



## FAC Funding Awarded – Now What?

Now that your organization has been allocated FAC funding, the following information will assist you with claiming that funding.

### 1. My organization has been allocated FAC funding, now what?

The allocation will typically be posted by 5:00 pm on the Friday following the FAC meeting to the organization's FAC account. The President or Treasurer should view the allocation for any changes made by FAC. The FAC account will be located in the mySource portal of myBama.

**It is the responsibility of the President or Treasurer to follow the FAC process through from start to finish to ensure that funds are utilized.**

The student organization may choose to make a purchase and seek reimbursement, or may choose to utilize the UA Procurement System to make purchases through the FAC Advisor. **ONLY THOSE FAC APPROVED EXPENSES** will be eligible for reimbursement/purchase. A Purchase Request must be submitted online to access the allocated funding. **The President or Treasurer must then work with the FAC Advisor to spend the funding before the 60-day deadline.** If seeking reimbursement, a completed Reimbursement Packet (see instructions below) must be submitted to the FAC Advisor. The reimbursement process generally takes 2-3 weeks. A direct deposit payment will be issued to the payee; funds will be deposited directly into the payee's checking/savings account. If seeking pre-payment of expenses, please email Sherry Phillips at [slphillips@sa.ua.edu](mailto:slphillips@sa.ua.edu) to inquire about the usage of this method of payment. Additional paperwork may be required based on UA spending policies. (Only UA officials may sign contracts/agreements.)

For travel funding, an FAC Travel Release form must be completed for each traveler and submitted (as a group) to the FAC advisor prior to departure.

### 2. My organization was allocated FAC Funding but the approved event/travel, etc. has been cancelled. May I use this funding for another purpose?

**No. Funds may only be used for the purpose allocated.** If your event or travel is cancelled, the funding will revert back to the FAC Budget pool for future allocations. Please notify the FAC Advisor as soon as possible regarding cancelations. If you wish to seek funding for other expenses, please submit another Funding Request and complete the process again.

### 3. What type of information do I need to submit to be reimbursed?

For reimbursement of purchases, please provide the following:

1. **Proof of Purchase:** Provide **original ITEMIZED receipts** of purchases.
2. **Proof of Payment:** A copy of an official bank statement (or online printout) will be accepted. (See Reimbursement Packet for additional instructions).
3. **Purchase Request** – Needed for each party/payee to be reimbursed.
4. **Direct Deposit form** - Needed for each payee to be reimbursed.

**REIMBURSEMENT PACKET:** A Reimbursement packet should be assembled for reimbursement of expenses. **ONLY COMPLETE PACKETS WILL BE ACCEPTED AS DETAILED BELOW:**

1. **ONLY THOSE FAC APPROVED EXPENDITURES ARE ELIGIBLE FOR REIMBURSEMENT.** Itemized receipts (only) may be reimbursed.
2. President/Treasurer should complete the **Purchase Request**; a **copy of the Purchase Request (PDF version) should be submitted** as the **first page of the packet**. A separate Purchase Request is needed for each party/payee to be reimbursed;
3. Include the current mailing address and phone number of the payee. If a student or advisor will be reimbursed, their CWID must be provided; Also include email/phone number of the contact for the request;
4. Include **Proof of Purchase** and **Proof of Payment** in the packet. For small receipts, tape (all edges) onto to the front side of a sheet of copy paper. **DO NOT STAPLE OR OVERLAP RECEIPTS;**
5. A completed **Direct Deposit Authorization form** should be submitted;
6. All documentation should be secured with a paper clip or binder clip.
7. Reimbursement Packet should be delivered to the **FAC Advisor**.

#### 4. **How long do I have to claim my FAC funding?**

Allocated funds **must be claimed within 60-days of allocation. Any funds remaining after this deadline will be returned to the FAC budget for re-allocation.** It is the responsibility of the organization President/Treasurer to take appropriate actions to claim the funding in a timely manner.

#### 5. **Who should I contact with questions about my allocation?**

Email the FAC Advisor, Sherry Phillips, at [slphillips@sa.ua.edu](mailto:slphillips@sa.ua.edu) with any questions you may have. If you would like to discuss your questions in person, please request an appointment. Indicate in your email a time that would best fit your schedule. Your appointment time will be confirmed by return email.

The FAC office is located at 3515 Ferguson Center; Office hours are Monday – Friday from 8:00 am to 5:00 pm. You may also call **205-348-0710** to speak with the FAC Advisor.

**Updated: 9/7/2016 9:57 AM**