



MSA Funding Process Overview

STEP 1: Obtain approval for funding BEFORE event or other club expenditure.

- Use form named “*Event & Funds – Request for Approval*” (or email equivalent).
- Submit the form to your MSA VP External at least two weeks before funds are needed.
- MSA VP External will return form to you after event has been approved and availability of funding has been confirmed.
- Review *MSA Club Expenditure FAQs* for expenditure guidelines and other useful information related to step one of funding process.

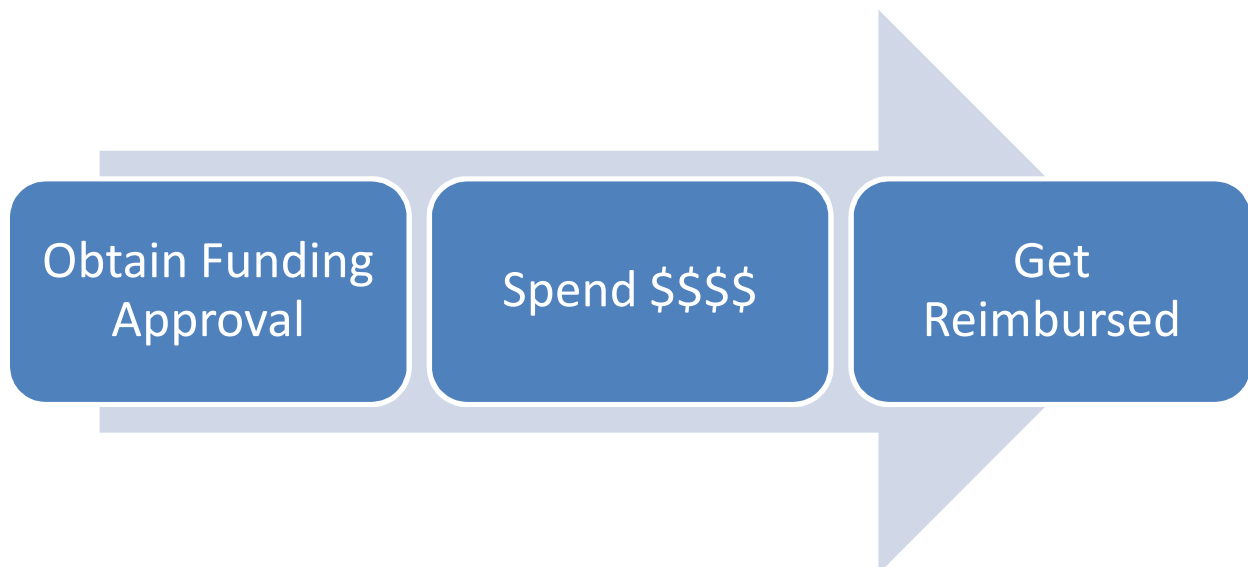
STEP 2: Spend the money per approved *Event & Funds – Request for Approval*.

- Review *MSA Club Expenditure FAQs* for expenditure guidelines and other useful information related to step two of funding process.

STEP 3: Get reimbursed.

- Follow instructions in document named *MSA Reimbursements*.
- Review *MSA Club Expenditure FAQs* for expenditure guidelines and other useful information related to step three of funding process.

***All forms and other documents mentioned above are available at <http://www.msa.merage.uci.edu/resources.html> .



IMPORTANT! – REIMBURSEMENT MAY BE SIGNIFICANTLY DELAYED OR REJECTED ENTIRELY IF THIS PROCESS IS NOT FOLLOWED.