**FRF:**

The Funding Request Form is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money.

* Although it is the responsibility of the group liaison to fill out the FRF the FAC liaison must make sure that the form is filled out correctly and completely
	+ Make sure that the form is typed (the form is available on the FAC website)
	+ Check to make sure the amount requested matches with the slate so you do not overspend (the slate can be found on the website).
* Guidelines for turning in FRFs
	+ If multiple sheets are being turned in make sure to paperclip DO NOT STAPLE
	+ If it is an ICA team a roster must be included with the FRF
	+ For gas receipts tape them to a blank sheet of computer paper so the business office can easily make a copy
	+ Business office wants a very detailed description on FRFs
		- ICA-dates and place along with tournament name must be included in the description
		- FAC-speaker contract name and topic of their discussion must be included

3 ways groups can get money (FRFS)

**1. Reimbursement:**

This is utilized when groups pay for something on their own and request FAC money back for it

* The FAC liaison must make sure that the group does not overspend and that the groups were actually funded for what they purchased (this can be checked through the Treasurer’s Slate)
* What to turn in
	+ FRF form
	+ Proof of Payment
		- Receipt (taped to separate sheet of paper) **–OR-**
		- Copy/screenshot of bank statement of the individual (must have name of the person and account transactions)
	+ An invoice is sometimes necessary if there is no receipt (with a proof of payment)
* FAC does not reimburse for tax unless it is on gas

**2. University Check:**

This is typically utilized in contracts and it is an advanced payment of funds to a group/organization

* Needs to be done 2-3weeks in advanced for it to be processed in enough time
* Process
	+ Fill out the FRF form
		- Group specifies how they would like to pick up the check (mailed/from Advisor’s office/organization’s mailbox)
	+ Check to make sure W9 is good
* If contract talk to Advisor to finalize details

**3. Purchase Order:**

This is typically used for buying equipment ahead of time (normally from a website/magazine)

* The process is the same as that of a university check
	+ Make the FRF request and attach details (what the group is buying and why)