

# Budget Request Process



Women in Science & Engineering

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SunDevil Sync

Women in Science & Engineering

Women in Science & Engineering

Primary Contact: Shannon McBreen

Go to SunDevilSync on the Manage page and select your club under “My Memberships”.

Click the hamburger tab and select “Finance”

## Purchase Requests

ACCOUNTS CREATE REQUEST ▾

- Create Budget Request
- Create Purchase Request



In the finance tab, click on “Create Request” then select “Create Budget Request”

*No Requests match the search or filter criteria.*

Process: **Downtown Undergraduate Event Funding Request**

Available from 7/1/21 12:00 AM to 11/5/21 12:00 AM  
Funding request form for campus events on the Downtown campus.

Fall Funding closes November 5th  
\*\*Any events with contracts or speakers are due 6 weeks or more out from time of event

Budget: [Event Budget Breakdown](#)

Process: **Graduate Student Organization (GSO) Funding**

Funding request form for events taking place for the graduate student population.

Graduate Student Organizations (GSOs) may apply for GPSA funding to support ASU events. Applications are limited to \$2,000 per event, and may include requests for funding for several events (up to \$2,000 each) up to 3 but no later than 1 month in advance.

Budget: [Event Budget Breakdown](#)

Process: **Polytechnic Club Operation and General Funding**

Available from 7/1/21 12:00 AM to 9/30/21 12:00 AM  
Funding request form for internal club operations such as recruitment, tabling items, and club meetings on the Polytechnic campus.

Fall Operations funding closes September 30th

Budget: [Club Operation Funding - Poly](#)

General and Club Operation Funding is funding to aid student organizations with their internal expenses. Separate forms for travel and for events have been created to better track and allocate funding. Please select the form for the campus that your student organization is affiliated with. Selecting the wrong campus/government location may result in delay or denial of funds.

Process: **Polytechnic Club Start-up Funding**

Available from 7/1/21 12:00 AM to 11/5/21 12:00 AM  
Funding request form for internal club operations such as recruitment, tabling items, and club meetings on the Polytechnic campus for Clubs in first year.

Fall Funding closes November 5th

Budget: [Club Start-up Funding](#)

Club Operation Funding is funding to aid student organizations with their internal expenses. Separate forms for travel and for events have been created to better track and allocate funding. Please select the form for the campus that your student organization is affiliated with. Selecting the wrong campus/government location may result in delay or denial of funds.

Process: **Polytechnic Undergraduate Event Funding Request**

Available from 7/1/21 12:00 AM to 11/5/21 12:00 AM

Be sure to select one of the Funding processes on your campus

## New Request: Polytechnic Club Operation and General Funding

Budget: Club Operation Funding - Poly

REQUEST

\* Request Title (Required Field)

Description



Write your public purpose statement here. Describe how the event will benefit the ASU student community.

CANCEL

PREVIOUS

NEXT



# Public Purpose



## How to Write a Public Purpose

FIN 119: Public Purposed Served (<https://www.asu.edu/aad/manuals/fin/fin119.html>)

Description of a Public Purpose: A public purpose is the reason taxpayers allow you to spend their money. It is not an explanation of what was purchased, and it is not a description of an event Think of it as a 2-3 sentence argument for what you used this money for and how it benefited your department, club and the ASU community.

### Words to use when writing a public purpose:

- Retention
- Education
- Security
- Civic engagement
- Community outreach
- Professional development
- Event planning
- Community building
- Participation Incentives
- Tokens of Appreciation
- Event Supplies

### Ideal Phrases to Use:

- Encourage participation
- Promote civic engagement
- Community outreach
- Facilitate communication
- Show appreciation
- Support academic excellence
- Foster a bond between members
- Persistence to graduation
- Encourage participation

### Include:

- What you purchased
- What the purchased item was used for (meeting, event, advertisement, etc.)
- How this will benefit your department or club
- How this item will benefit other students and the ASU community

### Do NOT include:

- Only a list of goods purchased
- Only a description of the event
- Only a list of participant names
- The words "gift", "donation", "prize", "decoration"

### Example 1

Payment for: conference travel

**Unacceptable Public Purpose:** To have a good time while learning about leadership

**Acceptable Public Purpose:** In order to promote professional development, one staff member and ten students attended the National Association of Leadership conference. Over the course of one weekend, the attendees learned the valuable leadership strategies that will help them run our organization more effectively. In addition, they attended interactive workshops that taught them how to plan campus-wide events that will promote leadership to all students on campus.

### Example 2

Payment for: honorary plaque for a speaker

**Unacceptable Public Purpose:** This plaque is going to be gift for a speaker at our club meeting.

**Acceptable Public purpose:** Lady Gaga attended our weekly general meeting to inform our members about her recent efforts to go green and ways that our organization can improve our currents endeavors to increase sustainability. In order to show appreciation, our president presented Lady Gaga with an honorably plaque.

### Example 3

Payment for: food for general meeting

**Unacceptable Public Purpose:** Since our meeting is at a dinner time and the members get hungry, we ordered pizza for our general meeting.

**Acceptable Public Purpose:** In order to promote attendance and attract new members, our organization ordered two pizzas. After eating, our members were significantly more enthused as we planned our spring event, Make a Difference, to promote civic engagement and fun.

