



FAC Funding Awarded – Now What?

Now that your organization has been allocated FAC funding, the following information will assist you with claiming that funding.

1. My organization has been allocated FAC funding, now what?

The allocation will typically be posted by 5:00 pm on the Friday, following the FAC committee meeting and Senate approval, to the organization's FAC account. The President or Treasurer should view the allocation for any changes made by FAC. The FAC account is located in the mySOURCE portal at mysource.ua.edu on the RSOs Finance page.

It is the responsibility of the President or Treasurer to follow the FAC process through from start to finish to ensure that funds are utilized.

The student organization may choose to make a purchase and seek reimbursement or may choose to utilize the UA Procurement System to make purchases through the FAC Advisor. **ONLY THOSE FAC APPROVED EXPENSES** will be eligible for reimbursement/purchase.

A Purchase Request must be submitted online to access the allocated funding.

- Reimbursement of RSO incurred expenses - a completed Reimbursement Packet must be submitted to the FAC Advisor. The reimbursement process generally takes 2-3 weeks. A direct deposit payment will be issued to the payee; funds will be deposited directly into the payee's bank account.
- UA Procurement of Approved Expenses - please email Cassie Yeager at fac@ua.edu to inquire about the usage of this method of payment. Additional paperwork may be required based on UA spending policies. Guest speakers/bands and certain events/rentals require contracts/agreements. **(Only UA officials may sign contracts/agreements.) Please contact the FAC advisor to complete this paperwork at least 4 weeks prior to the event.**

2. What type of documentation do I need to submit to be reimbursed for expenditures?

FAC reimbursement requests must be submitted in electronic format via mySource.ua.edu

For detailed instructions on how to complete the reimbursement packet, please see the Appendix to the FAC Guidelines.

3. How long do I have to claim my FAC funding?

Allocated funds **must be claimed within 60-days of allocation. Any funds remaining after this deadline will be returned to the FAC budget for re-allocation.** It is the responsibility of the organization President/Treasurer to take appropriate actions to claim the funding in a timely manner.

4. How does my RSO utilize funds awarded for Travel?

For travel funding, a **FAC Travel Release form** must be **completed electronically** by each traveler prior to departure.

To access the form, navigate to www.mysource.ua.edu, search for and select the **Financial Affairs Committee**. Scroll to the bottom of the page to the **Documents** section and select the **appropriate document (19+ years of age or under the age of 19)**. Complete the form and it will be routed electronically to the FAC Advisor.

5. My organization was allocated FAC Funding but the approved event/travel, etc. has been cancelled. May I use this funding for another purpose?

No. Funds may only be used for the purpose allocated. If your event or trip is cancelled, the funding will revert back to the FAC Budget pool for future allocations. Please notify the FAC Advisor as soon as possible regarding cancelations. If you wish to seek funding for other expenses, please submit another Funding Request and complete the FAC process again.

6. Who should I contact with questions about my FAC allocation?

Email the FAC Advisor, Cassie Yeager, at fac@ua.edu with any questions you may have. If you would like to discuss your questions in person, please request an appointment. Indicate in your email a time that would best fit your schedule. Your appointment time will be confirmed by return email.

The FAC office is located at 1040 Robert E. Witt Student Activity Center. You may also call 205-348-4536 to speak with the FAC Advisor.

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