

Path Instructions: Funding Request

1. Log into path.drew.edu
2. Select the designated club for which you will be submitting a request
3. Click MORE or FINANCE (options depend on your screen size)
 - a. If MORE, then select FINANCE
4. Click on "Create Funding Request form"
5. Fill out form as follows:
 1. Subject: Event Title
 2. Requested amount: The amount you are requesting for this event
 3. Description: Brief overview of event including: name, location, date, time, etc.
 4. Account: Will automatically populate
 5. Categories: Select "Funding Request (Ad hoc)"
 6. Name: Name of club member submitting the form
 7. Cell phone #: Number of member submitting form
 8. Anticipated attendance: How many people are you expecting?
 9. Provide itemized expense report, i.e.:
 - Presenter fee = \$250.00
 - 3 pizzas @ \$12/each = \$36.00
 - 50 Cups (1 pack) = \$5.00
 - Advertising: 25 printed color flyers @ \$.50/each = \$12.50
 - Total: \$303.50
6. Submit!

Important Terms

Purchase Request Form

Use this form to request the credit card, payment for contract, co-sponsorship, transportation

Funding Request Form

Use this form to request more money from Student Government to pay for an event that cannot be covered within your budget.

Purchasing Card (P-card)

This blue purchasing card can be used at any retail location, or online, to purchase goods. This card is not to be used at a restaurant or train station.

Travel Card (T-card)

This red travel and entertainment card can be used at any restaurant, train station, or other location of entertainment or travel. This card is not to be used at Stop & Shop or other retail locations.

Reimbursement

You can only be reimbursed for a purchase when there are funds available in your club budget. You must submit a paper request for petty cash (less than \$50) or a check (more than \$50)

Contract

Contracts are required if you are paying a vendor or performer.

Co-sponsorship

A co-sponsorship occurs when you split funding of an event between multiple clubs or departments

Deposit

If your event or club generates any revenue, you deposit the money into your club account.

Contract Instructions

1. Print and complete the contract

drew.edu/StudentActivities/student-organization-forms

2. Vendor must sign contract

3. Signed contract should be returned to Suzanne Rocco in The Office of Student Activities to be reviewed by Michelle Brisson no less than three weeks in advance of your event

4. Contracts will be passed to the Finance Department for final approval

*Finance has not provided us with a guarantee that contracts will be signed or valid if submitted less than three weeks in advance or after an event.

*The only way we can guarantee payment for your performers or speakers is if the contract is turned in at least three weeks in advance of event date.

Path Instructions: Purchase Request

1. Log into path.drew.edu
2. Select the designated club for which you will be submitting a request
3. Click MORE or FINANCE (options depend on your screen size)
 - a. If MORE, then select FINANCE
4. Once you click MORE the drop down will give you options, choose FINANCE
5. Click on Create Purchase Request Form
6. Fill out form as follows:
 1. Subject: Event Title
 2. Requested amount: The amount you will be using for this purchase
 3. Description: Itemized list of purchases at this location
 4. Account: Will automatically populate
 5. Categories: Please indicate what type of payment category you would like to use/reserve i.e.: P-Card or T&E Card
 4. Your Name
 5. Your cell phone number
 6. What event are you making a purchase for?
 7. Date of the event
 8. What date and time would you like to pick up the card?
 9. Location of purchase: Online or off-campus? Please include the name of the store
 10. Check the required box and then submit the form