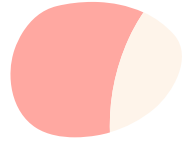




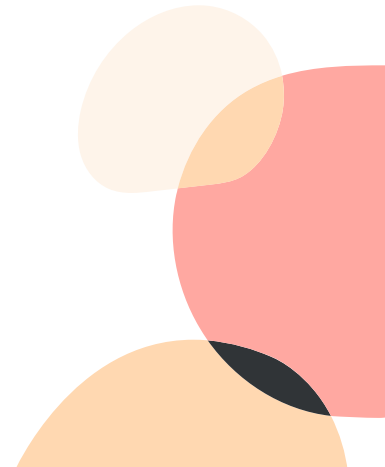
Your organization has
received FAC funding!
Now What?

What does it mean to be FAC vs. ICA?



FAC- Groups hosting events on campus for the general student body

ICA- Groups who are competitive in nature. These groups typically travel to compete against other colleges/ teams and represent Truman students away from campus.



Here is an example of the slate that will be on our website!

Categories of Funding

Bulls Rugby			
		Requested	Allotted
Contractual			
	League Fees	\$770.00	\$770.00
	Ref's Fees	\$200.00	\$200.00
	Travel	\$0.00	\$0.00
	Lodging	\$0.00	\$0.00
	Food	\$0.00	\$0.00
	Total	\$970.00	\$970.00
Equipment			
	General	\$336.00	\$336.00
	Exhibition	\$0.00	\$0.00
	Total	\$336.00	\$336.00
Travel and Lodging			
	Ground	\$500.00	\$500.00
	Air	\$0.00	\$0.00
	Lodging	\$0.00	\$0.00
	Total	\$500.00	\$500.00
Publicity			
	Poster	\$50.00	\$50.00
	Other	\$0.00	\$0.00
	Total	\$50.00	\$50.00
Other			
	Total	\$0.00	\$0.00
Total		\$1,856.00	\$1,856.00

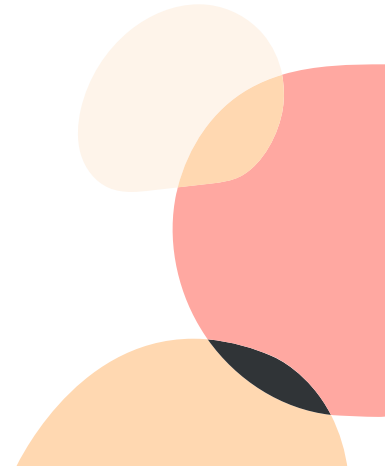
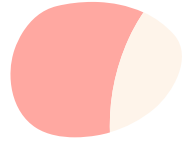
Name of the Organization

The "Requested" column shows the amount requested on the funding application

The "Allotted" column shows the amount allotted by FAC during deliberations

What Do the Categories mean?

- We allot funds to categories based on what each group applied for and discussed during their hearing
- You are expected to not go over funding in any one category
- If you are unsure what category your purchase would be: ASK!
- Your group may request a Reallotment (move money from one category to another)
 - To request a reallotment tell your liaison as soon as possible
 - Re-allotments are voted on by the council
 - Please allow at least a week for FAC to vote on your reallotment
 - Remember your reallotment still must be in compliance with FAC and the University and should not exceed your total funding



HOW TO UTILIZE YOUR FUNDING

- Talk with your liaison throughout the event planning and execution process to ensure that you are adhering to the rules and regulations of FAC.
- Submit your FRFs to your liaison **within 30 days of your receipt** for reimbursements, or **at least 30 days in advance** for purchase orders or contracting.

FAC Cannot Fund...

- **Personalized items**
 - Examples: uniforms with individuals names on them
 - Any uniforms/equipment purchased with FAC funds need to be passed down from year to year and stay with current club members
- **Food (unless it is the main point of the event)**
 - All food purchased with FAC funds comes from Sodexo UNLESS your organization obtains a waiver from Sodexo
- **Prizes or awards**
- **Off-campus events (Unless approved by the council)**
- **Off-campus publicity**
- **Events with restricted access**
 - Your event must be open to all Truman students to attend
- **Events not specifically for Truman students**

Important Notes

If obtaining profit from event:

- Profit can first be used to pay back your organization or its members for contributions to the specific event
- Any further profit must be given back to FAC

If overspending occurs:

- Payment must be made to FAC in the amount of whatever the total overage is,
- Checks should be written out to **Truman State University**

If you can no longer host your funded event:

- Tell liaison your ASAP- We can help determine if a reallocation or a re-appropriation is possible for your group to still utilize your funds

If your organization has a different idea that can use your allotted funds

- *This should only be the case if you cannot use your funds as originally planned*
- Contact your liaison with details ASAP
- Your event still must comply with FAC and University policy
- Your liaison will bring a re-appropriation request to the council for vote and will contact you after vote has been cast
- These votes typically take place at our weekly meetings so please allow at least one week for this to take place

Important Notes Cont.

