

FUNDING

- Every September all societies will have the ability to apply for up to £300 funding from UUSU.
- Once approved, you must then submit a Purchase and Payment Form to pay for goods or services outlined in your funding application.
- The £300 could be spent all at once for a larger event.
- Or you can put in an application each time you require funds.

FUNDING KEY POINTS

- Your funding may be turned down if the bidden amount is to go towards purchases that funding can't cover.
- You cannot buy anything, or agree to buy anything before you get an approval email from your Student Activities Coordinator confirming that your application has been successful.
- It will be up to the treasurer to keep track of funds allocated to society to ensure no over spend

HOW TO USE YOUR FUNDING

- If you are using UUSU funding you can't order or buy anything until funding application has been approved.
- Your society cannot overdraw on money in accounts. If you don't have the money, goods won't be ordered, or the committee member won't be reimbursed.
- You cannot withdraw cash from your account
- Plan ahead! Let UUSU pay for goods and services so committee members are not left out of pocket
- When completing a Purchase and Payment Form, indicate what "pot" of money it is to be taken from and if both tell us how much from each.
- If wishing to use funding, check if your planned purchase is eligible BEFORE you buy/book the item or service.
- All spending requires two committee signatures - email authorisations can be accepted - with itemised receipts or invoice before it will be processed.



ARE YOU A NEWLY AFFILIATED SOCIETY?

If so you will be allocated £50 in the first semester and, up to £250 in the second semester.

HOW CAN FUNDING BE SPENT?

YES	NO
Promotional items like banners, tablecloths, pens etc	Subsidise formal/party inc. tickets/ decorations and associated costs.
£100 on food for society events	Food for committee member only meetings
Equipment for society	Clothing - society hoodies etc
Travel expenses for majority of members - i.e. bus hire	Activities not deemed in line with society aims and objectives
Guest speaker expenses	Alcohol
Entry fees for competitions	Charitable causes.

ACCESSING YOUR FUNDS

In order to access your funds, you will need to familiarise yourself with the Purchase and Payment Form which is an editable document available on the UUSU website by visiting

uusuu.org > [Get Involved](#) > [Societies](#) > [Society Forms](#)

All financial spend requests need to be approved by the committee members (normally the Chair and Treasurer) before being submitted to your Student Activities Coordinator. There are three ways you can access your funds:

1. Source goods/services from a company or website and pay via UUSU credit card or, invoice. Please ensure that you attach an invoice or link to the shopping basket when submitting the Purchase and Payment Form
2. Sending money to a committee member to buy items in advance of an event
3. Reimbursing a committee member for money they have already spent for an event.

For options 2 & 3, the Purchase and Payment Forms must be signed by two other committee members who are not receiving the money.