USA/ASUCLA Board of Directors (ASUCLA)
Programming Fund
Instructions & Information

What USA/ASUCLA Programming Fund is for
Your allocation is approved for specific programs only;
authorized expenses consist of:
• Advertising
• Graphics
• Honoraria
• Supplies for this program

What USA/ASUCLA Programming Fund is NOT for
These funds may NOT be used to purchase the following:
• Food
• T-Shirts
• CDs or DVSs
• Flowers and Plants
• Candles
• Decorations
• Trophies/Charms
• IM Sports Fees
• Plaques/Engraving
• Parking/Traffic Citations
• Picture Frames
• Electronics
• Personal reimbursement of an Honorarium payment

Consult with the Budget Review Director AND the SGA Manager before purchasing any of the above items.

How to Access Funds
1. Pick up a General Requisition and Payment Order Form (Req) from SGA.
2. Complete the form and attach all necessary documentation.
3. Have a person from your organization sign the requisition.
4. Remove the pink copy and keep it for your own records.
5. Drop off the Req form in mailbox #24 on 3rd Floor, Kerckhoff Hall.

NOTE: SGA CANNOT initiate contact with you regarding requisitions. Status update on your requisitions is available online at http://usac.ucla.edu/funding/sga.php

Requisitions for Purchase Orders
Attach to your requisition estimates or quotes from your vendor.
A Purchase Order will be available in 2-3 business days after SGA receives your requisition.
You can pick up the purchase order in SGA and use it as a form of payment.

Instruct the vendors to mail invoices to the following address:
ASUCLA Student Government Accounting
308 Westwood Plaza, 332KH
Los Angeles, CA 90024

No student group may conduct business in any manner that would cause the Undergraduate Student Association to be in debt. All expenditures must be approved by the Budget Review Committee.
Requisitions for Advertising and Publicity Materials
(All ads and publicity material must include the ASUCLA Logo and the words “Paid for by BOD”)

- Banners, Brochures, and Flyers
  Attach to your requisition a copy of the graphics printed.
- Daily Bruin Ads
  Attach to your requisition a copy of the ad. Reduced ad rates are granted for Reqs processed by SGA.

Requisitions for Honorarium Payments or Services Rendered

- For all honorarium payments less than $2,000, attach:
  o ASUCLA Performance Agreement, available on the USAC website
  o IRS W-9 (No substitutes)
- For all honorarium payments $2,000 and above, attach:
  o ASUCLA Contract, available from Student Union Event Services, Ackerman Union A-Level. Speak to Janine La Croix or call (310) 825-0788
  o IRS W-9 (No substitutes)
- For all payments made to foreign person(s), attach in addition:
  o IRS W-8BEN
- Note:
  o All honorarium payments above $1,500 may be subject to a Non-Resident State Tax Withholding of 7% AND/OR, regardless of the amount, a Non-Resident Federal Tax withholding of 30%.
  o SGA cannot legally provide tax advice or make suggestions to employees or potential performers. Please visit http://www.irs.gov for tax information.
  o P.O. Box Addresses are NOT acceptable for honorarium payments. A residing or permanent address is required.

Deadline for USA/ASUCLA Programming Expenses

All requisitions are due Friday of Finals Week in the quarter that your program/event occurred.
We encourage you to submit reqs immediately after incurring the expense to avoid delays in payment. Requisitions submitted after the deadline may not be considered for approval and will not have priority.

Please visit the Student Government Accounting Office during our
Customer Service Hours
Monday thru Friday 11:00 AM TO 5:00 PM