

Directions to Apply for ASUH-KCC Financial Support

ASUH-KCC Student Government is committed to the development and support of Student Life and has allocated a budget to support campus clubs known as Registered Independent Student Organizations (RISO). Each RISO group may apply for financial assistance up to \$400 to support the specific mission of the club. Additional funding above the \$400 is prioritized for RICO groups that sponsor programs and activities that benefit the entire student body.

DIRECTIONS:

1. Purchases using reimbursement, purchase order and purchasing card (PCard) procurement methods require approval by Student Life Coordinator, the Vice Chancellor of Student Affairs or designated authority, and Campus Fiscal Administrator before any goods/services are received and/or rendered by vendors.

a. Reimbursement to Club for use of Club funds to purchase goods/services:

- i. To request reimbursement (before any goods/services are received and/or rendered by vendors): Submit the following to Student Life Coordinator at least 6 weeks prior to date goods/services are needed:
 1. Recorded minutes under new business that state the following: *"The Name of Club has unanimously agreed to seek reimbursement of funds from ASUH-KCC Student Government for items purchased from the club in the amount of _____ (\$400 maximum) to support the following Name of club activity ." Attached is the itemized purchases from the vendor with applicable shipping and taxes. The motion was made by ____ and seconded by _____. The group voted with _____Ayes _____Nays _____Abstentions"*
 2. Detailed itemized estimates, quotes, or proposals from Vendors(s); must include name of vendor's name, address, and all taxes, fees and shipping charges.
 3. If estimates, quotes, or proposals are for any specialized purchases like meals/refreshments, leis, etc., OPRPM Form 136, Purchase of Meals Refreshments and Protocol Items with Special Revolving and or Endowment Funds, should be completed by Club. This form will be routed for review and approval by Chancellor and Fiscal Administrator.
 - a. If any purchases will be given as prizes, Clubs must ensure prize/giveaway procedures are closely followed.
 4. Copy of flyer or advertisement for Club's activity, event or function.
- ii. Student Life Coordinator will notify Club if reimbursement requested is approved or disapproved within 10 business days from the date of request.
 1. If approved:
 - a. Student Life Coordinator must complete requisition in KFS to Club for the amount approved and attach all documentation provided in Section 1.a.i.
 - b. Club may proceed to make purchases of goods/services up to the dollar amount approved.
- iii. To file for reimbursement, the following must be submitted to Student Life Coordinator within 10 days from date of purchase:
 1. Original itemized receipts or invoices from Vendors(s); must include name of vendor's name, address, detailed description of items purchases, amounts paid, proof of payment.

2. Original signed and approved OPRPM Form 136, Purchase of Meals Refreshments and Protocol Items with Special Revolving and or Endowment Funds.
3. For every prize/giveaway issued:
 - a. Original signed Prize Acknowledgement Form from every prize/giveaway recipient
 - b. Copy of front/back of Alien Registration Card if recipient's citizenship is marked "Resident Alien"
 - c. Completed Form WH-1 if the recipient's citizenship is marked "Other/Non-Resident"
 - i. If Other/Non-Resident: Prize/Giveaway cannot be Issued; further review by Business Office will need to be made.
4. Copy of flyer or advertisement for Club's activity, event or function.
5. Sign-In sheet(s) reflecting student attendance at the Club's activity, event or function.
- iv. Student Life Coordinator to submit payment requests to the Business Office for payment processing.
 1. Disbursement to Club may take up to 4 weeks.

Original vendor receipt of purchased item.

b. Request to purchase goods/services using a Purchase Order (PO) or Purchasing Card (PCard):

- i. To request purchases by PO or PCard (before any goods/services are received and/or rendered by vendors): Submit the following to Student Life Coordinator at least 6 weeks prior to date goods/services are needed:
 1. Recorded minutes under new business that state the following: *"The Name of Club has unanimously agreed to seek reimbursement of funds from ASUH-KCC Student Government for items purchased from the club in the amount of _____ (\$400 maximum) to support the following Name of club activity ." Attached is the itemized purchases from the vendor with applicable shipping and taxes. The motion was made by and seconded by . The group voted with Ayes Nays Abstentions"*
 2. Detailed itemized estimates, quotes, or proposal from Vendors(s); must include name of vendor's name, address, and all taxes, fees and shipping charges.
 3. If estimates, quotes, or proposals are for any specialized purchases like meals/refreshments, leis, etc., OPRPM Form 136, Purchase of Meals Refreshments and Protocol Items with Special Revolving and or Endowment Funds, should be completed by Club. This form will be routed for review and approval by Chancellor and Fiscal Administrator.
 - a. If any purchases will be given as prizes, Clubs must ensure prize/giveaway procedures are closely followed.
 4. Copy of flyer or advertisement for Club's activity, event or function.
- ii. Student Life Coordinator will notify Club if purchases by PO or PCard Is approved or disapproved within 10 business days from the date of request.
 1. If approved, Student Life Coordinator will determine if purchases will be done by PO or PCard and will ensure proper approvals are received by the Vice Chancellor of Student Affairs or designated authority, and Campus Fiscal Administrator.
 - a. PO: All original invoices should be forwarded to the Business Office for payment processing

- b. PCard: All original invoices should be forwarded to Student Life Coordinator to attached to the Student Life Coordinator's PCard records.
 - iii. Immediately following end of the event, the following needs to be submitted to Student Life Coordinator:
 - 1. For every prize/giveaway issued:
 - a. Original signed Prize Acknowledgement Form from every prize/giveaway recipient
 - b. Copy of front/back of Alien Registration Card if recipient's citizenship is marked "Resident Alien"
 - c. Completed Form WH-1 if the recipient's citizenship is marked "Other/Non-Resident"
 - i. If Other/Non-Resident: Prize/Giveaway cannot be Issued; further review by Business Office will need to be made.
 - 2. Copy of flyer or advertisement for Club's activity, event or function, if revised
 - 3. Sign-In sheet(s) reflecting student attendance at the Club's activity, event or function.

Prize giveaway sheet.

- 2. Failure to submit necessary information from 10a or 10b will void financial support request. Please turn in all requested forms to Room 210 at the Campus Center. A notice will be sent within 10 business days by email to inform club if financial support was accepted or if application requires additions or changes.
- 3. RICO grant funding amounts are limited per semester and shall be awarded on a first applied, first qualified basis.
 - a. Fall grant submittal deadline: **Friday of the last week of November**
 - b. Spring grant submittal deadline: **Friday of the last week of April**

PLEASE ADHERE TO THE FOLLOWING:

- Grant monies cannot be used for fundraising purposes.
 - Grant monies cannot be used to supplement course curriculum-based projects or activities
 - Grant proposals must be reviewed and approved by the club advisor and officers with recorded minutes on file.
 - Incomplete grant proposals will not be accepted.
 - All RICO advertisements must include "Co-Sponsored by ASUH-KCC Student Government."
- All Flyers shall include the following statement:** *"We are committed to providing all students with equitable access to its programs and services. For disability accommodations, contact our Disabilities Services at (808) 245-8314 to provide ample time to review and verify requests."*