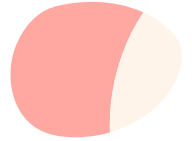




Your organization has received FAC funding! Now What?

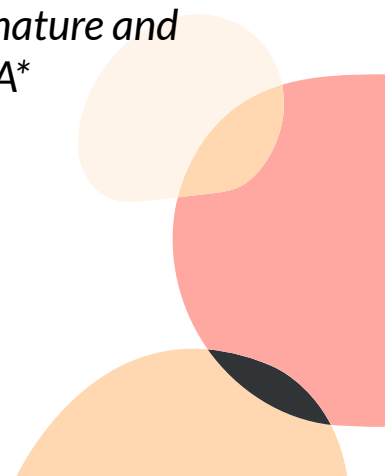
What does it mean to be FAC vs. ICA?



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.

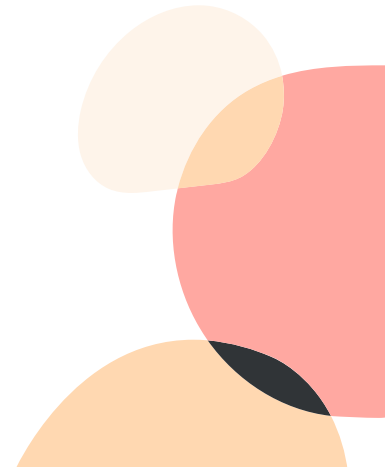
Even if you are hosting an event on campus, if you are 1-competitive in nature and 2- have received ICA funding previously your org is still considered ICA



Where to find helpful info:

- Most recent Slate
- Group liaison and contact info
- FAC office hours
- FRF template
- FRF- How to guide

fac.truman.edu



How to read the slate:

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 |

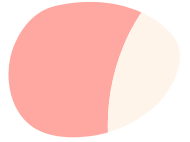
Name of the Organization

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

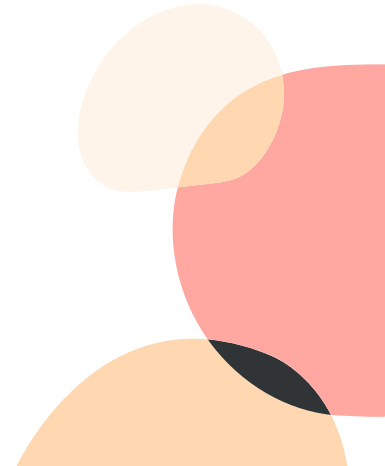
The "Allotted" column shows the amount allotted by FAC during deliberations

THIS is your total funding allotment. You cannot go over this amount.

What Do the Categories mean?



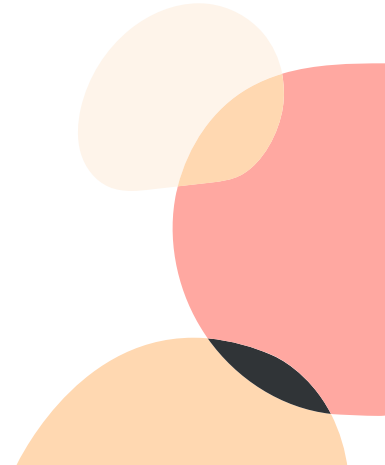
- We allot funds to different categories based on what each group applied for and discussed during their hearing
- You are expected to not go over funding in any one category
- If you are unsure what category your purchase would be: ASK!





What if I want to move funds to a different category?

Your group can request a Reallotment!

- 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
 - Remember your reallotment still must be in compliance with FAC and the University policy
 - You cannot exceed your total funding
- 

HOW TO UTILIZE YOUR FUNDING

- Reach out to your FAC liaison as soon as you can
 - FAC will do check-in emails periodically throughout the semester but if you are wanting to use your funding you must initiate contact once you have started working on the specific event
- Talk with your liaison throughout the event planning and execution process to ensure that you are adhering to the rules and regulations of FAC.
- FAC recommends talking with your liaison before purchasing anything. This way we can make sure the money you are spending is reimbursable or FAC is able to use the vendor you have in mind.


HOW TO UTILIZE YOUR FUNDING



YOU are responsible for reaching out to FAC in order to use your funds!

