

SBA Funding Steps

1. SBA Funding Meeting Approves Request
 - The Org should designate 1 requestor/purchaser and 1 alternative per school calendar year. Each of these designees should be in attendance at the Council of Leaders Meeting.
 - ✓ SBA Form request should select for approval either P-Card Purchase or Reimbursement purchase.
 - ✓ For ease with processing please rename PDF documents pertaining to your funding request or documents to the date of the event and name of your Org. as example follows: *00/00/2023 SBA*
 - ✓ Reimbursement request are ONLY for purchases up to \$100.00.
 2. SBA VP Finance provides approved funding forms to Student Services Coordinator within 24 hours.
 3. Student makes appointment with student Services Coordinator to borrow P-Card @(bari.barnes@asu.edu).
 4. Student will provide the following required paperwork at P-Card Appointment directly to PCard holder
 - Completed Business Meal Form notes:
 - ✓ Requester Signature will be your signature
 - ✓ Required Approvals will be Dean or Director...you do not need to fill this line.
 - Delegation Sheet
 - Itemized Receipt showing what was purchased and the total including tip (tip should not exceed 18% of the subtotal) (if available at time of purchase)
 - Event Announcement (if available at time of purchase)
 5. Within 5 Days – Student will submit to Student Services Coordinator the final receipt itemized receipt and event Sign-In Sheet.
 6. VP of Finance should track their approvals for both P-Card and Reimbursement approvals.
 7. Reimbursements should be submitted within 5 days of Event.
- ***NOTE: Failure to turn in requested documentation within the required time may impact the ability of your Student Organization to be funded for future events.***

Following Documents Required for P-Card:

1. Delegation Sheet
2. Business Meals Form
3. Sign-in Sheet
4. Event Invitation/Flyer
5. Itemized receipt

Following Documents Required for Reimbursement:

1. Reimbursement Form
2. Business Meals Form
3. Sign-in Sheet
4. Event Invitation/Flyer
5. Itemized receipt showing there was a credit card charge was made (ASU does not reimburse cash purchases)

Following Documents Required for Dean Discretionary Fund:

1. Reimbursement Form (if reimbursement)
2. Business Meals Form (if food is provided)
3. Sign-in Sheet (if event with food)
4. Event Invitation/Flyer
5. Itemized receipt showing there was a credit card charge was made (ASU does not reimburse cash purchases)