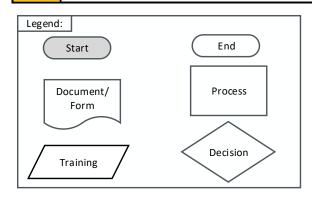
## Student Club Funding **Funding Request** Travel Pre-Approval **Purchasing** Club Submit approved Treasurer submits Student club submits a Create Budget with approved order to Reimbursement Form for Student ( need for funding Advisor engr-finance@uidaho.edu Purchase (1)Reimbursement **ESAC** has two funding Committee or Department opportunities, once in Fall and For Non UI-Employee once in Spring Students: See Risk Waiver BP Department funding can be 3 types of funding requested when club has a need for additional funding For UI-Employee **ASUI** requires student clubs Students: register with Engage Uldaho. See <u>Travel BPs</u> Funding request opportunities in October, February and April. Monitor & communicate Finance budget balance Assist with Approved Purchases Approve and make transfers Work with student team (2)leader to make sure all FST policies and procedures



## Notes:

- 1. For all University business, please use your VandalMail Email account
  - email must include confirmation of approval from Advisor
- 2. Receive completed and approved Credit Card form or Reimbursement form with receipt/invoice for project purchases directly after purchase from student purchaser

FILENAME				
Student Clubs BP				
DRAWN BY			REVISED	
	Michelle			12/17/2020

are followed