To be eligible for funding, Registered Student Organizations must be:

- Registered with the Student Union;
- In good fiscal & judicial standing with the University of Mississippi and ASB;
- Active for at least 30 days;
- Must not have any outstanding debts to ASB;
- The President & Treasurer must attend an ASB Funding Training;
- Funding requests must be submitted before deadlines.

Sponsored and Departmental Organizations

If you represent a sponsored organization that has a University of Mississippi account, you must have your funds sent to you through departmental transfer. Your department will then need to help you make the purchases. This includes organizations that are directly sponsored by a University of Mississippi academic or professional department. For clarification, email asbtreasury@go.olemiss.edu.

Procurement Card vs. Payment Request/Check

- If you are paying an individual person you must request a check. If paying a business over $1500 you must request a check. You cannot use the procurement card. Please allow TWO WEEKS for the check to process.
- The procurement card may be used for smaller purchases like food, items from local stores, etc.
- Amazon orders must be placed through the Union or Univ. of Mississippi Amazon Business Account. All purchases requiring shipping must be shipped to: Ole Miss Student Union, Attn: Student Org Name 218 Student Union Drive, University, MS 38677
- No travel may be paid for using the procurement card. We must request direct payments/checks for all travel. We also recommend organizations work with University of Mississippi departments to coordinate travel funds.
- ALL PURCHASES ARE TAX EXEMPT (except reimbursements)! If you fail to get the tax taken off your organization must write a check to the SAF for the taxed amount.
Things we are able to fund

- Organizational events like concerts, fairs, and late-night programming
- Educational programming
- Educational speakers and consultants
- Food at events for student organizations
- Promotional materials for your student organization - t-shirts, polos, pens, etc.
- Promotional materials for an event your student organization is hosting or facilitating
- Supplies for events like games, bouncy houses, or other short-term rentals
- Art supplies or supplies for students to make something - like pumpkin painting, tie-dye, etc.
- Leadership assessments and surveys for organization member development like Clifton Strengths, True Colors, etc.
- Registration fees for leadership and/or educational conferences (only for students; must have departmental sponsorship for funds to be transferred and managed.)
- Hotels for conference stays (only for students; must have departmental sponsorship for funds to be transferred and managed.)
- Small equipment that can be added to campus department inventories - sound systems, tents, etc.
- Student organization events that do not involve alcohol or other drugs

**IMPORTANT THINGS TO REMEMBER:**

- SAF funding is first-come, first-served! Organizations may apply for up to $10,000/semester for events, programs, promotional materials, and organization-related travel.
- The SAF also has special funds designated for large-scale programs and programs that have a diversity, equity, and inclusion (DEI) focus.
- Organizations may submit receipts for reimbursement after having funding approved- for up to $250.
- **FUNDING MUST BE APPROVED PRIOR TO PURCHASE FOR REIMBURSEMENT TO OCCUR.**

Things We Cannot Fund

- Alcohol, other drugs, or funding for events where alcohol will be present
- Weapons, firearms, or any paraphernalia related to these items
- Items for faculty members or non-students; all funding must directly benefit students
- Decorations
- Gifts and giveaways (must be promotional materials and include the organization’s logo)
- Events that require ticket purchases
- Donations/Fundraiser - funding may not be used to donate to a cause or philanthropy
- Re-occurring food expenses (cannot have multiple events in a row with food)
- Salaries for students, staff, or faculty
- Storage facilities
- Animals - food or purchase of animals
- Events that occur during University of Mississippi breaks (exception for travel)
- Flowers - real or imitation
- Equipment that cannot be placed on the University department audit/asset list