

# ASWSU Online Request for Funds

## Who may request funds?

WSU Online groups, organizations or individual may request funds.

## What can funds be used for?

These funds are used to support non-academic student activities, programs, and projects involving WSU Online.

Please print, complete and email this form to ASWSU Online at [aswsuonline@wsu.edu](mailto:aswsuonline@wsu.edu)

Event and Contact Information: \_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Total Funding Request: \_\_\_\_\_

Please describe details of your event and why you are requesting funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**Funding Itemizations:**

---

Food & Beverages:                 \$ \_\_\_\_\_  
Serving Utensils:                 \$ \_\_\_\_\_  
Door Prizes:                         \$ \_\_\_\_\_  
Decorations:                        \$ \_\_\_\_\_  
Other:                                 \$ \_\_\_\_\_     **Details:** \_\_\_\_\_

**Note: Please print a copy of this form so that you can easily reference the Task and Important Information items.**

**Pre Event Tasks:**

1. Complete Request to Serve Food (ASWSU-Online Advisor) Send: List of expected guests include as many names as possible (\* indicate all WSU employees) and number of guests expected to attend event.
2. Keep a copy of all promotional materials.
3. Correspond with ASWSU-Online Advisor and EUS Finance Office staff member as appropriate and requested.

\* If door prizes are to be given away all promotional materials must indicate this activity.

**Post Event Tasks:**

1. Send copies of promotional materials to the EUS Finance Office staff member
2. Prepare a final roster of guests at the event (\* indicate all WSU employees).
3. Provide information to EUS Finance Office and/or ASWSU-Online Advisor as requested.

**Important Information:**

If funds are to include door prizes all promotional materials must indicate this activity.

Reimbursing individuals is not allowed as per university policy.

All items and services should be ordered and payment prepared for prior to the event.

Funding requests must comply with university policy and Washington state law. If you have questions about what is allowed, please send a message to the ASWSU-Online at [aswsuonline@wsu.edu](mailto:aswsuonline@wsu.edu) and a representative will be in touch. Please be sure to email all application forms and documentation to [aswsu.online@wsu.edu](mailto:aswsu.online@wsu.edu)