2016-2017 ALLOCATIONS

Procedures for Receiving & Utilizing ASB Funding

Jennie Jesuit
ASB Treasurer
## BUDGET REQUEST GUIDELINES

### WHAT QUALIFIES FOR FUNDING?
- Events, programs, and initiatives organized by RSOs
- Late night programming
- Educational speakers

### WHAT DOES NOT QUALIFY FOR FUNDING?
- Non-supplemental funding requests
- Replacement funding
- Purchases of student or faculty member travels
- Student or faculty member lodging
- Facilities
To be eligible for funding, RSOs must be:

- Registered through the Office of the Dean of Students.
- In good fiscal & judicial standing with the University of Mississippi and ASB.
- Active for at least 30 days.

- RSO must not have any standing debts to ASB or DOS.
- The RSOs President & Treasurer must attend an ASB Funding Training.
- RSOs must complete the budget provided on MSync prior to submitting their first request of each semester.
- Funding requests must be submitted before deadlines.
• Food purchased with ASB funding may only be for UM-affiliated students, staff, and faculty with the exception of guests at recognition events.

• All requests for food must include the cost per head.

• ASB will not fund speaker’s fees for more than $1,000 for an open event and $500 for a closed event.

• Event-specific promotional materials (flyers, advertisements, programs) must either include the ASB funding logo or recognize funding provided by “The University of Mississippi Associated Student Body.”
Non-permitted items:

- Alcohol, tobacco, drugs, or related paraphernalia, or bartending services
- Flowers, cards, gifts, or holiday décor
- Personal travel or personal clothing (organization-branded clothing is permitted)
- Goods such as supplies, clothing, or food intended to be donated or sold
- Retroactive reimbursements
DECISION CRITERIA
DECISION CRITERIA

- **Impact:** Is this an area of student interest on campus?
- **Stewardship:** Is the RSO being a good steward of available resources?
- **Leadership development:** Does this enhance skills and learn?
- **Community Service:** Does the request invoke community involvement?
- **Inclusiveness:** Does the request provide a forum to promote and support the University’s mission of inclusivity?
- **Student involvement:** Is there an opportunity to increase membership and involvement?
- **Accountability and risk management:** Is there a system in place to handle risks and unforeseen circumstances?
TIMELINE
• Requests must be submitted 15 business days in advance of funds being needed

• Requests will be reviewed on Tuesdays of each week, with notifications being sent no later than the following Wednesday by 9:00 AM.

• Requests must be submitted by Friday at 11:59 PM in order to be reviewed on the following Tuesday

• Upon approval, contact Grayson Giles at rggiles@go.olemiss.edu within 5 business days to set up a purchasing plan
Can be found online here
1) Login to MSync

2) From “My Memberships” in the upper right corner, select the organization on behalf of which you are submitting the request

3) From your organization’s portal, hover over “More” and click on “Treasury”

4) Select “Manage Budget”

5) Select “New Budget”

6) Create a Budget Name that identifies the nature of the request

7) Select the applicable budget category. This will generate a popup budget request supplement

8) Complete the supplement, providing as much detail as possible

9) When you have completed the supplement, click “Done”
10) Select and add your line items. For each line item, complete the “Description” as follows:

   “Vendor: item(s), quantity, unit cost”

   •  Ex. “Kroger: hot dogs, buns, condiments, chips, & drinks for 50 people, $4.50/person”

11) Input the total dollar amount requested for each line item.

12) Once you have input all necessary line item information you can upload any supporting documentation as proof/justification of costs.

   •  Ex. Official price quotes from vendors; screenshots of item pricing, fees, etc.

13) For event-related requests you must upload the event flyer, which must include the event date, time, and location.

14) For t-shirt requests, you must upload the list of students’ names and their t-shirt sizes.

15) When you are finished you can submit the budget request.
BUDGET REQUEST INSTRUCTIONS cont.

File Name
Overview of Canvas Drop Cloths.png
January 23, 2017 10:04 PM

Total cost of Canvas Drop Cloths.png
January 23, 2017 10:04 PM
• Login to MSync
From “My Memberships” select the student organization you are submitting the request for.
• Hover over “More” and click on “Treasury”
• Click “Manage Budgets”
• Click “New Budget”
• Contact Yelda Serin at yserinag@go.olemiss.edu within 5 business days after you receive funding approval from the ASB Treasurer

• Allow Yelda 24-48 hours for a response

• Provide additional documentation or information if needed

• Follow the credit card protocols

• Bring back the receipts
MANDATORY Orientations- 8/23/17 & 8/24/17 at 6:00-7:30 in Bishop 209 (location may change)

8/25/2017 - First funding request due

8/29/2017 - First notification of approval/denial

Date to Come - Last day to submit funding requests for the Fall 2017 semester

- Funding requests for Winter events must also be submitted by this deadline
• Questions regarding the budget request process, denied requests, and appeals can be directed to the ASB Treasurer Jennie Jesuit at jmjesuit@go.olemiss.edu

• Questions regarding the payment request process can be directed to Grayson Giles, Graduate Assistant for the Office of the Dean of Students at rggiles@go.olemiss.edu.