As soon as you have details about your event or receipts from a reimbursement get into contact with FAC. We require at least 30 days in advance, but FAC can purchase supplies, work on an agreement, reserve a hotel room, etc. more than 30 days out.


Please be connecting with FAC as soon as you have information about your event and/or purchase(s).



HOW TO UTILIZE YOUR FUNDING



Submit your FRFs and documenting your liaison

- Reimbursements: within 30 business days of your receipt
 - Upfront purchases: at least 30 business days in advance for purchase orders
 - Contracting: at least 45 business days in advance
- 

Revenue/Profit/Fundraising at and FAC funded event



FAC cannot fund any event that is intended to generate revenue/profit for a club or act as an organization fundraiser (either for the group or an external charity)

No organization is able to charge for entrance to an FAC funded event, or require a fee/charge to any FAC funded portion of the event.



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, awards, or giveaways**
- **Off-campus events and/or Off-campus publicity**
- **Events with restricted access-** Your event must be open to all Truman students to attend
- **Events not specifically for Truman students**
- **Events intended to make a profit or act as a fundraiser**

Overspending

Overspending is when an organization exceeds the funds they were allotted for any reason.

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 are wanting to drop off a check but no one is in the FAC office- please bring your payment to the U&I office (SUB 2000)

**Overspending is a sanctionable offense and could affect your ability to receive funding in the future*

Changes to your event

FAC allots funds based on the specific event that was on your funding application and can only be used for that specific event- UNLESS you receive prior approval from FAC

If you can no longer host/attend 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

Buying Apparel

- You must use one of the approved University vendors
 - List can be found on our website
 - You must get three quotes from these approved vendors and FAC will have to go with the cheapest quote option
- 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

FAC
FUNDING ALLOTMENT COUNCIL

Apply for Funding Slates **Funding Resources** Council Members About

Funding Resources

Funding Request Form (FRF)

The Funding Request Form (FRF) is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money. It is the responsibility of the group liaison to fill out the FRF and submit the completed form to their FAC liaison.

- [FRF Template](#)
- [Guide to Filling Out an FRF](#)

Liaison Information

- [Fall 2024 Funded Groups Liaisons](#)
- [Fall 2024 Office Hours *Coming Soon*](#)

Other Resources

- [FAC Approved Apparel Vendors- FAC is not able to purchase or reimburse apparel unless it was purchased from one of these vendors](#)
- [Closet Inventory *Coming Soon*](#)
- [FAC Updated Funding Process](#)
- [Travel Registration Form](#)

FRF TEMPLATE

OFFICE HOURS

TRAVEL FORMS

FAC cannot purchase or reimburse you for apparel items not purchased from a university vendor or if they do not meet branding standards.

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***

Address to use:

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

FAC cannot reimburse any item mailed to a personal address.

Hotel/ Lodging Accommodations

FAC cannot pay for or reimburse for lodging accommodations through Airbnb, verbo, or other independent home sharing sites. FAC can only pay for or reimburse lodging if it is through a traditional hotel, motel, etc.

For FAC to pay for your lodging upfront:

- Do not go through third party travel sites (bookings.com, expedia.com, tripadvisor.com, etc.)
- Send FAC information and website for the specific lodging you are wanting
 - Please include hotel address, number of rooms, number of beds (ex: 3 rooms w/ double beds)
- Include the name, dates, and location of the competition/tournament you are traveling to attend

FAC can reimburse for lodging (as long as it is a traditional lodging accommodation). Lodging reimbursements follow the same rules as a standard reimbursement.

Contracting

University policy states we cannot pay for an artist/speaker/contractor/vendors' lodging, travel, and food accommodations.

- All of these cost should be factored into the overall performance fee, as the University (FAC) will not provide any additional funds to offset these costs.
- FAC will not make hotel reservations for any contract entity.

All contracts using FAC funds should go through the University contracting process through the FAC advisor and takes about a month to complete properly.

The University standard contract will be used for all contracting through FAC

Requests for a contract MUST be submitted at least 45 business days before your event. Any contract requests made with less than 45 business days will not be accepted.

Publicity Requirements

Any specific event that received funding required to have adequate publicity, so the general student body is aware of this event. You will only get approval to use your FAC poster money to publicize the event your received funded for.

