

Associated Students, Inc.
Recognized Student
Organization Funding



FOR THE STUDENTS, BY THE STUDENTS

ASI

Overview



Funding Overview

Eligibility, Events, and
Purchasable Items

Funding Request

Deadlines and Presentation
at the Finance Meeting

Receiving Reimbursement



Funding Overview

- ASI funds events hosted by recognized student organizations in order to plan and host diverse and engaging events to increase Cal State LA campus involvement and community
- ASI funding is on a first-come, first-served basis based on available funds
- ASI funding is on a reimbursement basis



Eligibility



**Recognized and in
good** standing with
the University



President and/or
Treasurer completed
the Funding Workshop
or module on Presence



Eligible for up to \$1,500
per academic year based
on first come first serve
basis of ASI available funds

Event Eligibility

- Approved Event Registration Form from CSI on The Nest (Presence)
- All events must be open to all Cal State LA students
- Only funds events based on the academic calendar: Fall Semester & Spring Semester



Purchase Eligibility



- ◆ Funding Price List -
list limits on hospitality, marketing, honorarium, equipment, and others
- ◆ Merchandise must be sweatshop free
determined by the sweatshop-free list or
confirmation from the company
- ◆ **Purchases must be made prior to the event**
- ◆ Not applicable to the “Prohibited Expenses”
List in ASI Policy 204
(next slide)

Purchase Eligibility cont.

Prohibited Expenses - ASI Policy 204

Utilities costs & Office supplies -
unless specifically used for an event

Alcohol, tobacco, marijuana, firearms,
medications, or any controlled substances

Salaries, fees, honorariums for Cal State LA
instructors, tutors, or faculty and staff

Tickets and travel to concerts, festivals, or
theme parks are prohibited because of the
inherent risks and liability

Organization's or individual member's local,
state, regional, or national membership fees

Expenses associated with the membership
recruitment of non-Cal State LA students

Scholarships or scholarship
donations

Programs for the benefit of, or targeted
to, non-Cal State LA Students

Programs exclusively benefiting or targeted to
members of a specific group and is not open to all
Cal State LA students

Funding Distribution

Recognized Student Organizations can submit a funding request prior to the event, or after the event has occurred

Prior -

- Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.


After -

- ASI may consider allocating funds after an event has occurred.
- Post-event funding requests will only be considered in the semester when they occur.
- The last day to submit a funding request is the deadline for the last Finance meeting of the semester.




ASI Funding Request Form

On The Nest (Presence)



OrganizationsEventsFormsOpportunitiesResources



ASI Recognized Student Organization Funding Request Form

Recognized Student Organizations can submit a funding request prior to the event or after the event has occurred:

Prior -

- Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.

After -

- ASI may consider allocating funds after an event has occurred.
- Post-event funding requests will only be considered in the semester when they occur.
- The last day to submit a funding request is the deadline for the last Finance meeting of the semester.

Funding Submission Deadline & Finance Committee Dates

The deadline for submissions is Friday, 12 pm, before the intended meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting.

Finance Committee meetings are held on alternating Thursdays from 2-4 pm.

The Finance Committee Dates and Submission Deadlines can be found here: <https://asicalstatela.org/club-funding-proposals-deadline>

