ESC Funds Request Flow Chart

Does your Funds Requests include TRAVEL?
- 2 months in advance - Requestor fills out and submit Funding Packet to SURC Accounting in SURC 263

Does your Funds Request include FOOD?
- 45 days in advance - Requestor fills out and submit Funding Packet to SURC Accounting in SURC 263

Funds Request does not include food or travel and is MORE than $200
- 10 business days in advance - Requestor fills out and submit Funding Packet to SURC Accounting in SURC 263

Funds Request does not include food or travel and is LESS than $200
- 5 business days in advance - Requestor fills out and submit Funding Packet to SURC Accounting in SURC 263

SURC Accounting obtains signatures, enters in spreadsheet, sends an email to requestor indicating ASCWU VP of Equity and Community Affairs will contact them.

ESC Chair contacts requestor to schedule date and time to present before ESC

Requestor will present at assigned ESC Meeting. If requests is less than $200, vote occurs the day of presentation. If it is more than $200, vote occurs at the next ESC meeting

When approved, ESC Chair notifies SURC Accounting of approval

Student Involvement office assists with processing and purchasing items approved for the amount approved.

SURC Accounting encumbers funds from the associated budget