

Departmental Funding Procedure

Steps for the RSO:

When granted funding from a department, the primary leader or financial officer/treasurer (as listed on AggieLife) of the Registered Student Organization (RSO) must submit the Agency Account Transaction Request form for Departmental Funding which can be found in AggieLife: <https://aggielife.ucdavis.edu/submitter/form/start/322991>

When filling out the form, be sure to indicate transaction is for departmental funding.

RSOs can refer to this walkthrough for instructions on submitting the form: https://csi.ucdavis.edu/wp-content/uploads/2018/07/Agency-Account-Transaction-Request-Form-Walkthrough_7-1-18.pdf

An email must be sent to the Department Approver notifying them to submit a Departmental Funding Approval Form (<https://aggielife.ucdavis.edu/submitter/form/start/325864>) to authorize the funds.

Here is an example email you can copy and paste:

To (Enter Department Approver Name):

This email is to notify you that a Departmental Funding Request has been submitted for (Enter your RSO name here). Please submit a Department Funding Approval Form on AggieLife (<https://aggielife.ucdavis.edu/submitter/form/start/325864>) at your earliest convenience.

*Thank You,
(Your Name)*

Steps for the Department:

The authorized department approver, whose email address is entered by the officer onto the form, must complete the necessary departmental information and approve the form. An email will be sent with the departmental funding form. The following page will go over required information on the form.

Please Note:

Departmental funding will only be transferred with a corresponding transaction, either a check written in the name of the student organization or check to a vendor or to on-campus expenses.

Department Funding Approval

Department Information

* Department Name

* Authorized Department Approver Name


* Department Account #

* Department Sub Account #

* Amount of Funding Granted

* Registered Student Organization (RSO) Name

* Reason for Funding

Once information has been entered select "NEXT" 

Submission



In Progress

Department Funding Approval

1. Department Funding Approval
 - Instructions
 - Department Information

Select to submit form 

You will be contacted by Student Affairs Divisional Resources if there are any issues or questions regarding the submission.

Student Affairs Divisional Resources process the departmental sponsorships by transferring an expense to the sponsoring department's account using a general error correction (GEC) document.

CONTACT INFORMATION

For questions regarding the process above, please contact the Center for Student Involvement: 530-752-2027 | getinvolved@ucdavis.edu | <https://csi.ucdavis.edu>

For questions related to the GECs, please contact Divisional Resources: Roger Moy | rmoy@ucdavis.edu or Office Assistant | adminoffice@campusrec.ucdavis.edu