Office of Student Life and Services

Clubs and Organizations

"Funding Request Submission for Products and Services (Non-Travel)"

Chartered and recognized clubs and organizations have the opportunity to submit funding request to the Division of Student Affairs, Office of Student Life and Services. Funding request must include the following:

✓ A Direct Voucher Payment Request Form aka Form 440.

✓ Direct Voucher Payment Request Form must include: Vendor Information; Delivery Instructions; Vendor Status; Payment Type; Proper Supporting Documents; Description; Amount; and Club Advisor, Club President and Treasurer Signatures.

Proper Supporting Documents must be a quote of goods/services as noted in the funding request. If vendor of funding request is not a university-approved vendor, a University Vendor Application and W-9 with a vendor telephone number must be included in funding request.

- ✓ It is imperative that funding requests be submitted to the Office of Student Life and Services thirty (30) days or more in advance for a non-travel related funding request. Travel-related funding requests must be submitted to the Office of Student Life and Services within sixty (60) or more days of anticipated travel. See "Submission of Travel Funding Request" for additional information, located in the "How To" Section of the Student Life and Services Website, www.udc.edu/student_life.

Funding requests are approved by the Undergraduate Student Government Association (USGA) and Office of Student Life and Services if funding request is allocated from club/organization budget award or the USGA directly. All funding requests must be approved by the Associate Vice President for Student Life and Services and/or Vice President for Student Affairs. Clubs and organizations will receive written notification of funding request status.