

## **How to claim your ASUA Club Appropriations General Funding**

Funding can only be claimed after senate has approved appropriations allocations on Wednesday nights. You can begin claiming your funds on Thursday following your award.

Email the ASUA business team your funding number and links to items for purchase.

Charges are paid directly to the vendor by the ASUA office - we will **NOT** reimburse a club for general funding allocations.

### **What to email to the ASUA business team**

Exact vendor information and item descriptions for purchase

- email links to business team if available
- email invoice to business team if available

T-shirts orders should be placed with a UA authorized vendor and invoice will be paid by business team for amount approved. You must provide us the invoice and proof from vendor showing all required logos.

If you are reserving a room in the student union with ASUA appropriated funds you must pick up a funding slip from ASUA to provide to the student union event planning office. If not claimed within 30 days – they will cancel your reservation.

Please note that shipping must be to a university address. If club does not have a university address, items will be shipped to ASUA and must be picked up within 2 weeks of notice or they will be returned to vendor.

## **ASUA Contacts**

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