Student Organization & Officer Information

Organizations

Officer Name

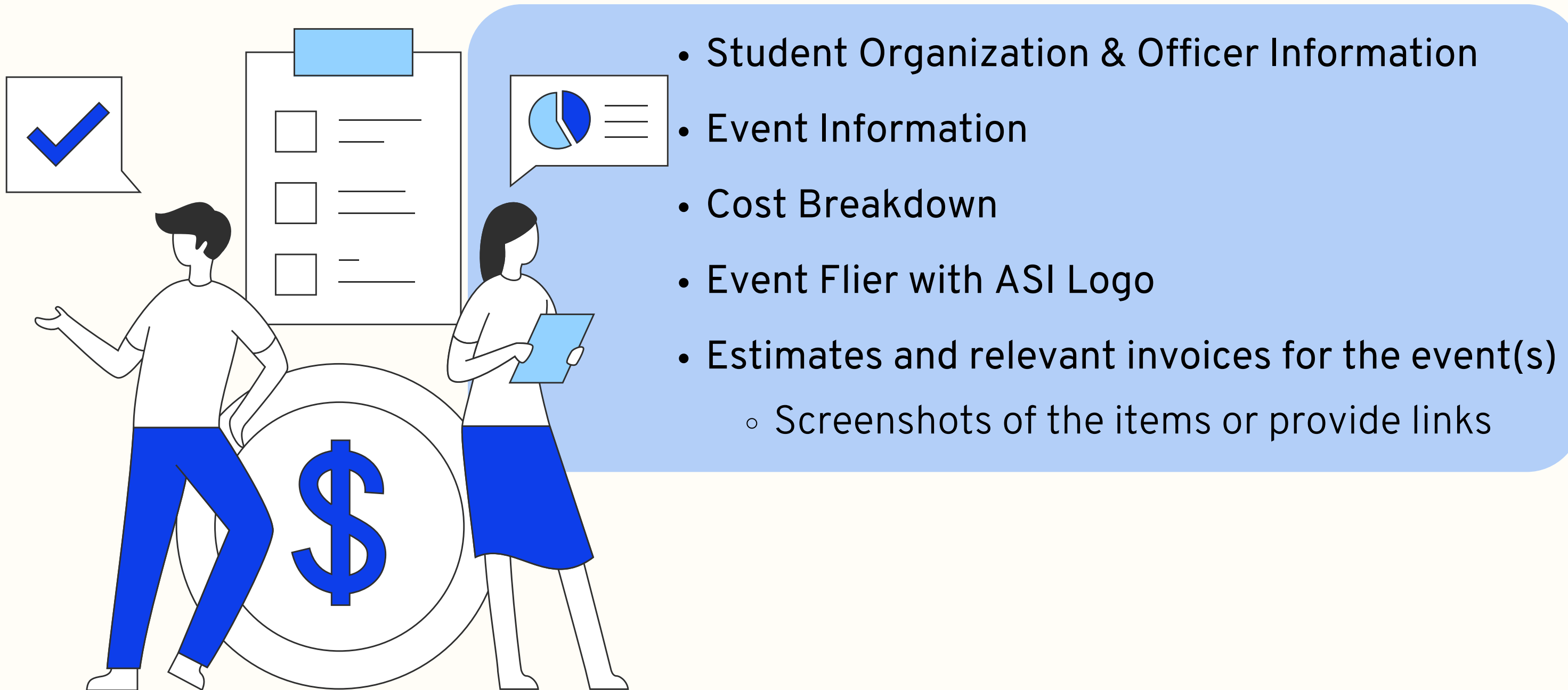
Email Address

Officer Position

Please be sure the email listed is CHECKED REGULARLY. If we have any questions on the funding request, this is the email we use.



Funding Request Sections



- Student Organization & Officer Information
- Event Information
- Cost Breakdown
- Event Flier with ASI Logo
- Estimates and relevant invoices for the event(s)
 - Screenshots of the items or provide links

FOR THE STUDENTS, BY THE STUDENTS

ASI



Officer Information & Event Information

- Make sure the given contact information is regularly checked
- **The event must be approved prior to requesting ASI funding**
- **All event information must match with the Event Registration Form**
- For expected attendance, use whole number estimates (e.g., 15, 50, & not 30-50, 50+)
- Fill in the information as requested -
 - Briefly describe the event
 - How will this program enhance the Cal State LA experience?

Cost Breakdown: Overview

- Select the section(s) that best describe what your student organization is requesting funds for:
 - Hospitality: food
 - Honoraria/Contracts: speaker
 - Marketing: merchandise & flyers
 - Travel
 - Other: supplies, decorations, rental equipment, etc.

ASI shall fund 50% of expenses when an event is a fundraiser or if the student organization is charging for attendance/participation

Cost Breakdown – Hospitality

Based on actual student attendance, ASI will fund up to:

Snacks: \$7.00
Catered Meals: \$15.00

Event catered by Golden Eagle Hospitality (UAS).
Requires a Banquet Event Order (BEO) form instead of a
food permit

Food and drinks bought by the student organization
Requires signed food permit & food handler certificates



Golden
 Eagle
 Organization

No. E0405 9 03/7/06
 on Friday, November 25, 2016

Client/Organization	Event Date	Event Location	Event #
Accounting Society	11/25/2016 (Sat)	Los Angeles, CA	037706
Address	City, State/Prov, Postal		Guests
1114 East University	Los Angeles, CA 90002		200 (Act)
Party Name	Subject Topic	Phone	Category
Accounting Society's Professional Day	Accounting Topics		

Venue

Description	Type	Start	End	Start/End Dates	Start/End Times	Group Size
		3:00 pm	7:00 pm	11/25-11/25	3:00-7:00	200

Food & Beverage

Food/Service Item	Unit	Price	Total
Traditional Dinner - Buffet - 10:00-11:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 11:00-12:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 12:00-1:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 1:00-2:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 2:00-3:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 3:00-4:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 4:00-5:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 5:00-6:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 6:00-7:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 7:00-8:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 8:00-9:00	Guest(s)	24.00	4,800.00
Traditional Dinner - Buffet - 9:00-10:00	Guest(s)	24.00	4,800.00
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Traditional Dinner - Buffet - 2:00-3:00			

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CAL STATE LA

ISK MANAGEMENT / ENVIRONMENTAL HEALTH & SAFETY

Print/Info/Go Back

PERMIT # _____

Temporary Food Permit Request Application (Department and Other Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverage given out or sold at community events on campus to protect health, prevent illness, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a minimum of 14 days prior to event date to allow adequate time for processing.

Note: The application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:

☒ Department ☐ Other Organization

Name of Department/Other Organization: Associated Students, Inc.