If buying apparel

- You must use one of the approved University vendors
- Your design must also meet branding standards and be approved by the University publications department if it contains any part of the Truman name or logos

If buying any physical item (Equipment, uniforms, decorations, etc.)

- All FAC funded items **MUST** be shipped to the University- ***This includes any items your organization purchases for reimbursement***
- Please contact your liaison in advance so we know to expect any packages
- When your package arrives your FAC liaison will contact you to come pick it up from the FAC office

Address to use:

[Organization Name & contact person]
100 E. Normal Ave.
SUB 2000
Kirksville, MO 63501

Poster Printing

The Process:

- To order posters you will email kjpoole@truman.edu
 - Please make sure you let them know you have FAC funding
- Please allow at least 1 week for printing services to get back to you with any questions and print your posters
- Printing services will add the FAC logo to your poster along with the U&I approval logo and required statement
- Printing Services will bill your posters to FAC directly
 - You still need to complete an FRF for FAC records
- Posters are delivered to the U&I office. When your posters arrive your liaison will contact you to come pick them up from the FAC office.

Poster Requirements:

- Name of organization
- Name of the Event
- When the event is taking place
- Where the event is taking place

Printed posters without required logos:

- Bring your posters to the U&I office
- Someone will verify your poster meets posting standards
- If it meets standards, you will have to stamp the U&I logo and add the required statement
 - The U&I can print labels for you to use but at a cost
- You will also need to bring your poster to FAC and stamp the FAC logo on you poster

*****Failure to adequately publicize or failure to include the FAC logo for a funded event are sanctionable offenses*****

Sodexo Orders

- All food orders from FAC MUST be through Sodexo
- If you are wanting food not from Sodexo your organization will need to obtain a waiver from Sodexo
 - Typically the only time a waiver is granted is when there is an item or items that Sodexo cannot provide or reasonably substitute
 - Your organization is responsible for obtaining a sodexo waiver and providing a copy to FAC. FAC will not do this for you.

To place a Sodexo order:

- Go to: truman.catertrax.com
- Log in or create an account
- Place your order
- You can charge your bill directly to FAC
 - Please let your liaison know when you place an order
 - You still need to complete and FRF for FAC records
- Please place your sodexo order at least 2 weeks in advance

HOW TO FILL OUT AN FRF



- Go to FAC website (fac.truman.edu)
- Go to “Helpful Resources” tab
- Select “FRF template”
- Fill out the FRF
 - A separate slide show is available with step-by-step instructions on filling out an FRF
- Email *Completed* FRF and all back up documentation to your liaison.
 - If everything is correct, it will be forwarded to our treasurer
 - If there is something missing or an issue with your FRF, your liaison will send it back to you with a request to fix it

Do not attach your back up documents to your FRF directly. This distorts the image and it is no longer useable for back up documentation.

- Please make each image/scan/screenshot its own file (preferably a .jpeg, .png, or .pdf)
- 

Back Up documentation for your FRF

Reimbursement

- When the organization or an individual member of an organization purchases something upfront and needs FAC funding to pay them back for the purchase

- Original receipt
 - A picture or a scanned copy is acceptable. MUST BE CLEARLY LEGIBLE!
- Bank statement with completed purchase
 - Must show the name of the account holder AND the purchase in question
 - Everything else may be blacked out for privacy
- If originally paid by check- we need a picture of the check

Purchase Order

- These are things not readily available for online purchase but you would like FAC to pay for upfront on behalf of the organization (film rights, apparel orders, etc)

- Quote or invoice with final total
- Contact information for the vendor
- Link to website (if applicable)
- Any custom information needed (color selection, copy of design, etc.)

Online Order

- These are things readily available for purchase online that the organization wishes for FAC to purchase on their behalf. (Walmart, Amazon, etc.)

