



# Associated Students

## UC SAN DIEGO

### Senator Funds Request Guidelines

The following guidelines have been developed for senator fund requests:

- Complete an A.S. General Initiatives Request Form and submit it no later than 25 days prior to the event to the Financial Controller at [asvpfinance@ucsd.edu](mailto:asvpfinance@ucsd.edu). You will receive an e-mail response within 24 hours acknowledging receipt of the request. If you do not receive a response within 24 hours, you must resubmit the request.

Note: Most A.S. events must be on TAP and cannot occur if a TAP deadline has been missed. Please check with the A.S. Advisor or Daily Operations Manager for specific TAP deadlines.

- If applicable, list any co-sponsoring senators when submitting the request.
- All requests must have a room/space confirmation attached (ex. confirmation from One Stop, e-mail from the department with authority over the space).
- Price estimates must be provided for all requested items. The vendor where the price was obtained must also be listed within the request.

Price Estimate Example: 3 Cheese Pizzas @ \$11.99 each (Domino's)

- There is a soft \$5.00 per expected attendee cap on food expenditures. Should proposed food expenditures exceed \$5.00 per person, the request must contain a written explanation outlining why the additional funds are necessary.
- If the request contains spending for permanent items or items intended for multiple use, a written explanation must be submitted outlining why the items are pertinent for the event. The document must also indicate how the permanent or multiple use item can be utilized at future A.S. events.

Additional Information:

- The Financial Controller will work with the senator(s) submitting a request to resolve any issues.
- If senators are dissatisfied with the allocated amount, they may appeal the Financial Controller's decision to the Finance Committee one time per request. Any senators sitting on Finance Committee with conflicts of interest must recuse themselves from the appeal hearing.
- The Financial Controller will submit the following information to the written reports section of the A.S. Order of Business:
  - Newly approved requests and those pending Finance Committee review
  - Remaining balance of senator funds
- Requests are subject to the policies applicable at the time of request submission

**Please note that these regulations are subject to change. The A.S. Council will be notified via the A.S. listserv with any policy amendments.**