Event Name/Title: Student Night

Event Location: U-BU Plaza

Event Start Date: 01/13/2013

Event End Date: 01/13/2013

Hours of Operation: 3:00-4:00 pm

Contact Name: Amanda Maldonado

Email: amaldonado@calstatela.edu

Phone: (323)343-4286

Food Handler(s) Information:

Food Safety and Handling Training

Please attach a copy of all current food handler Certification(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event at all times. You are required to retain a physical copy of your Food handler Certificate while operating your event.

Name of Certified Food Handler: Amanda Maldonado

Email: amaldonado@calstatela.edu

Name of Certified Food Handler: Yahel Flores

Email: yahel@calstatela.edu

Food type/Source Information:

☒ Snack Sale ☐ Food Sale ☐ Catering ☐ Other _____

List each food/beverage that will be sold/being included including ingredients: Bottles Water, Chips, Cookies, Muffins, Brownies, ...
Bottles Ice tea, Snack mix (all items are prepackaged)

Will alcohol be served/sold? ☐ Yes ☒ No

Note: If alcohol is being served/sold a permit must be on file and those upon request will see the food be protected or stored at proper temperature(s). Make sure all items are in a cool environment and not kept

Provide the name(s) & address where food/ingredient(s) will be purchased (e.g. Restaurant / Caterer / Store / Market):
Smart & Final - Restaurant & 2011 Bay St. Los Angeles, CA 90033

Comes - Restaurant & 2027 W Commercials Ave, Burbank, CA 91503

No new facilities, add them on a page and attach it

Printed: 01/13/2013

Non-students & faculty, staff will not be funded or reimbursed

FOR THE STUDENTS, BY THE STUDENTS

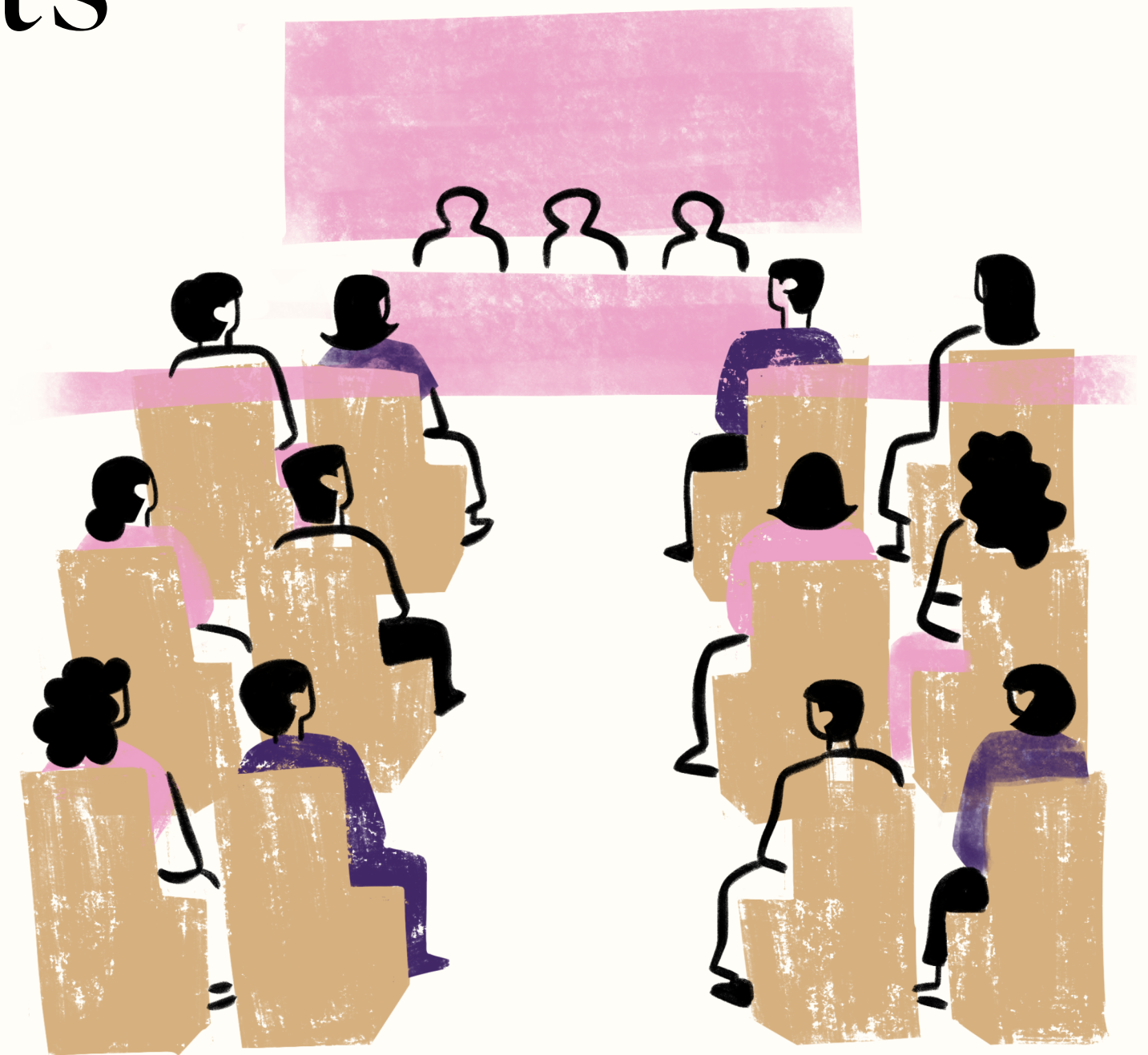
ASX

Cost Breakdown - Honoraria & Contracts

Payments for speakers

- ASI will consider modest and reasonable speaker fees
- A contract or invoice will be required for reimbursement of speaker fees and honoraria.
- ASI may fund noncash equivalents, such as merchandise, flowers, etc., in place of fees and honoraria up to \$50.00 per event.

