

2026 – 2027 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 ASNAU Senate.

General Information:

1. All undergraduate individuals are allocated up to \$500 per academic year for all ASNAU Appropriations funding.
2. All registered NAU clubs are allocated up to \$1,000 per academic year for all ASNAU Appropriations funding.
3. This document is subject to change. If a more updated version has been approved, those are the guidelines and procedures which will be followed.
4. At this time, ASNAU is only able to purchase the items specifically listed under “Section III: Purchasing”. If you would like funding for other items, utilizing ASNAU Reimbursement is advised.
5. If you have any questions pertaining to ASNAU Appropriations funding, the Appropriations Guidelines, or the Appropriations form, please email ASNAU_Appropriations@nau.edu.

Section I: Appropriations' Information and Disclaimers

Funding Disclaimers:

1. ASNAU funding is **NOT** guaranteed.
 - a. Factors such as approval in previous years for similar or identical reimbursement do 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 Purchasing, Comptroller, 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 ASNAU 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 applicants or clubs designated representatives.
- 6. Denials may be appealed by emailing the ASNAU Vice President of Student Advocacy, VPSA, ASNAU_VPSA@nau.edu to set up a time to discuss the case.
 - a. Following the meeting, the VPSA will take the case to the ASNAU Executive Cabinet for further discussion. The Executive Cabinet may deny the request again or authorize it for a second vote of the next Senate or Appropriations meeting, where they will make their decision for reimbursement.
- 7. ASNAU reserves the right to deny funding to any messaging that goes against its message of tolerance. This includes inflammatory statements. To ensure fairness, funding requests with messaging (such as club merchandising) will be reviewed by ASNAU Executive Cabinet and ASNAU Advisors.

Appropriations Policy:

- 1. According to Federal, State, and/or NAU Policies, 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 or if the event is off campus.
 - d. Funding for any National Collegiate Athletic Association (NCAA) affiliated club or sports team.
 - e. Items that are to be kept by the club or individual.
 - i. Items that will be stored in on-campus storage are acceptable. Please visit the following website to review on-campus storage options: [Club Resources | Dean of Students](#)
 - f. Participant expenses exceeding \$25 per item or \$100 per semester.
 - g. Any expense for wages or salaries.
 - h. Cash gifts, trophies, or scholarships.
 - i. Computer equipment.
 - j. Club jerseys or uniforms.
 - k. Repayment of previous debts.
 - l. Donations to a charitable organization.
 - m. Any part of an event where alcohol is served.
 - n. Purchases made by a department for non-university approved travel.

- i. Any travel funded by ASNAU must be approved by the NAU Travel Department, and a travel case number must be provided on the Appropriations form. Students and organizations can access the NAU Travel form at this link: [Nau HR Service Catalog - NAU Human Resources](#)
- ii. If further assistance regarding travel documentation is needed, please contact the NAU Travel Department or review their website: [Reimbursement Processing Support Unit | Northern Arizona University](#)

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 any gaining class credit.
- c. Any activity in which course credit is received, either directly or indirectly.
- d. Any form of tutoring including online classes.
- e. Sports equipment, unless it is stored on campus. Please visit the following website to review on-campus storage options: [Club Resources | Dean of Students](#)
- f. Items to be kept by an individual or club, unless it is stored on campus. Please visit the following website to review on-campus storage options: [Club Resources | Dean of Students](#)
 - i. This includes graduation regalia.
- g. Funding and/or items used for fundraising.
- h. Lodging or living accommodations during travel.
- i. Upgraded services relating to travel include first class or business class flight seats.
- j. Software.
- k. Reoccurring purchases.
 - i. This applies to subscriptions and other automatically renewed purchases.
 - ii. Individuals/organizations are allowed to apply for similar requests year to year – however, as stated in the general information section, it does **NOT** guarantee approval.
 - iii. This is not applied for a Sodexo Catering request, which may span multiple events.
- l. Funding to anyone that does not currently pay the 23 fee.
- m. Purchases made before July 1, 2025.
 - i. If the same reimbursement application was submitted AND approved by the previous year, students/organizations may NOT apply for a double reimbursement.
 - ii. If a student/organization attempts to do so, they will not be allowed to submit any other applications for the academic year.

- iii. If a student/organization applies for reimbursement and is denied due to funding constraints, they can submit the same expense the following year.
- n. Any reimbursement or purchase that may hold ASNAU legal responsibility outside of the scope of our organizational mission.

