



Finance/Capital Request FAQs

Where does this money come from?

As a part of tuition, full time undergraduate students pay student government fees to help fund ASUPS. ASUPS allocates at least 3% to fund the Finance Account. The Capital Account is made up of the sum of ASUPS funds not spent in past years. For more information on the funding of ASUPS please feel free to look over the ASUPS Finance Code, available at: <https://asups.pugetsound.edu/resources/documents>.

What is the difference between the Finance Account and Capital Account?

There are two ASUPS accounts that students, faculty, and staff can request funding from. The Finance Account is meant for programming events, supplies (that are used once), and anything that will be used or experienced once. This account also serves as the operating contingency account for ASUPS.

The Capital Account is meant for long-term, larger purchases that will stay in the club for more than a year and that ASUPS will own. Items such as electronic equipment, sporting goods, etc., would be classified as capital purchases. Details on capital purchases need to be reported to the ASUPS Director of Business Services (ASUPS DBS) after purchasing. Information reported to the ASUPS DBS should include: storage location, final receipt/invoice, and the projected time period of use.

When is the deadline to turn in requests?

All financial or capital request forms are due to the ASUPS office or to asupsvp@pugetsound.edu each **Friday at 4 pm**. The allocation process runs on a weekly basis.

Who decides if I get my requested funds?

ASUPS Finance Committee reviews the initial request form. As outlined in the ASUPS By-Laws, the Finance Committee is comprised of the ASUPS President (non-voting), Vice President, Director of Business Services (non-voting), two ASUPS Senators, and up to four students-at-large. This committee will make a recommendation to the ASUPS Senate, who will ultimately be the ones who have power to grant funds. The ASUPS Senate has the power to adjust the Finance Committee's recommendation as they see fit.

Do I need to include a receipt with my finance/capital request form?

Finance and capital request forms **cannot** be funded retroactively, so we don't need a receipt, but if you've done any research, we want to see it! Please attach a statement of charges i.e., receipts, screenshots from webpages, etc.

What's the next step after turning in my request?

- (1) Come to the Finance Committee meeting the following **Monday at 9pm** in The Programmer's Office (WSC 204). Make sure you come prepared to explain why you are requesting funding and what it will be used for. Attire is casual.
- (2) Await recommendation. Don't worry! It's going to be okay! The ASUPS Vice-President will email you with the amount the Finance Committee recommended by Tuesday morning. Please note that this amount is not fixed and can be changed by the ASUPS Senate.
- (3) Attend Formal Senate **Thursday at 7:15 pm in the Murray Boardroom** to have your funding request voted on. The senators will be dressed up, but don't feel obligated to dress up. You **must** attend Formal Senate to receive funding.

Have questions? Want someone to read it over? The ASUPS VP and DBS would be happy to help!

asupsvp@pugetsound.edu or asupsdbs@pugetsound.edu



Finance or Capital Request

Club or Organization			
Current Club Budget Remaining	\$		Project Code
Type of Request	Finance or Capital <small>Please Circle</small>		
Number of Active Club Members			

Requester Information

President	Full Name	Years in Club
	Year	Email
Treasurer	Full Name	Years in Club
	Year	Email
Member 3	Full Name	Year in Club
	Year	Email
Member 4	Full Name	Year in Club
	Year	Email

Due to the ASUPS Office (WSC 210) by Friday at 4:00pm

Please attend, or send a representative, to the ASUPS Finance Committee Monday at 9:00pm (WSC 204). You should be prepared to present your request and explain all details. All recommendations made by the Finance Committee may be amended before being passed through to the ASUPS Senate. To receive the award you, or a representative, will need to attend Formal Senate on Thursday at 7:15pm in the Murray Board Room (WSC 106/8)

Please answer the following questions (either Finance or Capital – not both!). If appropriate, include screenshots and quotes. If you have more research to provide, please attach it at the end. If you’ve put work into this, we want to know about it!

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What are you requesting?

Item with Description (Please list items in order of importance)	Cost per Item	Number of Items	Total for Item(s)
1)			
2)			
3)			
4)			
5)			
6)			
			Subtotal (1)
Club's contribution or other funding* (2)			
Total Requesting from ASUPS Subtract (2) from (1)			

***Alternative sources of funding include:** University Enrichment Committee for presenting at an educational conference, Resident Student Association, Academic Departments, Student Affairs, Alumni, etc.

Where does the majority of your budget come from? Do your members pay dues? Do you pay dues? If you have your ledger, feel free to attach it!

What have you spent your budget (annual or carryover) money on so far this year?

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Finance Requests:

Please describe what you are requesting funds for and the significance of the funds to you and/or your organization. Be detailed! Include dates for events, if possible!

How does your finance request align with the ASUPS Core Principles of Equity, Justice, Community, Transparency and Accessibility? More information available at: <https://asups.pugetsound.edu/about/principles>.

What benefit will this program bring to campus or the Tacoma community?

Is this an annual event? If so, how long has it been going on and how much money has your club previously been granted for the event (if you have previously requested funds)?

What other plans does your club have for the rest of the year?

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Capital Requests:

Describe the purpose of your capital request. How long do you estimate your club will be able to continue to use these items?

What capital items does your club currently have? What would you estimate they are worth? When were they purchased and how long do you estimate your club will be able to continue to use these items?

What are your plans for the transition of leadership from year to year within this organization?

Where do you plan to store these items?

What is the usable life of these items? (How long until it will have to be replaced?)

ASUPS is responsible for tracking all capital assets. Purchases made via ASUPS Capital funds must be reported to the DBS.

I understand this and will report capital assets to the DBS

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