Cal State LA faculty and staff fees cannot be funded with ASI funding



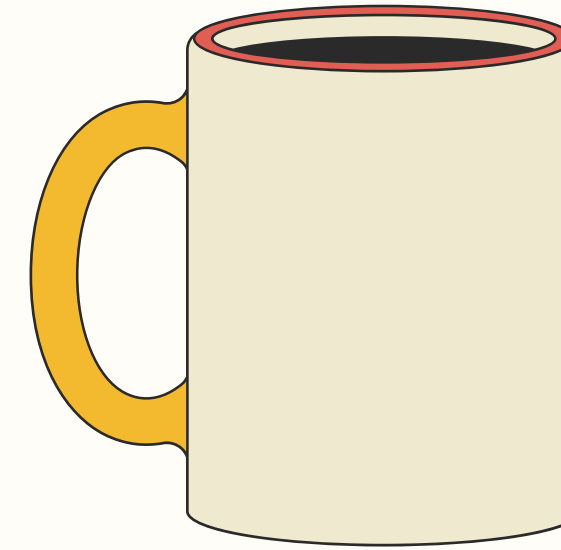
Cost Breakdown – Marketing

All designs for merchandise must be provided in the funding packet

- All clothing must be manufactured by sweatshop-free companies
 - A list of sweatshop-free companies is available on the ASI website
- May fund up to \$20.00 per item/merchandise
- May fund up to 100% of merchandise purchased to hand out to all Cal State LA students
- May fund up to 50% of merchandise if it is being sold and not given out for free to students

Printing Fliers

- The funding limit is determined by the paper size and color of B&W.



Cost Breakdown - Travel



Travel - may fund the lodging, transportation, and registration fees up to the maximum amount allowable

May fund a maximum allowance of \$500 per person for all combined travel costs.

- Lodging: based on CSU rates - \$333 per night per room
- Mileage: When the traveler uses their own vehicle, \$0.70 per mile will be used.
- Airfare reimbursement will be based on coach seating rates.

Cost Breakdown - Other

Equipment - May fund the full cost of equipment rentals with a university faculty or staff member's oversight

Supplies - May fund up to a maximum of \$100 for event supplies that are necessary for the success of the program. May consider funding supplies with a longer useful life, if the cost of the supply is under \$50 and does not require a large space for storage

Admission Tickets - May fund up to \$10 per Cal State LA student (i.e., movie tickets, museums, galleries, sporting events)

Prizes and Gift Cards - May fund up to \$25 per person and no more than \$100 per event

Supply as much supporting documentation and information



Event Flier with ASI Logo

Acceptable



Not Acceptable



<https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>

FOR THE STUDENTS, BY THE STUDENTS





Finding & Using Examples

Past Finance Committee Meetings on the ASI Website

Ideas of events that could be funded, and submitted paperwork for said events

Some Examples:

- <https://asicalstatela.org/sites/default/files/content/attachments/2024/02/rehabilitation-counseling-association-31524redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2024/03/leeaf-32624redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2024/03/latin-american-studies-society-32124redacted.pdf>
- <https://asicalstatela.org/sites/default/files/content/attachments/2024/10/american-indian-indigenous-student-aillance-101424redacted.pdf>



