

Looking to Use your ASWU Funds?

Once your student organizations budget request has been approved, you'll want to spend those funds in the best way possible. There are a few ways to spend ASWU funds. The following options are in order of preference

1. Work with Samanta Bruce <ssbruce> to complete the Purchase Request form
2. A SEAL (Student Engagement and Leadership) Pro Staff can use their P-Card to purchase items
3. An advisor who has a P-Card can also purchase items, if the other two options are not available.

If at any time you have questions on spending your student clubs and organizations funds, please work closely with the SEAL Office, your club or organization's advisor, and the sitting ASWU treasurer. Please keep in mind that ASWU funds can only be spent on pre approved items or events and cannot be repurposed without special permission from ASWU. Please also note that shall you fail to spend any approved funds in a given semester, you will need to re-request as ASWU funds do not carry over across semesters.

Here are a few of the best ways to spend you funds:

Work with Student Engagement & Leadership to have them purchase Items for you:

Samantha Bruce is your Primary contact for purchase within the Student Engagement & Leadership office. Once your club or organization has been approved for the funding, please work with Samantha Bruce to complete the Purchase Request form. Email Samantha Bruce <ssbruce> and/or the sitting ASWU treasurer to start this process.

SEAL professional staff also have access to P-cards (university credit cards) and can make purchases for you. These purchases can be shipped to the university (in the case of an item) for pick up and will be charged straight to your student club or organization's account. This is the best and most preferred way for student club or organizations to spend their money. Just email Samantha Bruce <ssbruce> and/or the sitting ASWU treasurer to have a purchase made on your behalf.

Reimbursement: Spending your own money should always be a last resort! Always exhaust all the steps prior to spending your own money for your club or organization. In the case you need to spend your own money for club or organization items, you may be eligible for reimbursement. Only purchases made for pre approved items and amounts requested shall be reimbursed. Never make a purchase expecting reimbursement if your request has not yet been approved by ASWU. When purchasing to seek reimbursement be sure to keep all receipts and proofs of purchase. To begin processing and to receive your reimbursement, please follow this [Reimbursement Process](#). **A reminder that all reimbursement requests must be made within 30 days of a purchase to be eligible.**

Contracts: Some events and professionals involve contracts that need to be signed by a Willamette representative. If your student club and organization requires a contract, DO NOT sign a contract on behalf of your organization. Contact student-engagement-group@willamette.edu for guidance on navigating the contract signing process and next steps.

****If you are ever unsure how to best purchase an item or service using ASWU funds please reach out and work with SEAL staff or the sitting ASWU treasurer. It is our job to help you and make this process as easy and seamless as possible.****

QUICK SUMMARY:

- Contact Samantha Bruce to make purchases for your club via the Purchase Request form.
- SEAL Professional staff are able to also make purchases for your club if Samantha Bruce is unable or unavailable.
- **DO NOT** spend your own money for your club or organization unless it is the last resort
- You should **NEVER** sign a contract for your club or organization. If your club or organization requires a contract, please contact student-engagement-group@willamette.edu.