

Student Activity Fee Accounts Office

New Request for Funds Form Guide

This guide will assist you in completing the Student Activity Fee Accounts Office's [NEW Request for Funds](#) form. If you have any questions, please contact us at studente@nova.edu.

The new Request for Funds (RFF) form features brand new enhancements that will allow students to complete their payment/reimbursement requests more effectively and efficiently. The new form establishes automated approval flows to the Student Organization Advisor, Backup Advisor, and the Student Affairs Marketing Team. The new Request for Funds form will be launched Monday, April 27th and the old Request for Funds form will still be in use but phased out by the last day to submit requests to our Office for this fiscal year, June 15th.

New enhancements include:

- Connecting to the NSU Active Directory for name and email lookup
- Ability to add multiple attachments
- Approval/denial buttons for Advisors and Student Affairs Marketing

Advisors: It is your responsibility to review the RFF request and the supporting documentation. Once reviewed, you will then have the ability to click the 'Approve' or 'Deny' button at the bottom of the email.

Backup Advisors: It is your responsibility when the Advisor is absent, to review the RFF request and the supporting documentation. Once reviewed, you will then have the ability to click the 'Approve' or 'Deny' button at the bottom of the email.

The **Student Affairs Marketing Team** will receive confirmation of the request when marketing/advertising items will be used. They will review and approve the request.

When the 'Approve/Deny' button is clicked, the student requester and the Student Activity Fee Accounts Office will be notified of the Request for Funds status. If denied, you will be prompted to provide denied reasoning/comments.

Section 1: Payee Information

* Check Amount: \$200.00

Payable to Vendor/Non NSU Individual: No

* Payable To: Nicholas Blume

* NSU ID#: N 01234567

* Email Address: nb609@mynsu.nova.edu

* Phone: 954-262-7290

Select 'Yes' if paying a Vendor/ Non-NSU individual.

Begin typing and select the NSU student, faculty, and/or staff Payee.

nicholas blume
 Nicholas Blume
 nb609@mynsu.nova.edu

Section 2: Payment Information

Mail check with attached invoice and/or roster: No

US/US Territory

* Street: 3301 College Ave, Res. Hall 4-1234

* City: Davie

* State: Florida

* Zip: 33314

Enter the Payees mailing address. If the Payee has direct deposit-ACH established, the payment should be sent via direct deposit.

NOTE: NSU students, faculty, and staff can setup direct deposit by completing the direct deposit-ACH form found on the [Student Activity Fee](#) Website.

Section 3: Event Information

* Event Name
Training Test

* Event Start Date
4/16/2020

Fund Total

\$200.00

Organization SGA PAN SGA

\$100.00

Amount

\$100.00

Amount

Amount

Enter the breakdown where funds should be deducted from the Student Organization Account Statement. The Fund breakdown must total the amount in Fund Total.

Section 4: College and Organization Information

* Organization Name
Full Org. Name, No acronyms

* Affiliation
Undergraduate Organizations

Select your College Affiliation from the dropdown box.

* Preparer
Nicholas Blume

Preparer does NOT have to be the Treasurer.

* Phone Number
954-262-7290

* Email
studente@nova.edu

Section 5: Club/Organization Authorization

* Treasurer
Student Treasurer

* Treasurer Email
Treasurer@mynsu.nova.edu

* Advisor
Nicholas Blume

* Advisor Email
Nicholas.Blume@nova.edu

Begin typing and select your Advisors email ending in "@nova.edu".

nicholas blume

- Nicholas Blume
nb609@mynsu.nova.edu
- Nicholas Blume
Nicholas.Blume@nova.edu

Section 6: Document Submission

* I have viewed the [Check Request Requirement List](#)

Please Note: You MUST attach supporting documentation. Please make sure receipts are clear and fully legible when scanned. DO NOT write-over or highlight any part of the receipt. Under NO circumstances will alcohol be reimbursed. If dining outside the University, please include a list of attendees. For payments to vendors, estimates, quotes, or statements will not be accepted. If requesting a donation payable to an outside non-profit, a letter of intent from your organization and a W-9 for the receiving institution is required for processing.

Yes You must accept to be able to submit.

Attach Supporting Documents

You may attach multiple receipts, invoices, and/or files through this form. The invoices must be itemized (detailed list indicating what was purchased), indicate the proof of payment (i.e. last 4 digits of the credit card, cash payment, and/or canceled check), and abide by the policies found within the [Student Activity Fee Manual](#)

* Attachments The following types are not permitted: .zip and .exe

 Nicholas Blume Receipt 1 - 100.00.docx <i>Unsaved</i>	 	<div style="border: 1px solid black; padding: 5px;">ALL receipts MUST belong to the Payee in Section 1.</div>	✕
 Nicholas Blume Receipt 2 - 100.00.docx <i>Unsaved</i>			✕
 Attach file			

* Description of Purchase and Additional Information

Justify this purchase/describe what is being purchased.

Section 7: Student Marketing Attachments

* Are you purchasing any marketing/print materials* (e.g. flyers, posters, banner, postcard, etc.) or promotional and or recognition items** (e.g., shirts, mugs, pens, backpack, award, trophy, etc.)?

Yes Select 'Yes' if you are purchasing marketing, print materials, promotional, and/or recognition items.

* Attachments The following types are not permitted: .zip and .exe

 T Shirt Mockup-1.jpg <i>Unsaved</i>	 	<div style="border: 1px solid black; padding: 5px;">Attach the proof, designs, and/or artwork shown on the product and the Student Affairs Marketing Team will review for approval. Payments for these items will NOT be processed without the Student Affairs Marketing Team approval.</div>	✕
 T Shirt Mockup-2.jpg <i>Unsaved</i>			✕
 Attach file			

By clicking 'Submit', you will be providing the information below to Nova Southeastern University (NSU). As a confirmation of your submission, an email will be sent to the email address that has been entered above. The confirmation email will contain a copy of all of the data that has been entered on this page. If you do not wish for this information to be transmitted to the email address you have indicated above, please change the indicated email address to your mynsu.nova.edu email address or some other email address to which you are comfortable having this information transmitted.

Submit

Reset

Click 'Submit' and you will be re-directed to the confirmation page.

Keep this RFF #
This is your confirmation #

Thank you for completing our Request for Funds form. **Your confirmation # is: 142**

If you need to send additional supporting documents to the Student Activity Fee Accounts Office, please write the confirmation number on all documents and send to:

- Via email or phone:
(954) 262-7290
Email: studente@nova.edu
- Via interoffice mail:
Deliver to/Office Name: Student Activity Fee Accounts
Departmental/Mail Code: SAF
- Via United States Post Office:
Nova Southeastern University
Student Activity Fee Accounts - Mail Code SAF
3301 College Avenue
Fort Lauderdale, FL 33314



[Return to Form](#)