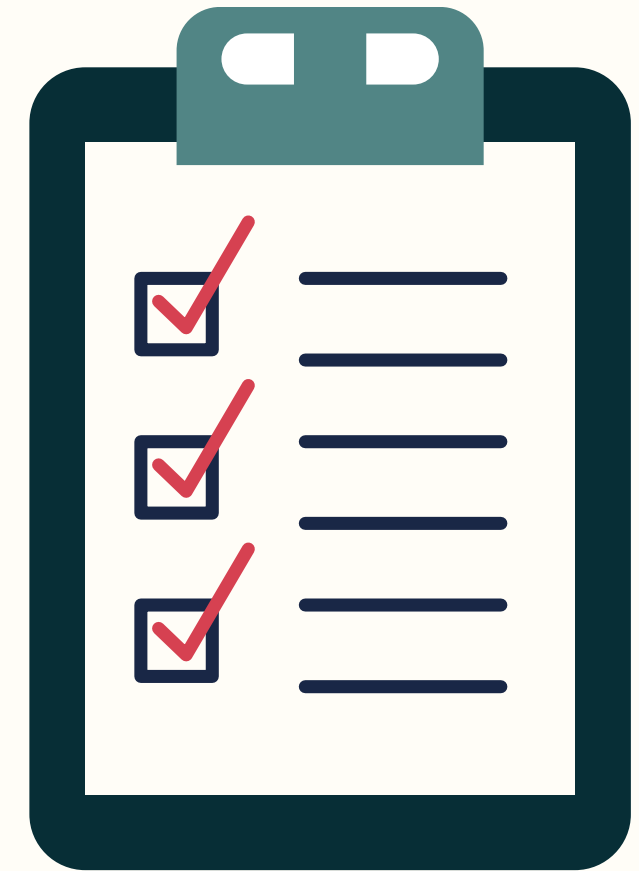
Funding Request Submission

- The deadline for submissions is Friday, 12 pm, before the intended meeting.
 - The Nest (Presence) Submission Form will serve as the timestamp
- ASI Staff will get back to the student organization representative submissions no later than Monday morning to correct any errors or to submit additional documents
- **Any paperwork not finalized or completed before Wednesday, 12 pm will not be on the agenda for the upcoming Finance Meeting**



Preparation & Expectations for Meeting

- Finance Committee meetings are held on alternating Thursdays at 2 pm
- The earlier you submit the funding request(s), the earlier your student organization will be on the agenda
- Review the meeting agenda posted on the ASI website to confirm your student organization's spot on the agenda. The agenda is posted on Monday at 2 pm, the week of the meeting.
 - *Email as soon as possible if there is an error.*



Presenting at the Meeting



- Attending the meeting during which the funding request is considered is highly encouraged, but not required
 - An allocation may not be approved if the committee has unanswered questions about the proposed event request
- Finance Committee Dates and Deadlines can be found here: ASI Website - Student Orgs Tab - Funding Proposals Deadline - <https://asicalstatela.org/club-funding-proposals-deadline>

After the Meeting – Award Letter

- Summary of the approved expenditure for the event from the Finance Committee meeting
- Sent out within a week of the meeting presented at
- Needs a signature from the student organization officer
(will be sent to the email on the funding request form)
- Submitted with the Check Requisition or Request for Payment (RPP) and used as a reference for what purchases ASI will be able to reimburse
- Will state any notes/stimulations mentioned in the meeting

ASI EST. 1959

FINANCE COMMITTEE AWARD LETTER

CONGRATULATIONS! Your Recognized Student Organization (RSO) event has been approved for ASI Funding. The RSO is responsible for turning in **completed** reimbursement paperwork within **15 business days** after the event. If your paperwork is not completed and turned in on time, the RSO will forfeit all appropriated funds (unless arrangements have been made before the 15 days). Please note that all funding requests must follow the Finance Committee's Policy 204 and stipulations noted above, in order to receive full funding.

Recognized Student Organization: Date of Meeting:

Event Title:

Event Date: Amount Funded: Reim. Paperwork Due:

Approved Items + Amounts:	
Items	Amounts
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

TOTAL: \$ 0.00

Notes/Stipulations:

DON'T FORGET TO SUBMIT THIS AWARD LETTER & THE FOLLOWING ITEMS:

- CHECK REQUISITION FORM (On-Campus Bank Account) OR REQUEST FOR PAYMENT FORM (Exempt Banking Account)
- ORIGINAL AWARD LETTER
- PROOF OF PAYMENT (examples below):
 - Credit/Debit Card Receipt
 - Copy of canceled check (front & back)
 - Original Receipts attached and taped to a blank sheet (do not place tape on ink)

If you have any questions, please feel free to contact me at:
323-343-4778 or by email at: asivpf@calstatela.edu

PRINT STUDENT OFFICER NAME

STUDENT OFFICER SIGNATURE

ASI VICE PRESIDENT FOR FINANCE

ASSOCIATED STUDENTS, INC. AT CAL STATE LA
5154 STATE UNIVERSITY DRIVE, ROOM 203 • LOS ANGELES CA 90032

ASI

Pre-Payment for Goods & Services

ASI can help in purchasing items prior to their event by using the Purchase Agreement Form -
the EVENT and ITEMS must have been APPROVED by the Finance Committee

Please give at least 2 weeks or
more to ensure items can arrive
on time
(check companies' shipping time)

Prepayment shall only apply to
goods and services and not travel or
ticketed events

FOR THE STUDENTS, BY THE STUDENTS

ASSOCIATED STUDENTS, INC.

RECOGNIZED STUDENT ORGANIZATION PURCHASE AGREEMENT

Recognized Student Organization:

RSO Name: Account Number:

Funding Source:

The recognized student organization listed above hereby authorizes Associated Students of California State University Los Angeles, Inc. (ASI) to purchase goods and services (equipment, supplies, etc.) listed below using the funds in their account or the funding allocated to them by ASI;

1. List of Items

The Recognized Student Organization requests the following list of items for ASI to purchase:

	Quantity	Cost	Item Description	Item Link
1				
2				
3				
4				
5				

Total cost of items, shipping/handling, final purchase price:

(If the list is longer or you need additional space, provide an additional spreadsheet with all requested information listed above)

2. Purchasing Authority

Associated Students, Inc. is authorized to:

- Purchase the items listed above on behalf of the recognized student organization
- Pay for the items using the provided funds (funds in RSO bank account) or approved ASI funding funds (items must have been approved by the ASI Finance Committee)
- Make any necessary arrangements regarding shipping or delivery. ASI shall receive **all** purchases and notify the recognized student organization when they have been delivered on campus.
- Associated Students of California State University Los Angeles, Inc. shall **not** make any purchases outside the list of authorized items without prior written consent from the recognized student organization.

