

Financial Procedures Workshop Quiz (FPW): Critical tips you need to know to get funding through ASNMSU

Who has to complete the FPW?

- The FPW quiz must be completed by the *president* and *treasurer* of each organization. It is most helpful if you disseminate this information to your organization and pass along this tips sheet.

When do I have to do my volunteer hours by, and how many do I have to do?

- In order to receive funding, you must complete *2 hours of on campus* volunteer hours, and *2 hours of off campus* volunteer hours for a total of 4 hours per every \$3,000 of funding appropriation.
- These hours must be completed the *Tuesday at noon before the Community Affairs Committee Meeting*. Please speak with a senator to find out when this deadline is for you.
- Please note that 25% of an organization must complete community service for organization based travel (when 4+ individuals are traveling).

What should I plan on paying for myself?/Is there anything ASNMSU does NOT provide funding for?

- Insurance
- Food
- Tuition
- Admissions tickets
- Study Abroad
- Visas

When do I have to worry about my refund being taxed?

- After *90 days* passes, your refund becomes taxable (If you work for NMSU).

When and where should I turn in my receipts?

- Be sure to *retain all of your original receipts* until you turn them in to either the:
 - Fiscal adviser (currently Debbie Peel)
 - Comptroller
 - Assistant comptroller
 - Fiscal assistant
- If you give your receipts to anyone else, *they could be misplaced, and your paperwork will be set aside until you meet with one of the above people*
- You have until *June 15th of each year* to contact the comptroller for your reimbursement

Why do I have to provide my bank/credit card statement with my receipts?

- To show that your purchases *were not paid by NMSU* and to *prove that you actually paid for your expenses*

What if I have already traveled, when should I request an appointment with the comptroller to process my reimbursement?

- *Three days after you return from travel if your bill is law AND/OR*
- *When your bill is posted on the ASNMSU website*