3. Documentation Requirements:

a. Receipt requirement:

- i. A receipt or invoice submitted to ASNAU must show a \$0 balance, payment confirmation, or amount paid.
- ii. 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 including tax.
 - 2. If any of the above items are missing, the request will not be approved.
- iii. If the receipt has the name of any individual on it, that individual must be the one requesting reimbursement for that expense.
 - 1. The name of the purchaser must match the name of the student who is requesting reimbursement.
 - 2. Faculty members or departments may request reimbursement if the purchase was made on behalf of the student using a university purchasing card. The reimbursement will be made in the form of an interdepartmental transfer.
 - 3. ASNAU does **NOT** reimburse coaches, parents, legal guardians, or anyone outside of NAU.
- iv. Receipts must be submitted within 7 days of completing the ASNAU Appropriation form. This can be done within the form, by emailing ASNAU_Appropriations@nau.edu or by submitting physical receipts to the ASNAU Front Desk.
 - 1. Receipts that are emailed must use the following in the subject line: club name/name of the individual _ date of submission
- 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 locations(s), number of cars driven, the name of each student in the vehicles driven, and a screenshot of a map from NAU to their end destination showing the total number of miles 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.
 - iii. There must be an approved True Blue Connects event for the event for which the mileage occurred.
 - iv. An approved NAU Travel Case must be completed.
- 1. Additional Approval Requirements:
 - a. All club events or activities must be registered in True Blue Connection to be funded.
 - b. Any travel funded by ASNAU must be approved by the NAU Travel Department, and a travel case number must be provided on the Appropriations form. Students and organizations can access the NAU Travel form at this link: [Nau HR Service Catalog - NAU Human Resources](#)
 - i. If further assistance regarding travel documentation is needed, please contact the NAU Travel Department.
 - c. All food funded by ASNAU must be purchased by Sodexo.
 - i. If requesting reimbursement for food outside of Sodexo, a Food Waiver must be provided.
 - d. For the purchasing of club materials or T-shirts, a design must be submitted in the ASNAU Appropriations form.
 - i. This design must adhere to University Marketing and Student Affairs Strategic Initiatives (SASI) policies. The ASNAU Operations Assistant Manager can assist with this process after funding has been approved.

Section II: Reimbursement

Reimbursement Procedure and Timeline:

1. A club or individual will submit a funding request to ASNAU using the ASNAU Appropriations form between the two-week period.
2. A club or individual will attend ASNAU office hours to review their request with an ASNAU staff member.
 - a. A club or individual will submit their receipts to ASNAU.
 - i. This can be completed with the ASNAU Appropriation form, emailing them to ASNAU_Appropriations@nau.edu, or turning in physical copies to the ASNAU office.
3. After the club or individual has attended ASNAU office hours and their request has been approved, the ASNAU Appropriations Committee Chair will assign the request to an

ASNAU Senator who will draft a Senate bill, which is to request reimbursement to NAU for the club or individual.

4. Once the Senate bill is drafted, the ASNAU Appropriations Committee will review the Senate bill, and the ASNAU VP of Student Advocacy will sign the bill.
5. After ASNAU submits the bill and supporting documentation to the university, there are three additional approvals from the NAU Financial Oversight and NAU Purchasing and Accounts Payable.
 - a. If any of the above people deny the request, the ASNAU Vice President of Student Advocacy, ASNAU Advisors, and Operations 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 a case in the NAU Service Now portal. The student should check for and inquire about updates through that portal.
6. A check will be made and will either be sent to the mailing address provided in the ASNAU Appropriations Form or will be held in the ASNAU office for retrieval.

Travel Reimbursement:

1. Any travel funded by ASNAU must be approved by the NAU Travel Department, and a travel case number must be provided on the Appropriations form. Students and organizations can access the NAU Travel form at this link: [Nau HR Service Catalog - NAU Human Resources](#)
 - i. If further assistance regarding travel documentation is needed, please contact the NAU Travel Department.
2. ASNAU can reimburse for travel directly related to an approved event, including the following expenses:
 - a. Mileage
 - i. Any drivers requesting personal mileage reimbursement MUST be a NAU Authorized Driver.
 1. To become an NAU Authorized Driver, please follow the directions on this page: [Authorized Driver Certificate FAQs | Environmental Health and Safety](#)
 - ii. 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.
 - iii. Proof of travel must be submitted. Proof of travel may be odometer readings, gas receipts at the location on the specified date, or other confirmation of arrival.
 - iv. Mileage is calculated by taking the roundtrip total of the travel, multiplied by the number of cars taken, and multiplying it by \$0.76/mile.

