

## 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. If at any time you have questions on spending your student organizations funds, please work closely with student activities, your 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:** SEAL professional staff 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 organization's account. This is the best and most preferred way for student 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:** Shall it be easier to use your own money when making a purchase, you are 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 organization requires a contract, do NOT sign a contract on behalf of your organization. Contact [student-engagement-group@willamette.edu](mailto: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.