

## Guidelines and Policies AFTER Receiving GPSA Funding

Congratulations, your organization has been awarded funding from the GPSA Assembly! This page describes the steps to follow to receive that funding. Please review all information carefully. In most cases, there are guidelines for before and after your event; therefore, do not overlook any of the categories listed below. Please review these procedures stringently, regardless of past funding experience. Failure to follow the procedures listed below will result in the loss of awarded funding.

GPSA funding is granted via direct payment to vendors AFTER all paperwork is completed and in some cases by reimbursement. Reimbursement to any student or organization over \$1000 is prohibited by ASU accounting policy. There are specific policies that your group and GPSA must follow to receive funding from the University. Please work with the GPSA Specialist, Sr. to determine ways to pay for your expenses that follow University accounting guidelines. This packet is intended to help you receive your full award.

All funding paperwork must be given to the GPSA Specialist, Sr. If, at any point, you have questions about these procedures, please contact the GPSA Specialist, Sr., in the GPSA business office, located in the Graduate Student Center. You may also contact the GPSA Assembly President and President Pro Tempore, who administer GSO funding through the Assembly Operations Committee.

**Please note:** if the date of your event changes, you must submit this request for approval in date change to GPSA BEFORE the original date that your GSO was approved for event funding. Note: not all requests can be accommodated, but in order to be considered, they need to be in advance of the original date of your event.

**All GSOs that received funding from GPSA are REQUIRED to meet with the GPSA Office Specialist BEFORE their event.**

- We encourage you to meet with Siera McLellan, GPSA Office Specialist, as soon as possible.
- Coordinate a meeting via email, phone, or stopping by the office in the Graduate Student Center
- Siera will review your funding approval, provide you with necessary forms, go over procedures and requirements, and provide information to ensure a quick reimbursement process.

### **I. Requirements for Funding:**

#### **a) Save All Original Itemized Receipts!!!**

- We cannot reimburse **ANY** requests that do not include an original itemized receipt. Furthermore, the University requires that receipts list each item purchased so that they can ensure money is spent in compliance with its policies (e.g., no purchases of alcohol or postage stamps).

#### **b) All Paperwork Is Due 5 Business Days After Your Event**

- All paperwork must be turned in to the GPSA Specialist in person at the Graduate Student Center by 5:00 p.m., no later than 5 business days after the funded event. Failure to comply with this requirement will result in the forfeiture of your funding.
- In addition, no other organization (including your academic department) can override this policy. All paperwork for events during the spring semester must be turned in by the date of Spring Commencement Ceremonies. If your event is in April or May, this may mean you have less than 5 business days to complete your paperwork; plan accordingly. There are no exceptions to the 5-business day deadline, or to the final deadline in May.

#### **c) Advertising Requirements**

1. First, in recognition of GPSA's support, please include a summary of advertising. This should include a word document detailing advertising materials and locations. One copy of a flyer or email needs to be included in this. To ensure compliance, this must be handed in with your paperwork when requesting reimbursement.
2. Second, your event must be posted on the "GradStu" listserv by emailing the announcement to gradstu@asu.edu. Prior to this, you may have to request that your announcement be posted by visiting

<https://gpsa.asu.edu/gradsturequest/>. This announcement must go out at least 3 days prior to the event, meaning that you must submit the announcement at least 4 days prior to the event. You must turn in a print-out of the dated email with your paperwork when requesting reimbursement.

3. Third, your event must be advertised on the State Press Web Calendar. To submit your event, email the State Press at [spcalendar@asu.edu](mailto:spcalendar@asu.edu). You must turn in a print-out of the dated announcement upload/email with your paperwork when requesting reimbursement.

**d) Matching Funds**

- Any GSO awarded funding for an event in an amount greater than \$250.00 must demonstrate that they have actively sought matching funds. Submit written proof that your organization sought and/or received matching funds with your reimbursement paperwork. This may be evidence either that matching funds were received, or that they were actively sought and denied; in this case you must provide contact information for the source(s) from which you requested funding. GPSA will contact the source(s) from whom you requested matching funds to verify that you have complied with this policy.

**e) Limit On Clothing Item Funding Requests**

- Requests for funds for clothing items, such as T-shirts, are limited to \$250 per GSO, per semester.

**f) Be Aware Of All University And GPSA Funding Policies**

- It is your responsibility to familiarize yourself with the University and GPSA funding policies and procedures. Please pay particular attention to University prohibitions on purchases. We will not be able to reimburse you for prohibited items. These policies are available here.

**II. Payment Procedures:**

**PLEASE NOTE:**

- **We cannot reimburse cash purchases.** Alternate payment forms (e.g., credit/debit cards) must be utilized.
- **Reimbursements over \$1,000 per person are NOT allowed.** If your GSO received approved funding for over \$1,000, multiple people will need to be reimbursed to adhere to these guidelines.

**Catering** - GPSA will only pay catering expenses contracted with approved University vendors. Catering services and reimbursements for food will be paid AFTER all paperwork (below) is submitted to GPSA Specialist, Sr.

**i. Before Your Event:**

1. Contact the catering provider you intend to use for the event (Aramark Catering in the MU) and receive a written invoice that clearly details the items/ services you are purchasing, and provides an itemized list of expenses.
2. For both catering and food reimbursement, obtain a Business Meals Form and a Request for Funds form (RFF) at the GPSA Business Office in the Graduate Student Center.
3. NOTE: GPSA will now pay approved reimbursement requests for Aramark directly.

