

2024 - 2025 ASNAU Appropriations Guidelines

Appropriations Guidelines Authorization:

This document is an extension of the ASNAU Bylaws, and any amendments must be approved by a majority of the Senate.

General Information:

1. All clubs are allocated up to \$4000 per academic year for all ASNAU funding.
2. Individuals are allocated up to \$2000 for all ASNAU funding.
3. If you have any questions pertaining to ASNAU funding, the Appropriations Guidelines, for the Appropriations form, please email ASNAU_VPSA@nau.edu.
4. This document is subject to change. If a more updated version has been approved, those are the guidelines and procedures which will be followed.
5. At this time, ASNAU is only able to purchase the items specifically listed in the Purchasing section. If you would like funding for other items, utilizing ASNAU Reimbursement is advised.

Section I: Appropriations Information and Disclaimers

Funding Disclaimers:

1. ASNAU Finding is NOT guaranteed.
 - a. Factors such as approval in previous years for similar or identical reimbursements does not guarantee approval again.
 - b. ASNAU reserves the right to amend the Appropriations Policy to reflect the goals and mission of the organization and to provide funding in the best, most equitable and fair way possible.
2. All funding is subject to Federal Law, Arizona State Law, Northern Arizona University (NAU) and Business Support Services (BSS) Travel Policy Guidelines, and ASNAU Appropriations Policy.
3. Funds can only be disbursed after the appropriate procedures have been followed. Failure to follow the procedures listed in this document will result in denial of reimbursement even if the Senate approved the Bill.
4. Any documentation requested by ASNAU needs to be supplied within 7 days of the request.
 - a. Documentation may include, but is not limited to, additional receipts, payment confirmation, roster of event attendees, or mileage calculation information.
 - b. If this documentation is not provided within 7 days of the request, the request will be terminated.

5. Funding may be denied based on the grounds listed on the following pages, or due to unprofessional conduct on the part of the applicant or the club's designated representative.
6. Denials may be appealed by emailing the ASNAU Vice President of Student Advocacy (ASNAU_VPSA@nau.edu) to set up a time to discuss the case. Following the meeting, the Vice President of Student Advocacy will take the case to the ASNAU Executive Council for further discussion. The executive Council may deny the request again, or authorize it for a second vote at the next Senate or Appropriations meeting, where they will make their argument for reimbursement.

Appropriations Policy:

- 1. According to Federal, State, and/or NAU Policy, the following CANNOT be funded:**
 - a. Activities that perform a task that is more effectively performed by the University.
 - b. Any activity that discriminates based on race, sex, religion, national origin, marital status, sexual orientation, disability, age, or veteran status.
 - c. Food not supplied by Sodexo.
 - i. Food CAN be reimbursed outside of Sodexo if accompanied by a Food Waiver.
 - d. Funding for any NCAA Affiliated club or sports team.
 - e. Items that are to be kept by the club or individual.
 - f. Any expense for wages or salaries.
 - g. Cash gifts, trophies, or scholarships.
 - h. Computer equipment.
 - i. Club jerseys or uniforms.
 - j. The repayment of previous debts.
 - k. Donations to a charitable organization.
 - l. Any part of any event where alcohol is served.
 - m. Purchases made by a department for non-university approved travel.
 - n. Participant expenses exceeding \$25 per item or \$100 per semester.

- 2. According to ASNAU Policy, the following CANNOT be funded:**
 - a. Events that charge a fee to full-time NAU students.
 - b. Academic materials for use in class or for anything gaining class credit.
 - c. Sports Equipment.
 - d. Lodging or living accommodations during travel.
 - e. Funding to anyone that does not currently pay the 23 fee.
 - f. Any activity in which course credit is received, either directly or indirectly.
 - g. Any form of tutoring, including online classes.
 - h. Upgraded services relating to travel, including first-class or business-class flight seats.

- i. Any purchases or events made before the start of the fiscal year (July 01, 2024) or events that occur after the end of the fiscal year (June 30, 2025).
- j. Any reimbursement that may hold ASNAU legally responsible for something outside of the scope of our organizational mission.