FOR THE STUDENTS, BY THE STUDENTS

REV 06/2025

ASI

ASSOCIATED STUDENTS, INC.

RECOGNIZED STUDENT ORGANIZATION PURCHASE AGREEMENT

3. Payment Terms

- The recognized student organization must have sufficient funds in RSO bank account or have been approved for ASI funding to complete the purchases.
- ASI shall provide receipts or proof of purchase for each transaction.
- ASI shall notify the recognized student organization of any issues regarding the availability, price, or delivery time of any item before proceeding with the purchase.

Recognized Student Organization:

President:

Name: Signature:

Email: Date:

Advisor:

Name: Signature:

Email: Date:

Associated Students, Inc.

Order Placed On:

Final Purchase Total:

Estimated Date of Arrival:

Items Delivered On:

Pickup

Name: Signature:

Date:

Email this agreement to Amanda Maldonado, Administrative Coordinator – amaldo95@calstatela.edu

Recognized Student Organization will receive a final copy of the purchase agreement upon pickup

FOR THE STUDENTS, BY THE STUDENTS

REV 06/2025

ASI



Receiving Reimbursement Overview

1. Complete the Check Requisition or Request for Payment Form*
2. ASI Award Letter
3. Clear, Scanned, or Digital Itemized Receipt(s)

**Depending on how your RSO bank determines what form to complete*

- *Check Requisition Form (on-campus bank account)*
- *Request for Payment Form (off-campus banking - EXEMPT STATUS)*



Check Requisition Form

On-Campus Banking

Submit the check requisition form(s) for the individual(s) who paid for the event out-of-pocket

- One per individual who needs to get reimbursed/paid

If there are multiple check requisition forms, please indicate on each form what each individual purchased to receive reimbursement

ASSOCIATED STUDENTS, INC.

CHECK REQUISITION FORM - ASI FUNDING

Student Organization Name:

Date:

Check to be made payable to:

Name:

Address:

City, State Zip:

Phone Number:

Type of Expense:

☐ Payment with Invoice

☐ Reimbursement with Receipts

☐ Other

Check One: ☐ Mail Check ☐ Pickup Check ☐ ACH/EFT (must already been set-up by One-Stop)

Total Amount Requested: \$

Event Title:

Event Date:

BEO #

Purpose of Request (ex: reimbursement, travel, honorarium, etc.):

Student Organization Authorization:

President:

Signature

Date

Advisor:

Signature

Date

Treasurer:

Signature

Date

ASI Office Use Only

Account	Fund	Dept	Program	Amount
660965		784000		

Prepared By:

Amanda Maldonado, Administrative Coordinator:

Signature

Date

Approved By:

Dena Florez, Associate Executive Director:

Signature

Date

ASI Vice President for Finance:

Signature

Date

FOR THE STUDENTS, BY THE STUDENTS

REV 06/2025

ASI



Payee Data Record Form

On-Campus Banking

- For any first-time reimbursement, vendor, or company, a payee data vendor form (in lieu of a W-9) is required to be completed.
- Please provide Amanda Maldonado (amaldo95@calstatela.edu) with the vendor/payee's full name and email address to initiate the Payee Vendor Data Form
- A check can not be issued without the completion of this form

*Let the individual know they will be receiving this form, which comes from One-Stop Financial Services - Adobe Sign