- Link to each item
- Quantity of each item
- Screenshots of cart or indiv. items
- If shipping is extra please include that in your total
- FAC does not pay taxes as part of the University so you should not include tax in your final total

Contracts

- These are anytime an organization wants to work with an outside vendor to bring a event or service to campus. This includes performers, services, and rentals.

- ALL CONTRACTS USING FAC FUNDS SHOULD BE THROUGH THE FAC ADVISOR
- Quote from vendor
 - All vendors are responsible for their own travel accommodations and will not receive additional funds to offset these expenses. Your vendor should take this into account when providing a quote
- Details about the event (when, where, how long, etc.)
 - The more details you can provide the better
- Description of what service is expected to be provided

Examples of Back-Up Documentation

Receipts



- Must be FULL receipt
- Must show total, date, and time
- Must be clearly legible
- Only items you are getting reimbursed for should be on the receipt

Please note things are blocked out here for privacy reason. You should not mark anything out on a receipt you turn into FAC

Examples of Back-Up Documentation

Bank Statements:

000039921 01 SP 000638957746156 E
JUIITSU ULTIMATE
JUIITSU ULTIMATE
C/O UNION & INVOLVEMENT SERVICES
100 E NORMAL AVE
KIRKSVILLE MO 63501-4200

To Contact U.S. Bank
24-Hour Business Solutions: 1-800-673-3555
U.S. Bank accepts Relay Calls
Internet: usbank.com

INFORMATION YOU SHOULD KNOW

New Terms and Conditions will be effective for U.S. Bank business clients on November 1, 2021. You can view current and new Terms and Conditions at usbank.com/termsandconditions. Use access code "terms2021." If you are unable to access this information for any reason, please reach out to your U.S. Bank contact or Commercial Customer Service team for assistance.

Thank you for choosing U.S. Bank. We've recently uncovered a system issue that affects your account. You are currently receiving paper statements for which there is a \$5 fee per statement cycle. However, a system error has prevented that fee from being applied to your account. This notice is to inform you that we will be reinstating the fee going forward beginning with your October 2021 statement.

Please note that this fee can be easily avoided by signing up for e-statements at usbank.com/paperless. E-statements are more secure and arrive faster than paper statements.

If you have any questions about this or need assistance signing up for e-statements, our business bankers are here to help at U.S. Bank 24-hour Banking at 800-673-3555. We accept relay calls.

SILVER BUSINESS CHECKING **Member FDIC**
U.S. Bank National Association **Account Number 1-523-2040-1283**

Account Summary

Beginning Balance on Sep 1	# Items
Card Withdrawals	
Other Withdrawals	
Ending Balance on Sep 30	

Card Withdrawals

Date	Description of Transaction	Ref Number	Amount
Sep 24	Debit Purchase - VISA AIRBNB HMMH6PON *****1738	On 092421 AIRBNB.COM CA REF # 24492151267715450562088 7715450562	293.57