**ii. After Your Event, Within 5 Business Days:**

1. Turn in all required paperwork, including an invoice, RFF form and completed business meals form, along with a list of all event attendees and documentation that you have met the advertising requirements listed above.
2. If you are requesting reimbursement for food, turn in the original itemized receipt, the RFF form and the completed business meals form, along with a list of all event attendees and documentation that you have met the advertising requirements listed above.
3. Once GPSA has confirmed that you have fulfilled all requirements, payment will be made directly to the vendor.

**III. Guest Speaker, Performer, Or Other Contractor Honoraria/Fees:**



**Special Guest Process** – Any guest speaker, performer or service provider receiving a payment for services must be paid directly through GPSA AFTER the proper forms are submitted and completion of services are verified. This payment comes as a flat fee. In other words, this is processed as a “payment” for services and not a “reimbursement” for fees or incurred expenses per University policy.

**i. Before Your Event:**

1. The local or national service provider (e.g., speaker, performer, etc.) must obtain a Request for Funds (RFF) form, Departmental Professional Services Order (DPSO) form, Independent Contractor Checklist, and Substitute W-9 form. International service providers (e.g., speaker, performer, etc.) require additional forms. All forms should be obtained from the GPSA Specialist, Sr.
2. Complete your portion of the Departmental Professional Services Order (DPSO) form.
3. Contact your speaker and have them complete their section of the DPSO form, Independent contractor checklist, and Substitute W-9 form.
4. You must also include in this paperwork, the letter of invitation to the speaker.
5. \*\*We do not accept paperwork prior to an event. \*\*

**ii. After Your Event, Within 5 Business Days:**

1. Visit the GPSA Specialist, Sr. at the GPSA Business Office to confirm that services have been completed; this requires an additional signature.
2. Turn in all required and completed paperwork (in hard copy with signatures), including documentation that you have met the advertising requirements listed above, to the GPSA Specialist, Sr
3. Once GPSA has confirmed that you have fulfilled all requirements, payment will be made directly to the speaker. GPSA cannot process “day of” payments. Please let your guest know to expect payment a few weeks after the event (provided all documentation, policies and deadlines are met).

**IV. Travel Expenses (Hotel, Airfare) For Guest Speaker/Performer, Etc.:**

GPSA no longer directly funds airline travel or hotel costs for invited guest speakers, performers, or other service providers; however, the club/organization can choose to increase the amount of the honorarium for the invited guest so that the guest can pay their own travel expenses with the additional funding. (Note: Honorariums can be awarded to include these costs, however, they are considered income to the guest and may result in issuance of a 1099 from tax services.) See Section III for details.

**V. Other Expenses:**

If GPSA approves funds for the purchase of other goods and services, payment will usually be made as a reimbursement after your event, AFTER all paperwork has been submitted. However, you must contact the GPSA Specialist, Sr. in advance of making any purchase to verify that it will be reimbursed. It is your responsibility to verify the proper procedures for all expenses.

**i. Before Your Event:**

1. Contact the GPSA Specialist, Sr. to determine if your item(s) will be paid for by reimbursement.
2. Purchase your item(s). You MUST obtain and save an itemized receipt that clearly shows each item purchased, its cost, the total cost, and verifies that the expense has been paid.

**ii. After Your Event, Within 5 Business Days:**

1. Obtain a Request for Funds (RFF) form from the GPSA Specialist, Sr. and complete it.
2. Turn in all your original itemized receipts, along with all required paperwork, including documentation that you have met the advertising requirements described above, to the GPSA Specialist, Sr.
3. Once GPSA has confirmed you have fulfilled all requirements, reimbursement will be made to you via ASU’s reimbursement system.

**VI. Potentially Required Forms:**

This section describes various forms you will need to receive funds/reimbursement from GPSA, depending on what your event requires.

- i. Request For Funds (Rff) - ALL expenditures to be paid by GPSA require a Request for Funds (RFF) form. YOU personally, not your organization, are the requester. You must obtain the RFF form from the GPSA Specialist, Sr. in order to submit your paperwork and original itemized receipts.
- ii. Business Meal Form - ALL food and beverage purchases require a Business Meals form. You may obtain additional forms from the GPSA business office. You must list the name, title and affiliation of each person attending your event.
- iii. Substitute W-9 - Substitute W-9s allow for proper IRS reporting and for new vendors to be entered into the University Purchasing system.
- iv. Vendor Authorization Form – This form is used to set up a vendor in the ASU financial system. It is utilized to process payments.
- v. Departmental Professional Service Order (DpsO) Form - This form is used when paying service providers. The university requires that you describe the reason(s) you are purchasing the particular service (speaking, music, etc.); the service provider fills in their information and signs the form. After the service has been rendered, you will sign it to verify that the provider has completed the service.
- vi. Independent Contractor Checklist - This form is used when paying service providers. This form is required by ASU Tax Services to verify Independent Contractor status.

### **Still Have Questions?**

**Please contact us \*in advance\* if you are unsure about funding policies. It is much easier to avoid mistakes than to correct them, and in some cases, we will not be able to reimburse your out-of-pocket expenses if an error is made, even if you have personally spent the money.** Please contact the GPSA Assembly President, President Pro Tempore, or GPSA Specialist, Sr., at the Graduate Student Center, 480-727-9870, with any questions.