LA PAYEE DATA RECORD (REQUIRED WHEN RECEIVING PAYMENT FROM CAL STATE LA AND AFFILIATED AUXILIARIES, REQUIRED IN LIEU OF STD 204 OR IRS W-9) ONE-STOP FINANCIAL SERVICES 5151 State University Drive, SSB 2380 Los Angeles, CA 90032 T - (323) 343-5430 1StopFinancial@calstatela.edu		Request Type: <input type="radio"/> New <input type="radio"/> Modify Request for: <input type="radio"/> Campus <input type="radio"/> Auxiliary GIA: <input type="radio"/> Yes <input type="radio"/> No For OSFS Use Only Supplier ID: _____	
1 PAYEE TYPE (select one) <input type="radio"/> SUPPLIER <input type="radio"/> EMPLOYEE <input type="radio"/> STUDENT <input type="radio"/> GOVERNMENT			
Name of Entity/Individual (As listed on Tax Return or Legal Document):		Email:	
Business Name if different from above (Doing Business As/DBA):		Phone:	Extension: Company Web Address:
Mailing Address (Street No. or PO Box No.):		Remit-to Address:	
City, State, ZIP Code:		Remit-to City, State, ZIP Code:	
2 Are you a current or former Cal State University/Auxiliary Employee? <input type="radio"/> YES <input type="radio"/> NO		PLEASE SELECT ONE: <input type="checkbox"/> Services: Nonemployee Compensation (N01)	
Type of Business: <input type="checkbox"/> Service <input type="checkbox"/> Commodities No. of Years in Business:		<input type="checkbox"/> Supplies/Equipment <input type="checkbox"/> Rent/Lease (M01)	
Type of Service/Commodity:		<input type="checkbox"/> Services: Medical (M06) <input type="checkbox"/> Other Income/Prizes/Awards (M03)	
Form of Payment Accepted: <input checked="" type="checkbox"/> ACH/EFT		<input type="checkbox"/> Royalties (M02) <input type="checkbox"/> Reimbursement	
3 SUPPLIER ENTITY TYPE (select one)		<input type="checkbox"/> CA Certified Small Business	
<input type="radio"/> MEDICAL CORPORATION (including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.)		<input type="checkbox"/> CA Certified Small Business Public Works	
<input type="radio"/> EXEMPT (Non-profit) Please attach a copy of 501C and California form 590		<input type="checkbox"/> CA Certified Micro Business	
<input type="radio"/> PARTNERSHIP		<input type="checkbox"/> CA Certified Disabled Vet Business Enterprise	
<input type="radio"/> ESTATE OR TRUST		Certification #: _____	
<input type="radio"/> ALL OTHER CORPORATIONS		Begin Date: _____	
<input type="radio"/> INDIVIDUAL/SOLE PROPRIETOR OR SINGLE-MEMBER LLC		End Date: _____	
<input type="radio"/> LIMITED LIABILITY COMPANY * _____			
* Type C for C Corporation, S for S Corporation or P for Partnership			
4 TAX PAYER IDENTIFICATION NUMBER - Required by Revenue Code 18646		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number unless considered a foreign supplier.	
<input type="radio"/> FEIN _____ FEDERAL EMPLOYER'S IDENTIFICATION NUMBER		<input type="checkbox"/> CHECK here if company does not have a location within US borders.	
<input type="radio"/> SSN _____ SOCIAL SECURITY NUMBER			
<input type="radio"/> CIN _____ CAMPUS IDENTIFICATION NUMBER			
5 PAYEE RESIDENCY STATUS (check appropriate boxes)		BACKUP WITHHOLDING (check appropriate box)	
<input type="radio"/> CALIFORNIA RESIDENT		<input type="checkbox"/> I am not subject to backup withholding. (select below)	
<input type="radio"/> CALIFORNIA NONRESIDENT (See Reference Page) - Payment for services by nonresidents may be subject to state income tax withholding.		<input type="radio"/> I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends.	
<input type="checkbox"/> REGISTERED TO DO BUSINESS IN CALIFORNIA - Please attach California form 590		<input type="radio"/> The IRS has notified me that I am no longer subject to backup withholdings.	
<input type="checkbox"/> ALL OR PARTS OF SERVICES PERFORMED OUTSIDE OF CALIFORNIA - Please attach California form 587		<input type="radio"/> I am exempt from back withholding.	
<input type="checkbox"/> FTB DETERMINATION LETTER FOR WAIVED OR REDUCED WITHHOLDING FROM FRANCHISE TAX BOARD ATTACHED		<input type="checkbox"/> I am subject to backup withholding.	
<input type="checkbox"/> NONE OF THE ABOVE			
US STATUS: <input type="radio"/> US Citizen <input type="radio"/> US Permanent Resident <input type="radio"/> Foreign Nation/Entity <input type="radio"/> US Entity			
6 I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ON THIS DOCUMENT IS TRUE AND CORRECT. IF MY RESIDENCY STATUS SHOULD CHANGE, I WILL PROMPTLY INFORM YOU.			
Authorized Payee Representative's Name:		Title:	Telephone Number: Extension:
Signature:		Date:	Email Address:
<small>PURPOSE: Information contained in this form will be used by Cal State LA to prepare Information Returns (Form 1099) and for withholding on payments to nonresident suppliers. Prompt return of this fully completed form will prevent delays when processing payments.</small>			
<small>Rev. May 2024</small>			

FOR THE STUDENTS, BY THE STUDENTS



Request for Payment Form

Off-Campus Banking - EXEMPT STATUS

*Include an additional spreadsheet if you need more space than what is provided

ASSOCIATED STUDENTS, INC.