Page 1 / 4
Withdrawals Subtotal
Total Card Withdrawals \$

17:12

Transaction Details Log Out

CASEYS GEN STORE 323 \$21.17

Merchant Contact Information

503 S FRANKLIN ST, MO 63501

Additional Information

Transaction Date Sat 10/23/21

Posted Date Sat 10/23/21

Purchase Method CARD SWIPED

Purchased By

Category AUTOMATED FUEL DISPENSERS

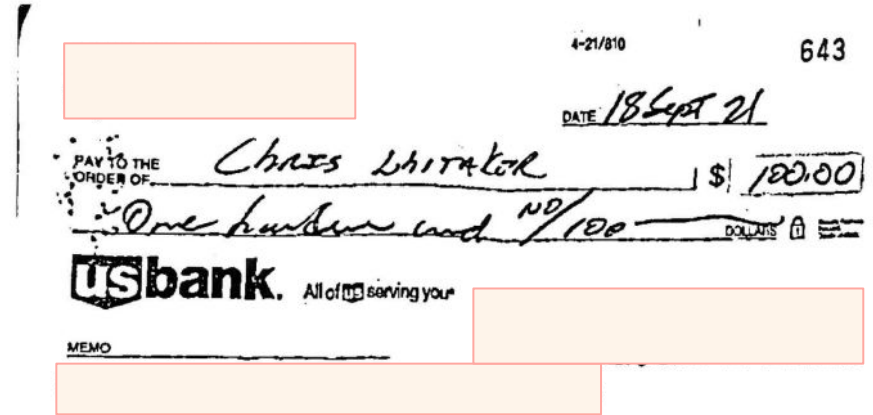
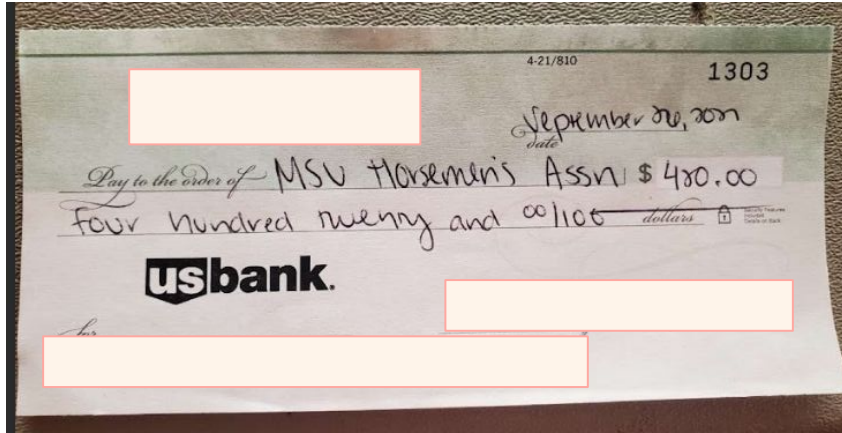
Cash Back Earned

Tag Transaction

- Must show completed transaction
- Must have name of account holder clearly stated
- Highlight the transaction in question

Examples of Back-Up Documentation

Check Copies:



Please note things are blocked out here for privacy reasons. You should not black out anything on a check copy you send to FAC

Do not do this!

Unit Price	Item Number	Quantity	Item Description	Total
				\$0.00

Date Submitted:			Event Date:	
Event Contact Information:				
Name:		Phone:		
Email:		Organization:		
Treasurer's Name:	Olivia Baumann	Purchasing Org:	FAC	
Treasurer's Email:	FAC@truman.edu	Admission Charge?		
Treasurer's Phone:	(660)-785-7674			
Is this FRF being completed on behalf of another group. Yes				
If yes, who:				
Purchase Type:	7. University Check - Performers or vendors			
Business Purpose:	FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason).			
Company Name:		Check Payable To:	?	
Website:		Check Delivery:		
Phone:		Custodian:	Rebecca Conover	
Address:		Banner ID:		
		Backup:		

The image shows two screenshots. The top one is an email inbox with a search for 'Kansas'. The results include an email from 'KU Club Volleyball' dated Oct 28, 2021, and another from 'Gloria Farmer' dated Oct 29, 2021. The bottom screenshot shows 'Transaction Details' for 'CASEY'S GEN STORE 323' located at '323 S FRANKLIN ST, MO 65091'.

All back up documents should be individual files. (Some files can be combined into a single pdf. file)

Sanctioning

- **What are sanctions?**
 - Sanctions are a penalty that prevents an organization from receiving Council funding for a period of not less than one funding cycle and not greater than four funding cycles.
- **Sanctionable offenses**
 - A sanctionable offense is any instance of a group misusing funds or in any other way violating the rules and regulations of the Council as stipulated in the Council Constitution and Council By-Laws
- **Examples**
 - Failure to spend at least 50% of your allotted funds for a given semester
 - Spending more than your allotted funds for any given semester
 - Hosting your event off campus (unless otherwise approved by the Council before event date)
 - Attempting to use funds for any purpose other than the specified expense allotted for
 - Failure to return any revenue generated from a funded event beyond reimbursement to club members
 - Denying any member of the student body access to your event
 - Failure to adequately publicize your event (All FAC funded postings must comply with U&I posting standards)
 - Failure to include the FAC logo on publicity materials for any FAC funded event
 - Any action that could result in breach of contract
 - An organization facilitating or attempting to facilitate a contract not through the FAC advisor/University procedure

Sanctioning

- **Failure to spend at least 50% of your allotted funds for a given semester**

This is the most common reason a group is called in for sanctioning. Remember to use your funding. If leadership transitions occur between funding applications and the start of the semester make sure new leadership is aware your organization has received funding.

If your organization encounters barriers or obstacles to using your funding make sure you talk with your liaison about what options you have to avoid sanctioning.



Thanks!

If you have any questions contact your liaison!

You can also reach out to

FAC@truman.edu

or check out

Fac.truman.edu

for any questions or more information on anything related to your organization's FAC funding.