Any ICA funded group is required to promote the ability to join your organization or participate in club activities at least once an academic year. This is the only type of poster that will receive approval to use your FAC poster money, unless your application included additional poster money for other events.

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

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
- 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
- Your Org Must be in good standing with the U&I

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*****

Poster Printing

Poster approval and printing process can take at least a week between sending for approval and arrival of the printed posters. Please plan accordingly.

If you use FAC funds to purchase posters that do not arrive in time to publicize for the event due to not allowing time for the poster approval process, or they are not picked up from the FAC office prior to your event day- you may be up for sanctioning.

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

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 reasons. 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

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

Card Withdrawals

| Date | Description of Transaction | Ref Number | Amount |
|--------|---|--|--------|
| Sep 24 | Debit Purchase - VISA AIRBNB HMMH8PON *****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

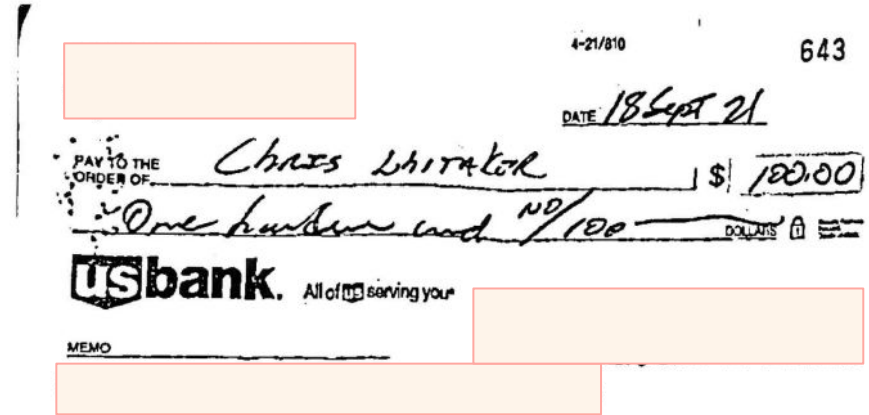
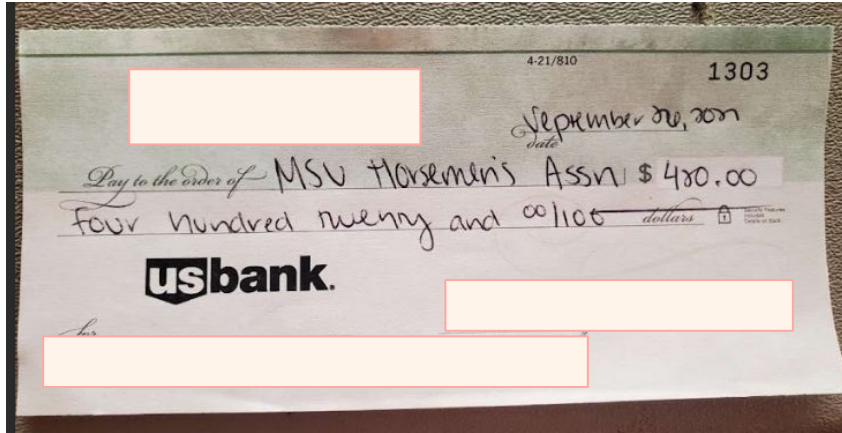
Transaction Date Sat 10/23/21
Posted Date Sat 10/23/21
Purchase Method CARD SWIPED
Purchased By
Category AUTOMATED FUEL DISPENSERS
Cash Back Earned

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 a screenshot of an email inbox on a mobile device. The search bar at the top contains the word "Kansas". The inbox lists several emails from various contacts, including "Carly Thompson" and "Gloria Farmer". One email from Carly Thompson is highlighted in yellow, with the subject "FRF travel forms KU". Below the email list, there is a "Transaction Details" screen showing a map and information for "CASEY'S GEN STORE 323" located at "323 S FRANKLIN ST, MO 63091". The transaction date is listed as "Sat 10/23/21" and the posted date as "Sat 10/23/21".

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
 - 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

factreasurer@truman.edu

or check out

Fac.truman.edu

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

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)
- 