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**UNDERGRADUATE  
STUDENTS  
ASSOCIATION  
COUNCIL**

usac.ucla.edu



## USA/BOD Programming Fund Guideline Sheet 2021-2022

### How to Apply for the Fund

- 1) Log onto your UCLA account on <http://my.ucla.edu/>
- 2) Click on the subheader "Campus Life > Student Organization > Fund Requests"
- 3) On Fund Requests: Track Funds → click "Search and Apply to Funds"
- 4) Find "Board of Directors (USA/BOD) Programming Fund Application"
- 5) Apply and fill out all pages
  1. Information Page > 2. Fund Specific Questions > 3. Budget Sheet > 4. Supporting Documents
- 6) Meet with SOLE Advisor for approval of your application
- 7) You should receive an email from [usabudgetreview@gmail.com](mailto:usabudgetreview@gmail.com) no later than a week after deadline

### Important Dates

#### Fall BOD 2021-2022

Fall Deadline -- Tuesday, October 5, 2021 (FQ Week 2)

Fall Hearings -- Monday, October 11 - Friday, October 15, 2021 (FQ Week 3 TBD)

#### Winter BOD 2021-2022

Winter Deadline -- Tuesday, November 2, 2021 (FQ Week 6)

Winter Hearings -- Monday, November 8 - Friday, November 12, 2021 (FQ Week 7 TBD)

#### Spring BOD 2021-2022

Spring Deadline -- Tuesday, February 15, 2022 (WQ Week 7)

Spring Hearings -- Tuesday, February 22 - Friday, February 25, 2022 (WQ Week 8 TBD)

\* *Submit the application before the deadline date, due 11:59 PM.\**

\* *All hearings are likely to be scheduled from 6-11pm. Be aware that the hearing dates MAY change.\**

### ACCEPTED LINE ITEMS

Approved Items	Unapproved Items
<ul style="list-style-type: none"> <li>• Advertising or Graphics<sup>1</sup></li> <li>• Facilities or Equipment Rentals</li> <li>• Food<sup>2</sup></li> <li>• Honoraria<sup>3</sup></li> <li>• Props or Costumes<sup>4</sup></li> <li>• Supplies</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Awards or Gifts<sup>5</sup></li> <li>• Decorations<sup>6</sup></li> <li>• Electronics</li> <li>• Parking or Traffic Citations</li> <li>• T-shirts or Clothes</li> <li>• Other<sup>7</sup></li> </ul>

### PLEASE CAREFULLY NOTE:

#### **<sup>1</sup>Advertising/Graphics:**

The BRC may approve requests for advertising/graphics **ONLY** if all publicity material contain the "*Paid for by USAC*" and/or the *ASUCLA Logo (phrase)*. More info:

<https://usac.ucla.edu/funding/sgausaclogos.php>

(A copy of any publicity materials must be attached to your requisition)

An approved license vendor from the following link must be used:

<https://asucla.ucla.edu/licensing/licensed-product-resources/>

## **2Food:**

The BRC may approve requests for food **ONLY** if they are *intended for non-UCLA guests* (e.g. visiting K-12/transfer students, conference attendees, culture night audience, etc.)

## **3Honoraria:**

- **For all honorarium payments less than \$2,000, attach:**
  - ASUCLA Performance Agreement, available on the USAC website
  - IRS W-9 (No substitutes)
- **For all honorarium payments \$2,000 and above, attach:**
  - ASUCLA Contract, available from Student Government Services, Ackerman Union A-Level. Speak to the contract's liaison manager at (310) 206-0701 or email [fperez@asucla.ucla.edu](mailto:fperez@asucla.ucla.edu)
  - IRS W-9 (No substitutes)
- **For all payments made to foreign person(s), attach:**
  - IRS W-8BEN
- **Extra Notes:**
  - 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%.
  - SGA cannot legally provide tax advice or make suggestions to employees or potential performers. Please visit <http://www.irs.gov> for tax information.

## **4Props & costumes:**

The BRC may approve requests for props/costumes + t-shirts/clothes if they are NOT considered *promotional attire*. (Props and costumes cannot be used for promoting the event).

## **5Awards/Gifts:**

The BRC may **NOT** approve requests for awards, including but not limited to: trophies, plaques, engraving, picture frames, etc.

## **6Decorations:**

The BRC may not approve requests for decorations, including but not limited to: flowers, plants, candles, balloons, backdrops, confetti, etc.

## **7Other:**

For all other funding requests, please directly contact the Budget Review Director: [usabudgetreview@gmail.com](mailto:usabudgetreview@gmail.com).

## **How to Access Funds**

**Step 1** – Verify funds in your organization's account.

### **BUDGET REPORT**

To verify the funds in your account, you can view the weekly updated budget report by following the link below:

<https://usac.ucla.edu/funding/sqa/budget/>

Once you have access to the report, press "Ctrl + F" or "Command + F" to bring up the search tool. Type in your organization's name or four-digit account number.

**Step 2** – Complete and sign a requisition form.

### **REQUISITION FORM**

In order to access your funds, you must fully complete and sign a requisition form. To access an online requisition form:

<https://usac.ucla.edu/funding/sqa/req/>

For more details on how to fill out a requisition form:

<https://usac.ucla.edu/docs/req-howto.pdf>

Resources and forms for supporting documentation:

<https://usac.ucla.edu/funding/sqa/forms/>

	<p>ALL requisitions require 2 signatures:</p> <ol style="list-style-type: none"> <li>1) Student representative from your organization</li> <li>2) USAC Budget Review Director</li> </ol> <p>Please submit your signed requisition and all supporting documentation to the Budget Review Director at <a href="mailto:usabudgetreview@gmail.com">usabudgetreview@gmail.com</a>. The Budget Review Director will review, sign your requisition, then turn it in to SGA for processing.</p>
<p><b>Step 3</b> – Pick up your check or fix mistakes in your requisition.</p>	<p><b>CHECK REGISTER</b></p> <p>When your requisition form has been processed and your check is ready for pickup or has been mailed, it will be listed on the USA Check Register. Find a link to the check register at <a href="https://usac.ucla.edu/funding/sga/forms/">https://usac.ucla.edu/funding/sga/forms/</a>.</p> <p><b>PROBLEM REQS</b></p> <p>If there is a problem with your requisition, it will not be processed until the issue is resolved.</p>
<p><b>Deadline for USA/BOD Programming Requisitions</b></p>	
<p>All requisitions are due <b>Friday of Week 10</b> in the quarter that your program occurred. Requisitions are now <b>ONLINE</b>. Please see the link to the requisition form: <a href="https://usac.ucla.edu/funding/sga/req/">https://usac.ucla.edu/funding/sga/req/</a>. We encourage you to submit reqs immediately after incurring the expense to avoid delay in payment. Requisitions submitted after the deadline may not be considered for approval and will not have priority.</p> <p style="text-align: center;"><b>PLEASE PRINT YOUR COMPLETED REQUISITION FORMS AND SUBMIT IT TO THE SGA OFFICE</b></p>	
<p>For all questions about reqs, please email SGA: <b>saccount@asucla.ucla.edu</b></p>	<p>For questions about the USA/BOD Fund, please email: <b>usabudgetreview@gmail.com</b></p>