3. Documentation Requirements:

- a. Receipt Requirements:
 - i. A receipt or invoice submitted to ASNAU must show a \$0 balance, payment confirmation, or amount paid.
 - ii. In order for receipts to be approved by NAU, they must include the following:
 - 1. Name of Purchaser, Name of Vendor, Date Purchased, Itemized List, Proof of Payment, and Amount Paid.
 - iii. If the receipt has the name of any individual on it, that individual must be the one requesting reimbursement for that expense.
 - iv. Receipts must be submitted within 7 days of completing the ASNAU Appropriations Form. This can be done within the form, by emailing ASNAU_VPSA@nau.edu, or by submitting physical receipts to the ASNAU Front Desk.
 - v. PayPal, Venmo, CashApp, or any other money exchange app receipts are not accepted.
- b. Mileage:
 - i. The club or individual must submit the addresses of their travel location(s), number of cars driven, and the name of each student in the vehicles driven.
 - ii. Proof of travel also needs to be submitted, such as odometer readings, gas receipts at the location on the specified date, or other confirmation of arrival.

4. Additional Approval Requirements:

- a. All club events or activities must be registered in True Blue Connects in order to be funded.
- b. All travel reimbursed by ASNAU must first be approved by the NAU Travel Department. A travel case number must be provided.
- c. All food funded by ASNAU must be purchased from Sodexo.
 - i. If requesting reimbursement from food outside of Sodexo, a Food Waiver must be provided.
- d. For Purchasing of Club Materials or TShirts, a design must be submitted in the ASNAU Appropriations form.
 - i. This design must adhere to University Marketing Policies.

Section II: Reimbursement

Reimbursement Procedure and Timeline:

1. A club or individual will submit a funding request to ASNAU using the ASNAU Appropriations Form.
2. A club or individual will submit their receipts to ASNAU.
 - a. This can be completed within the ASNAU Appropriations Form, by emailing them to ASNAU_VPSA@nau.edu, or turning in physical copies to the ASNAU Front Desk.
3. Once the receipts have been turned in, the ASNAU Vice President of Student Advocacy and Chief Financial Officer will analyze the receipts.
 - a. If receipts are deemed insufficient or do not require all necessary information, the individual who completed the form will be contacted. Once sufficient documentation and receipts are provided and approved by the ASNAU VPSA and CFO, the reimbursement will move on to the following steps.
4. After the receipts have been looked over, the ASNAU Appropriations Committee Chair will reach out to the designated representative and give them a meeting time.
5. The ASNAU Appropriations Committee Chair will assign the request to a Senator who will draft a Senate Bill that requests reimbursement from NAU for the club or individual.
6. A representative for the club or individual must attend an ASNAU Appropriations Committee meeting to explain the request and answer any questions.
 - a. After being invited to attend Appropriations, the representative has up to 2 weeks to attend before the Bill is tabled indefinitely.
7. The ASNAU Appropriations Committee will approve or deny the request.
 - a. If denied, the reimbursement cannot be reimbursed by ASNAU.
 - b. If approved, the club or individual will need to stay in contact with the ASNAU Vice President of Student Advocacy, Chief Financial Officer, and ASNAU Advisors or the Operation Assistant Manager to finalize the request before it is sent to the school for final approval.
8. After ASNAU submits the Bill and Supporting Documentation to the school, there are 3 additional approvals from the NAU Fiscal Operations Officer, NAU Finance Administrative Specialist, and a representative from the Comptroller's Office.
 - a. If any of the above people deny the request, the ASNAU Vice President of Student Advocacy, ASNAU Advisors, and Operations Assistant Manager will work with the club or individual to fix the issue and procure reimbursement.
 - b. The student listed on the ASNAU Appropriations form will be added to the “watchlist” on the NAU Service Center. The student should check for updates within the Service Center, and inquire about updates through that portal.
9. A check will be made and needs to be picked up by an authorized person and signed out.

Travel Reimbursements:

- a. ASNAU can reimburse for travel directly related to an approved event, including the following expenses:
 - i. Mileage driven in personal vehicles to the event and back to Flagstaff.
 1. Mileage is calculated by taking the roundtrip total of the travel, multiplied by the number of cars taken, and multiplying it by \$0.665/mile.
 2. Proof of travel also needs to be submitted, such as odometer readings, gas receipts at the location on the specified date, or other confirmation of arrival.
 - ii. Airfare through a national, regional, or international airline.
 1. No upgraded amenities, only the base costs and fees of the ticket.
 - iii. Parking fees directly related to the event that reimbursement was requested.
 1. This does not include parking fines or tickets.
- b. ASNAU does NOT reimburse for lodging of any kind.