### Example 4

Payment for: Posters and flyers to advertise event

**Unacceptable Public Purpose:** These posters and flyers will raise awareness for our event.

**Acceptable Public Purpose:** These posters and flyers were posted around campus in order to raise awareness for our event, Spring Welcome Mixer, and promote student involvement on the ASU Tempe community. With ice-breakers and various fun activities, the event promoted comradery and fostered relationships between out of state students.

### Example 5

Payment for: Copies

**Unacceptable Public Purpose:** These agendas were passed out at the meeting so members knew what was going on and could read the action items addressed during the meeting.

**Acceptable Public Purpose:** These agendas were distributed to all of the Board members in order to facilitate communication and organization derigs our general meeting. At this meeting, our organization planned our upcoming community outreach activity, Devils our Way, which will promote acceptance of diversity on campus.

Continue filling out all the required fields.

REQUEST **▲ ADDITIONAL INFORMATION** BUDGET

### Event Name

### Club Contact Information

All funding requests must be submitted 24 hours in advance of the appropriations meeting. Any late requests will be considered the following week. Please type I AGREE in the box below.

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**\* Submitting Officer Information**

\* Submitting Officer Name

\* Submitting Officer ASU Email Address

\* Submitting Officer Phone Number

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**\* ASASU Review**  
Please indicate which branch of the ASU student government you are submitting this application to:

- USG Downtown
- USG Polytechnic
- USG Tempe
- USG West
- Graduate Student Organization Funding

## Special Event Registry Consideration

• Will your event include any of the following? Please check all that apply

- More than 100 guests are expected
- The event is open to the general public
- Food will be served
- Alcohol will be served
- Media will be present
- Event set-up includes: tents, canopies, platforms, inflatables, carnival rides, barricades or fencing
- The event includes safety concerns, such as: hazardous materials, fireworks/pyrotechnics, electrical generators, cooking (including food trucks), other safety concerns
- The event programming includes controversial topics (media might cover it, protesters might attend, security may be needed)
- VIPs, elected officials, donors, anyone who travels with a security detail, or dignitaries will be invited to the event
- None of the above apply to this event

At this time ALL in person on campus events are required to complete the [special events registry](#) for your event to be reviewed by a team.

Special event registry forms must be completed at least 30 days in advance



# Request: Polytechnic Club Operation and General Funding

Budget: Club Operation Funding - Poly

REQUEST

ADDITIONAL INFORMATION

BUDGET

## Title

Requested Total \$0.00

Reviewer Adjusted Total \$0.00

Sections (1)	# of Line Items (0)	Amount
Polytechnic COF	0	\$0.00

### Budget Section:

**Polytechnic COF**

Select for clubs and organizations that are registered with the Polytechnic location. Please include detailed information and supporting documents.

[+ ADD ITEM](#)

[+ ANOTHER "POLYTECHNIC COF" SECTION](#)

[FINISH LATER](#)

[← PREVIOUS](#)

[SUBMIT](#)

Click "add item" to select a line item such as apparel or food.

Write the vendor in the “Name” field.  
Create a new line item for each vendor.

The description should detail each item  
you are order and the quantity

The cost should reflect the total of all  
items listed in the description. The  
quantity should be set to 1.

Upload your quotes. Be sure the quote  
includes the vendor name, list of items to  
be purchased, and the total cost including  
tax and shipping.

### New Line Item

\* Line Item Category (Required Field)

Apparel (Expense) ▾

*Apparel funding may only be used with approved vendors*

\* Name (Required Field)

Anton Sport

Description

(20) T-shirts  
(10) socks

\* Quantity

1

X

\* Cost

\$ 150

=

Total

\$150.00

Upload Support Document (10MB max)

Choose File No file chosen

CANCEL

SAVE

Requested Total		\$35.00
Reviewer Adjusted Total		\$35.00

Sections (1)	# of Line Items (2)	Amount
Event Costs	2	\$35.00

**Budget Section:**

**Event Costs**

Please provide a breakdown of your total requested budget, by line item. Each line item should inclusive of any tax, shipping, production costs, or any other cost associated with that particular expense. For example: If you are ordering campus catering you should list: Catering (Nacho Bar and drinks for 35 people) and the TOTAL amount. Please DO NOT list out items separately such as: chips, salsa, guacamole, lemonade, etc. with individual prices OR If you are ordering t-shirts, please write T-Shirts and the quantity, along with the total cost. DO NOT separately list the set-up fee or taxes. Please factor in tax, production, shipping, and all other variable costs into each line item.

1. <a href="#">Frys</a> <input checked="" type="checkbox"/>	Food	1 x \$15.00	\$15.00
2. <a href="#">Starbucks</a> <input checked="" type="checkbox"/>	Food	1 x \$20.00	<del>\$20.00</del>

Remaining:

## Before Submitting

- Check to make sure your totals are correct
- Make sure the event costs are separated by vendor and all quotes are attached
- Include shipping and tax in your total. The best way to account for it is to put everything in your shopping cart and continue to “check out”
- If everything looks correct go ahead and submit



# Budget Request Outcomes



The Appropriations Committee/Senate will review all submitted requests and communicate the outcome to you.

## Possible outcomes

- Fully Approved
- Returned for Resubmission
- Denied

To initiate the purchase on SunDevilSync, the purchase request must be submitted within **one week** from the appropriation committee approval date (unless of other circumstances such as after the event due to a Business Form Meal or Reimbursement).