- b. Airfare through a national, regional, or international airline.
 - i. No upgraded amenities, only the base costs and fees of the ticket.
 - c. Parking fees directly related to the event that reimbursement was requested.
 - i. This does not include parking fines or tickets.
 - d. Rental vehicles procured through NAU Fleet Services where the driver has the NAU Authorized Driver Certification.
 - i. Rental vehicles used for out-of-state conferences cannot be reimbursed without a previously approved Purchase Compliance Review.
 - e. Bus and Train fare
 - i. No upgraded amenities, only the base costs and fees of the ticket.
3. ASNAU does **NOT** reimburse for lodging, meals during travel, or insurance of any kind.

Section III: Purchasing

Purchasing Procedure and Timeline:

1. Please allow at least four 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 four weeks before the dates of the event to avoid complications.
 - b. If the purchase is needed sooner than four weeks, you may apply for reimbursement instead.
2. A club or individual will submit a funding request to ASNAU using the ASNAU Appropriations form between the two-week period.
3. A club or individual will attend ASNAU office hours to review their request with an ASNAU staff member.
4. After the club or individual has attended ASNAU office hours and their request has been approved, the ASNAU Appropriations Committee Chair will assign the request to an ASNAU Senator who will draft a Senate bill, which is to request purchasing from NAU for the club or individual.
5. Once the Senate bill is drafted, the ASNAU Appropriations Committee will review the Senate bill, and the ASNAU VP of Student Advocacy will sign the bill.
6. After the bill has been approved, ASNAU will work to make the purchase requested.
 - a. Within 7 days of receiving funding approval, the individual will be contacted by the Operations Manager with the next steps to complete the purchase.
 - b. The representative listed on the ASNAU Appropriations Form is responsible for remaining in contact and responding within 7 days to inquiries relating to their purchase.
 - c. For club T-shirts, expect a longer timeframe of 2-3 months for purchase and for the product to arrive. This is due to approval needed by the Student Affairs

Strategic Initiatives (SASI) office and University Marketing, and accounting for longer printing and shipping times.

7. All purchases made by ASNAU will be shipped to the ASNAU office. The representative will be notified when the materials arrive.
8. 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 that are 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:[Printing Services | 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 Multimedia Designers, ASNAU_MD@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 must include the “Student Organization of NAU” logo, which can be found here: [17. A student organization at NAU | Northern Arizona University | Mediagraph](#)
 - e. Any club marketing materials purchased by ASNAU **CANNOT** be sold. They must be used for club promotion and engagement purposes.
 - f. ASNAU reserves the right to deny funding to any messaging that goes against its message of tolerance. This includes inflammatory statements. To ensure fairness, funding requests with messaging (such as club merchandising) will be reviewed by the ASNAU Executive Cabinet and the ASNAU Advisors.
4. Club T-Shirts
 - a. These are purchased from an 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 Multimedia Designer, ASNAU_MD@nau.edu for assistance.
 - ii. All designs and marketing materials must adhere to University Marketing Policies to be approved.
 - c. A size breakdown must be provided.
 - d. All club t-shirts purchased by ASNAU will include the “Student Organization of NAU” logo, which can be found here: [17. A student organization at NAU | Northern Arizona University | Mediagraph](#)
 - e. Additionally, club t-shirts purchased by ASNAU must include the ligature version or a wordmark version of the ASNAU logo, which can be found here:

[17. A student organization at NAU | Northern Arizona University | Mediagraph](#)

- f. Any club t-shirts purchased by ASNAU **CANNOT** be sold. They must be used for club promotion and engagement purposes.
 - g. ASNAU reserves the right to deny funding to any messaging that goes against its message of tolerance. This includes inflammatory statements. To ensure fairness, funding requests with messaging (such as club merchandising) will be reviewed by the ASNAU Executive Council and the ASNAU Advisors.
- 5. Sodexo Food
 - a. ASNAU is only able to purchase food from Sodexo. For options and to see what is available, follow the link: [Northern Arizona Catering - Flagstaff, AZ](#)
 - b. A club representative must be able to pick up or receive the catering order for the event.
- 6. NAU Fleet Vehicles
 - a. To purchase NAU Fleet Vehicles, clubs must provide proof that drivers have completed Authorized Driver Certification at NAU. For more information follow the link: [Authorized Driver Certificate FAQs | Environmental Health and Safety](#)
 - b. Rental vehicles used for out-of-state conferences cannot be purchased without a previously approved Purchase Compliance Review.