

# HOW TO SUBMIT RECEIPTS FOR FUNDING RECEIVED BY YOUR ORGANIZATION

CSUN Ways & Means Committee

## WHY DO WE NEED TO SUBMIT RECEIPTS?

- As per the [Ways & Means Operating Policy](#), all RSOs that receive funding from CSUN are required to reconcile their spending
- RSOs may only spend their funds as per the budget that was approved by Ways & Means and the Senate
  - For example, if your organization was approved for funds to purchase marketing materials, an organization can not instead spend that money on food for an event

## WHAT IF WE DON'T SUBMIT RECEIPTS?

- Organizations that do not spend all of their funds as allocated are expected to return unused funds to CSUN
- If an RSO fails to reconcile their allocated funds by providing spending receipts:
  - The organization will not be allowed to receive funds from CSUN the following year
  - The organization may be reported to the Office of Student Conduct

## BEFORE SUBMITTING YOUR RECEIPTS

- Have a copy of your final budget from CSUN showing the exact amount of funds that were allocated to your organization
- Scan all of your receipts to create digital copies (either PDFs or JPEGs)
- Be sure to understand what line items on your budget each receipt correlates to

## HOW TO SUBMIT YOUR RECEIPTS

- Go to [bit.ly/WMReceipts23](https://bit.ly/WMReceipts23) and login using your ACE credentials
- The form will allow you to upload up to 20 receipts. If you have more than 20 receipts to upload, complete the form again until all of your receipts have been submitted
- For each receipt upload, a text box will appear requesting you to match the uploaded receipt to specific line items on your budget
- After answering all questions, be sure to hit SUBMIT on the final page or your form will not be received by the committee

STILL HAVE QUESTIONS?

Reach out to us at  
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