

**Undergraduate Student Government
Arizona State University - West
Event Funding Packet (EFP)**



Received by USG-West Office: _____ Time: _____ Date: _____ Initials: _____

Student Organization: Name of

Event:

Date of Event:

Time of Event:

Location of Event:

Event Contact:

ASU Email Address:

Contact Phone Number:

Event Type:

Projected Attendance:

Amount Requested:

----- The following information on this page is filled out by USG -----

For Committee on Appropriations use only

Committee Approval on:

Committee Disapproval on:

For Senate use only

Approved by Senate on:

Disapproved by Senate on:

Committee on Appropriations Chair

*Required Signature

President of the Senate

*Required Signature

USG (West) Presidential Approval

*Required Signature

USG (West) Presidential Veto

Student Engagement Signature

A Student Engagement signature only indicates that the club/organization is in good standing

Date

Educational Outreach & Student Services Signature

An EOSS signature only indicates that the expense is allowable under ASU Policy

Date

Student Organizations must be registered through the Office of Student Engagement at ASU West to receive funds. USG signatures only indicate that there are sufficient funds to cover the amount of the purchase. It does not guarantee that the purchase is allowable under University policy and will be honored.

**Undergraduate Student Government
Arizona State University - West
Event Description & Checklist**



Event Description (Provide a description of your event)

Event Purpose (Provide a Public Purpose of your event)

Please initial next to the item once complete. If not applicable, write N/A.

- _____ I have read the USG funding guidelines
 - _____ I have met with a Senator from USG West (The Bill Sponsor)
 - _____ I have attached a Bill Face completed by my Sponsor
 - _____ I submitted my [Green Event Program \(GEP\)](#) form to ASU Sustainability Practices
- Form submitted on: _____

Helpful Links and Downloads

[Additional EOSS Form](#)

[Business Meals Form \(BMF\)](#)

[Room/Table Reservation](#)

[Senate Report Card \(SRC\)](#)

[USG \(West\) Bylaws](#)

[USG Constitution](#)

[Assessment & Evaluation Form](#)

By signing below I confirm that all the tasks stated above have been completed for this event funding packet and can be submitted to my senate sponsor for verification.

As the senate sponsor, I confirm that I have verified all tasks above have been completed and this packet can be submitted to the Committee on Appropriations.

Requestors Signature: _____

Date: _____

Senate Sponsor Signature: _____

Date: _____

**Undergraduate Student Government
Arizona State University - West
Budget Sheet**



	<u>Item/Description</u>	<u>Vendor</u>	<u>Qty</u>	<u>Price</u>	<u>Subtotal</u>	<u>Tax</u>	<u>Total</u>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							

Every vendor used must have an EOSS Expenditure Request Form attached!

Any Vendor Request over \$1,000.00 must have a Expenditure (Over \$1,000.00) Form attached!

Please initial once the below items have been completed

_____ I have accounted for all necessary taxes

_____ I have accounted for all necessary shipping costs

Total Funding Requested:

Date Needed:

AGENCY ORG:

Account Type: **Local Account**

Name of Vendor		Total Amount (Including Tax/Shipping)	
Street Address		City, State, Zip Code	
Purpose	Recruitment Retention	Academic Services Leadership Development	Engagement Other
Description of items Purchased		Public Purpose	
Name of Requestor		Contact Number	
Name of Organization			
Event Information (For Events Only)	Event Title: Event Location:		Event Time: Event Date:
Please attach the appropriate documentation * Quote/Receipt/Invoice Must Be Attached <small>Please check with your financial employee for clarification of supporting documentation</small>			
Quote/Receipt/Invoice* <small>(Original/Copy)</small> Food Purchase On-Site Vendor Travel Occurring	Delegation Form <small>(If Purchasing Card is Used)</small> Business Meals Form (BMF) Insurance Forms Travel Form	Flyer <small>(Marketing Sample)</small> Attendance List DPSO Form Mileage Reimbursement Form	Custom Graphic <small>(Custom Graphics)</small> Food Waiver (Non Aramark Vendor) Contract
Type of Payment		Processing Information	
Purchasing Card Purchase Order (PO) Other: _____		Payment Voucher (PV) SunRise Order Vendor: _____ Object Code: _____ Sub-Object Code: _____	
Does Expenditure Exceed \$1,000.00		Does Expenditure Exceed \$5,000.00	
_____ Dean's Signature _____ Date		_____ VP's Office Signature _____ Date	

This has already been:

Ordered

Purchased

Received

Date: _____

Initials: _____

Extra Step in adding the 10% tax

To add the 10% tax to the budget form, please follow these few simple steps

- 1) On line 29, add .10 to the tax line first
- 2) On line 29, add 0 to the QTY line
- 3) The tax will be calculated and added to the final total funding request

Undergraduate Student Government Arizona State University - West Budget Sheet



	Item/Description	Vendor	Qty	Price	Subtotal	Tax	Total
1					\$ 0.00		\$ 0.00
2					\$ 0.00		\$ 0.00
3					\$ 0.00		\$ 0.00
4					\$ 0.00		\$ 0.00
5					\$ 0.00		\$ 0.00
6					\$ 0.00		\$ 0.00
7					\$ 0.00		\$ 0.00
8					\$ 0.00		\$ 0.00
9					\$ 0.00		\$ 0.00
10					\$ 0.00		\$ 0.00
11					\$ 0.00		\$ 0.00
12					\$ 0.00		\$ 0.00
13					\$ 0.00		\$ 0.00
14					\$ 0.00		\$ 0.00
15					\$ 0.00		\$ 0.00
16					\$ 0.00		\$ 0.00
17					\$ 0.00		\$ 0.00
18					\$ 0.00		\$ 0.00
19					\$ 0.00		\$ 0.00
20					\$ 0.00		\$ 0.00
21					\$ 0.00		\$ 0.00
22					\$ 0.00		\$ 0.00
23					\$ 0.00		\$ 0.00
24					\$ 0.00		\$ 0.00
25					\$ 0.00		\$ 0.00
26					\$ 0.00		\$ 0.00
27					\$ 0.00		\$ 0.00
28					\$ 0.00		\$ 0.00
29			0		\$ 0.00	.10	0.10

Every vendor used must have an **EOSS Expenditure Request Form** attached!

Any Vendor Request over \$1,000.00 must have a **Expenditure (Over \$1,000.00) Form** attached!

Total Funding Requested: \$ 0.10