you will be asked for the following:

1. Event date, time, and preferred* location.
2. Total amount of funds being requested as well as for what and where they will be used.
3. Purchasing method.
4. Business Purpose/Justification: This is a short 2-3 sentence summary of what the funds requested are being used for and how this purchase benefits both your club and the school. See example BMF for reference.
5. The clubs main contact/point person for the event.
 - a. Note: this person will also be responsible for completing the purchasing packet. They should also be the same person purchasing if club is purchasing via reimbursement.

The more detail provided on the event request form, the better!

Payment options are available to clubs for event purchases:

Purchasing with P-card through Gabby: Gabby buys it with her ASU-issued VISA purchasing card

OR

Purchasing yourself and applying for reimbursement: Club member pays with their personal credit card and submits required documentation to get reimbursed.

Rooms available in Wexler permitting serving food & beverage/water:

WXLR 021: max capacity of 195. **WXLR A202:** max capacity 15.

WXLR A206: max capacity of 30-50 depending on event set up.

Classrooms are also always available for events/meetings without food & beverage.

What if my club wants to submit a request for an ongoing hold on a room?

Rooms and especially food-friendly spaces are at a premium at ASU. Clubs will be permitted to book WXLR A202 or 021 for a recurring food event, assuming the room is available – but not A206, as that is the room that may be needed with short notice for the many school-sponsored events. Clubs are encouraged to try to book A206 on a case-by-case basis. The reason for this being, on rare occasions, we may still need to shuffle things around if something comes up last minute.

Next steps after filling out the event request form:

Gabby will touch base with you regarding your event request form within 48 hours of submission. Please hold off on booking rooms and ordering until then. Once event has been confirmed with Gabby, please add your event to the Student Club Events calendar. Gabby, the club, and any other parties involved will then collaborate to purchase necessary event items, reserve event space, and tackle any event needs.

Purchasing Packets:

Whether purchasing was done via reimbursement or via PCard, clubs are responsible for collecting and submitting the following documents. Purchasing packets are due within a maximum of 3 days post event.

The following are documents are what is needed for a purchasing packet:

1. **Business Meals Form (BMF) - if applicable**
 - BMF is needed only when purchasing food & beverages - including water, and/or ice.
2. **Itemized Receipt**
 - Receipt must reflect all items being purchased; it cannot just display total amount.
 - Receipt must include total amount including tip and must reflect that the balance has been paid in full.
 - If possible, please scan your receipt. If you are not able to do so, make sure your picture is clear and legible.
3. **Approval Email**
 - An email with event details will be sent to Beth Fiacco to obtain business office approval. Gabby will send this email and copy requestor for club's event.
 - Save approval email by selecting "print" at the top left of the email, then on pop up select "save as PDF". This must include both the email requesting funds as well as the email providing approval from Beth Fiacco.
4. **Event Announcement - if applicable**
 - Event announcements are not needed if supplies being purchased are for general club use. For example: pens, stickers, etc.
 - If this is for a reoccurring event, we encourage making an event announcement reflecting the continuation of the event. For example, "every Tuesday night" etc.
5. **Sign-in sheets - if applicable**
 - Sign in sheets must have signees first & last names, event name, club name, date, location. They can be either handwritten or typed.
 - If your sheets are handwritten, please scan your sign in sheets. If you are not able to do so, make sure your picture is clear and legible. Typed sheets are also acceptable.

After Purchasing Packet is complete:

Please send to Gabby to review and sign. If packet is complete and purchasing was done via PCard there is nothing else needed. If purchasing was done via reimbursement, after signing Gabby will copy you on the packet's submission to Beth Fiacco who will oversee your reimbursement. All questions regarding your reimbursement should be directed to her.

A few more things about reimbursements:

- Whoever is requesting the funds on the event request form, must be the person making the purchase and the form of payment (account, card, etc.) must belong to them as well.
- When purchasing for reimbursement please purchase your items **separately** from any personal items.
- For reimbursements: If the purchaser is not currently on ASU's payroll, please make sure an up-to-date address is provided when emailing the packet to Gabby. This information must be included for each reimbursement, even if you haven't moved. Your reimbursement check will be sent to the address you provide.
 - Please be on the lookout for an email from Workday after submitting your packets. You'll need to use the link provided in that email to approve the reimbursement in workday. The reimbursement will not progress if this is not done
- If you are currently on ASU's payroll, mention this when emailing your packet to Gabby and your reimbursement will be direct deposited to you.



Supplier business meals and related expenses form

Expense type — select one	Supplier name
<input type="checkbox"/> Paid by an ASU Purchasing Card. <input type="checkbox"/> Paid by personal funds. Select the first if via PCARD. Select the second if via reimbursement. <input type="checkbox"/> Direct supplier invoice.	

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Event location	Event date

Business or public purpose — please explain the purpose. Justify why this expenditure is appropriate if only ASU-employed personnel are present at the meal. Attach an agenda or program when available.

Cost center plus program, gift, grant or project worktag	Purchase order number, if applicable	Total amount

Attendee list — attach an additional sheet if necessary

State the approximate number of attendees and the ASU department or affiliation if a large group is present at an event and an attendee list is unavailable.

ASU students, faculty or staff		
Name	Department	Title
1.		
2.		
3.		
4.		
5.		
Other attendees	Affiliation	Title
1.		
2.		
3.		
4.		
5.		



Supplier business meals and related expenses form

Required certification

There are no reimbursements for alcoholic purchases on university accounts. Attach an itemized receipt to the supplier invoice for reimbursements of \$40 a person.

I certify that no reimbursement for alcoholic purchases is being requested.

		Your signature here.	
Requester's name	Phone	Signature	Date

Required approvals

Direct inquiries to	Signature	Date
Cost center manager's name — printed	Signature	Date
Dean or director's name — printed	Signature	Date
Other name, if required — printed	Signature	Date