Section III: Purchasing

Purchasing Procedure and Timeline:

1. Please allow at least 4 weeks from completion of the form for items to be purchased.
 - a. If requesting NAU Fleet Service vehicles, ordering Sodexo food, or requesting conference registration please ensure that there is a minimum of 4 weeks before the dates of the event to avoid complications.
2. A club or individual will submit a purchasing request to ASNAU using the ASNAU Appropriations Form.
 - a. Within the form, certain information will need to be provided in order to submit. This varies based on the purchasing request.
3. After the form has been looked over, the ASNAU Appropriations Committee Chair will reach out to the designated representative and give them a meeting time.
4. The ASNAU Appropriations Committee Chair will assign the request to a Senator who will draft a Senate Bill that requests purchasing from NAU for the club or individual.
5. A representative for the club or individual must attend an ASNAU Appropriations Committee meeting to explain the request and answer any questions.
 - a. After being invited to attend Appropriations, the representative has up to 2 weeks to attend before the Bill is tabled indefinitely.
6. The ASNAU Appropriations Committee will approve or deny the request.
 - a. If denied, the request cannot be purchased by ASNAU.

- b. If approved, the club or individual will need to stay in contact with the ASNAU Vice President of Student Advocacy, Chief Financial Officer, and ASNAU Advisors or the Operations Assistant Manager to finalize the request.
7. After the Bill has been approved, ASNAU will work to make the purchase being requested.
 - a. For most requests, items will be purchased within 5 business days AFTER the senate has approved the bill.
 - b. The representative listed on the ASNAU Appropriations Form is responsible for remaining in contact and responding in a timely manner to inquiries relating to their purchase.
 - c. For Club t-shirts, expect a longer time frame of 2 - 3 months for purchasing and for the product to arrive. This is due to having more strenuous approval processes and accounting for longer printing and shipping times.
8. All purchases made by ASNAU will be shipped to the ASNAU office. The representative will be notified when materials have arrived.
9. For all purchases, the representative will be notified once the item has been purchased.

What CAN ASNAU Purchase?

1. Conference Registration for both clubs and individuals.
2. Tests completed at the NAU Academic Success Center.
3. Club Marketing Materials
 - a. These are all purchased through NAU Printing Services. For more information, use the following link: <https://in.nau.edu/printing-services/>
 - b. These include Stickers, Banners, or Club Tablecloths.
 - c. A design must be submitted prior to completing the form.
 - i. If your club does not have a logo or design, please reach out to the ASNAU Graphic Designer, ASNAU_CMD@nau.edu for assistance.
 - ii. All designs and marketing materials must adhere to the University Marketing Policies to be approved.
 - d. All club marketing materials purchased by ASNAU will also include the ASNAU logo and the “Student Organization of NAU” logo.
 - e. Any Club Marketing Materials purchased by ASNAU CAN NOT be sold. They must be used for club promotion and engagement purposes.
4. Club T-Shirts
 - a. These are purchased through a NAU Approved Vendor
 - b. A design must be submitted prior to completing the form.
 - i. If your club does not have a logo or design, please reach out to the ASNAU Graphic Designer, ASNAU_CMD@nau.edu for assistance.
 - ii. All designs and marketing materials must adhere to the University Marketing Policies to be approved.

- c. A size breakdown must be provided.
 - d. All club marketing materials purchased by ASNAU will also include the ASNAU logo and the “Student Organization of NAU” logo.
 - e. Any Club T-Shirts purchased by ASNAU CAN NOT be sold. They must be used for club promotion and engagement purposes.
5. Sodexo Food
- a. ASNAU is only able to purchase food from Sodexo. For options and to see what is available, follow the link: <https://northernarizona.catertrax.com/>
 - b. A club representative must be able to pick up or receive the catering order for the event.
6. NAU Fleet Vehicles
- a. In order to purchase NAU Fleet Vehicles, clubs must provide proof that drivers have completed Authorized Driver Certification at NAU. For more information, follow the link:
<https://in.nau.edu/environmental-health-and-safety/occupational-safety/>