

HOW TO REQUEST FUNDING

1

PLAN AHEAD

- \$ Plan your event at least three weeks in advance.
- \$ Make sure you and two other members from your organization has attended a Finance & Business Committee workshop.
- \$ Workshops are given during office hours, or via appointment.
- \$ Visit asfb.as.ucsb.edu to find your liaison or schedule an appointment.



2

FILL OUT AN AUTHORIZED SIGNERS FORM

- \$ The Authorized Signers Form is an ORANGE form, and can only be approved after you have attended an F&B workshop.
- \$ This form designates all the members from your organization that will be able to access your account and sign requisitions for the year.
- \$ You must have three authorized signers from your organization.
- \$ Turn in the completed form at the AS Administration Office.

FORUMULATE A BUDGET

3

- \$ All budget applications must be filled out online at asfb.as.ucsb.edu.
- \$ To be placed on the agenda for our Monday meeting, you must submit your budget application before Thursday at 1pm.
- \$ Visit our website to review AS Financial Policies and Procedures or ask your liaison via email or office hours.

4

ATTEND AN F&B MEETING

- \$ Meetings are on Mondays at 4pm in the State Street Room. You must send at least one informed and prepared representative from your organization to the meeting. Be prepared to speak on the event and to answer any questions from the committee.
- \$ If you made revisions to your request, bring 10 copies of your budget.
- \$ After you present on the event, you may leave the meeting as allocations will be posted on our website.
- \$ Post your event on the events website at events.as.ucsb.edu.

5

ACCESS YOUR FUNDS!

- \$ To access money allocated to your group, you must fill out a Requisition Form and turn the form in at AS Admin.
- \$ Be mindful of due dates. Submit receipts at once.
- \$ Submit a follow-up report of your event on our website.