



## Memorandum

Date: September 29, 2023  
To: Joel Klucking, CFO/SVP Finance & Administration  
From: Services & Activities Fee Committee  
Re: Supplemental Allocations from Services & Activities Fee

At the September 28, 2023 meeting, the Services & Activities Fee Committee approved the following recommended supplemental allocation requests from S&A Fee Base Funded departments for your review:

- Request 2401: Supplemental funds were recommended to support the ASCWU Student Senate in paying for student staffing wages and including a goods and services line for supplies and programming. This recommended supplemental funding allocation was presented, and approved, based on a miscalculation related student staffing in the previous base funding adjustment request Spring 2023.

**TOTAL SUPPLEMENTAL ALLOCATION RECOMMENDED: \$22,459**

- Request 2402: Supplemental funds were recommended to allow the ASCWU Executive Board to move forward with both replacing some office furniture and getting additional office work space for student employees. These costs are specifically associated with purchasing four workstations and 15 office chairs. This purchase was intended to be completed in FY23; however, due to staffing changes and timing of requirements to purchase furniture, it had to move to FY24. With the roll-back of fund balance, this required ASCWU to request the funds as supplemental funding.

**TOTAL SUPPLEMENTAL ALLOCATION RECOMMENDED: \$16,225**

**GRAND TOTAL SUPPLEMENTAL REQUESTS FOR APPROVAL: \$38,684**

**Services and Activities Fee Committee**

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