

HOW TO CHECK THE STATUS OF YOUR RSO FUNDING REQUEST

CSUN Ways & Means Committee

WHY DO WE NEED TO SUBMIT RECEIPTS?

- As per the [Ways & Means Operating Policy](#), all RSOs that receive funding from CSUN are required to reconcile their spending
- RSOs may only spend their funds as per the budget that was approved by Ways & Means and the Senate
 - For example, if your organization was approved for funds to purchase marketing materials, an organization can not instead spend that money on food for an event

WHAT IF WE DON'T SUBMIT RECEIPTS?

- Organizations that do not spend all of their funds as allocated are expected to return unused funds to CSUN
- If an RSO fails to reconcile their allocated funds by providing spending receipts:
 - The organization will not be allowed to receive funds from CSUN the following year
 - The organization may be reported to the Office of Student Conduct

BEFORE SUBMITTING YOUR RECEIPTS

- Have a copy of your final budget from CSUN showing the exact amount of funds that were allocated to your organization
- Scan all of your receipts to create digital copies (either PDFs or JPEGs)
- Be sure to understand what line items on your budget each receipt correlates to

HOW TO SUBMIT YOUR RECEIPTS

- Go to bit.ly/WMreceipts24
- The form asks for all receipts to be uploaded in a Zip File
 - Creating a Zip File on Windows: https://youtu.be/E5qBvtxmBC4?si=05u4es-B84B_6OV_
 - Creating a Zip File on Mac: <https://youtu.be/62tw3wZvQxs?si=4mol9Pu4mLFfsMSw>
 - Creating a Zip File on Google Drive: upload all receipts to a folder and then download the folder it should automatically make a ZIP file
- Questions? Reach out to waysandmeans@unlv.edu

STILL HAVE QUESTIONS?

Reach out to us at
waysandmeans@unlv.edu