REQUEST FOR PAYMENT – ASI FUNDING

Student Organization Name: Date:

Contact Information:

Name:

Email:

Phone Number:

Signature:

Type of Expense:

☐ Reimbursement with Receipts

☐ Other

Event Title: Event Date: BEO #
UAS CATERING

Description	Cost
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

*Include an additional spreadsheet if you need more space than what is provided above

Total Amount Requested: \$

FOR THE STUDENTS, BY THE STUDENTS

REV 1/2025

ASI



Receipts



Original Receipts (Clearly Scanned in or Photo)

- Do not cover any ink or text
- **Receipt(s) need to be itemized**
- **Receipts must show how items were paid - cash (PAID STAMP) or show the last 4 digits of the cc**
- Online orders must have an email confirmation of purchase summary



If you don't have original receipts, submit the RSO Lost Receipt Form signed by the RSO Representative and Advisor

- If you indicated debit/credit card as the form of payment, provide a copy of the relevant line from the bank statement
 - You may cover other sensitive information not pertaining to the reimbursement

RSO Lost Receipt Form

Only if needed

RECOGNIZED STUDENT ORGANIZATION - ASI FUNDING

Lost / Itemized Receipt Form

Please check one:

☐ Lost Receipt
☐ Itemized Receipt

Form of Payment:

☐ Cash
☐ Debit/Credit Card

*If you indicated debit/credit card as the form of payment, provide a copy of the relevant line from the bank statement.

I CERTIFY THAT THE FOLLOWING ITEMS WERE ORDERED FROM:

Name of Vendor

AND RECEIVED ON

Date

Item No.	Qty	Description	Unit Price	Total Cost
1				\$ 0.00
2				\$ 0.00
3				\$ 0.00
4				\$ 0.00
5				\$ 0.00
6				\$ 0.00
7				\$ 0.00
Subtotal				\$ 0.00
Sale Tax				
Tip				
TOTAL				\$ 0.00

Reason for lost/itemized receipt:

I CERTIFY THAT ALL PURCHASES LISTED ABOVE, ARE TRUE AND CORRECT AND WERE MADE FOR OFFICIAL RSO PURPOSES. ALL GOODS AND SERVICES HAVE BEEN RECEIVED AND PAYMENT IS AUTHORIZED.

RSO Representative

Signature

Date

Advisor

Signature

Date


REV 12/24



Reimbursement Packet Submission

Email all relevant files to:

- Erick Anzu, ASI Vice President for Finance - asivpf@calstatela.edu
 - Amanda Maldonado - amaldo95@calstatela.edu
 - Dena Florez - dflorez3@calstatela.edu
- The deadline is 15 business days after the event date - indicated on the ASI Award Letter



FINANCE COMMITTEE AWARD LETTER

CONGRATULATIONS! Your Recognized Student Organization (RSO) event has been approved for ASI Funding. The RSO is responsible for turning in **completed** reimbursement paperwork within **15 business days** after the event. If your paperwork is not completed and turned in on time, the RSO will forfeit all appropriated funds (unless arrangements have been made before the 15 days). Please note that all funding requests must follow the Finance Committee's Policy 204 and stipulations noted above, in order to receive full funding.

Recognized Student Organization: Date of Meeting:

Event Title:

Event Date: Amount Funded: Reim. Paperwork Due:

Funding Reconciliation

After the Check Requisition(s)/Request for Payment is received, an email will be sent via Adobe Sign to confirm the total cost of the event and check requisition(s) amounts

- This needs to be signed to continue with the reimbursement process

American Indian & Indigenous Student Alliance
Indigenous People's Day
10/14/2024

EXAMPLE

Total Approved Amount was: \$ 3,287.50

	Approved	Actual
UAS Catering	\$ 900.00	\$ 684.38
Flyers	\$ 37.50	-
Opening Blessing by Dennis	\$ 150.00	\$ 150.00
Mexica Dancers	\$ 750.00	\$ 750.00
Pow Wow Dancers	\$ 750.00	\$ 750.00
Keynote Speaker, Shannon Rivers	\$ 200.00	\$ 250.00
Parking Permits	\$ 200.00	\$ 60.00
Decorations	\$ 300.00	\$ 16.87

Total: \$ 3,287.50 \$ 2,661.25

Total Cost of the Event: \$ 2,661.25

Check Requisitions:	Amount
Shannon Rivers	\$ 250.00
Wildhorse Drums: Jorge Lechuga	\$ 750.00
Dennis Garcia	\$ 150.00
Jeszabel Millan	\$ 826.87
UAS Catering	\$ 684.38 (submitted payment already)
Total of Check Requisitions:	\$ 2,661.25

By signing below, you are confirming the amount of the total cost of the event and total of check requisitions

RSO Representative: Jeszabel Millan
Jeszabel Millan (Nov 1, 2024 12:17 PDT)

Date: 11/01/2024

Amanda Maldonado: Amanda Maldonado
ASI Administrative Coordinator Amanda Maldonado (Nov 1, 2024 12:11 PDT)

Date: 11/01/2024

Receiving Reimbursement Check



For student organizations who bank on campus



The individual(s) who paid out of pocket for the event will receive their individual reimbursement check



For student organizations with an exempt account: off-campus banking



Check made payable to your organization - pick up in the ASI Office, U-SU room #203

A check can take 2-3 weeks after funding reconciliation is signed

General ASI Funding Information

ASI Website - RSO Hub Tab

<https://asicalstatela.org/rsofunding>

Have questions? Reach out to:

Erick Anzu, VP for Finance - asivpf@calstatela.edu

Amanda Maldonado - amaldo95@calstatela.edu

