

# HOW TO CHECK THE STATUS OF YOUR RSO FUNDING REQUEST

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



## 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
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## HOW TO SUBMIT YOUR RECEIPTS

- Go to [bit.ly/WMreceipts24](https://bit.ly/WMreceipts24)
- The form asks for all receipts to be uploaded in a Zip File
  - Creating a Zip File on Windows: [https://youtu.be/E5qBvtxmBC4?si=05u4es-B84B\\_6OV](https://youtu.be/E5qBvtxmBC4?si=05u4es-B84B_6OV)
  - Creating a Zip File on Mac: <https://youtu.be/62tw3wZvQxs?si=4mol9Pu4mLFfsMSw>
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STILL HAVE QUESTIONS?

Reach out to us at  
[waysandmeans@unlv.edu](mailto:waysandmeans@unlv.edu)