

# 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 through > Student Portal > Request an Appointment [Here](#) bottom selection.
  4. Student will provide the following required paperwork at P-Card Appointment or email prior to 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 4 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 4 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)