

HOW-TO COMPLETE A VISA AUTHORIZATION FORM

1. Download the Visa Authorization Form and fill it out electronically.

Go to yourstudentsunion.ca > Clubs & Associations > Waterloo/Brantford Financial Resources to download the appropriate expense form corresponding to your club's affiliation (SU- or Faculty-Based).

NOTE: THIS FORM MUST BE TYPED WITH THE EXCEPTION OF THE PRESIDENT/VP: FINANCE'S SIGNATURE THAT MUST BE PHYSICALLY WRITTEN IN PEN.

2. Fill out the following information:

- A. CARDHOLDER NAME:** Not your name, but the name of the person who's card you will be using. It is typically the VP: Clubs & Associations.
- B. CLUB NAME:** Enter the full name of your club.
- C. ACCOUNT NUMBER:** Enter the 4-digit account number that was assigned to your club by the Clubs & Associations department.
- D. REQUESTOR INFORMATION:** Enter your name, club position, email, and the date of entry. We will use this information to contact you if there are any issues with the expense form that may need to be corrected.

3. Choose which club account you would like us to cover the expense from.

A. BUDGET:

SU-Based Clubs

- I. **BUDGET – ESSENTIAL ACCOUNT:** money allocated from the Students' Union through non-tuition student fees.

Faculty-Based Clubs

- II. **BUDGET – ESSENTIAL ACCOUNT:** money allocated from the Students' Union through non-tuition student fees.
 - This account must be spent on the services that have been labelled as being essential by the government
 - I.e. academic support, career support, etc.
- III. **BUDGET: SOCIAL ACCOUNT:** money allocated from the Students' Union through non-tuition student fees.
 - This account must follow Non-Tuition Fee Protocol (see departmental policy for details)

- B. GENERATED/DEPOSITED ACCOUNT:** money generated by the club/association (I.e. ticket sales, sponsorship, clothing sales, etc).

- This money rolls over at the end of each fiscal year.

C. SPECIAL EVENT FUNDING: SU-based clubs that go through the SEF application process and are approved for a certain amount of funding be able to spend this money on the services/purchases requested in their application.

Description: provide a detailed description of each expense and be specific (i.e. clothing for club executives).

Expense total: Make sure the expense total includes the sum for all invoices/receipts attached *including* taxes.

NOTE: Ensure you are placing the expense total on the corresponding account line in the middle of the expense form (i.e. to reimburse an expense total of \$50 using your club's generated account, you must place \$50 on the "Use Generated Money: \$_____" line).

4. Print the Visa Authorization form and obtain signatures.

You are required to obtain a physical signature in pen from your club President (and your Faculty Association president for Faculty associations and/or Faculty-based clubs).

NOTE: Presidents cannot sign-off on their own expense forms. When the President is the payee, the club's VP: Finance must sign-off in their place.

5. Submit your Visa Authorization form with attached invoice.

For SU-Based clubs, expense forms are to be submitted to the Clubs & Associations mailbox located in the Students' Union office (2nd floor of the Fred Nichols Campus Centre) by **Friday at noon** to be returned by the end of the week.

For faculty-based clubs, expense forms are to be submitted to your respective faculty association's mailbox for processing. The faculty association is responsible for submitting their faculty-based clubs' expense forms by **Monday at noon** to the Clubs & Associations mailbox located in the Students' Union office (2nd floor of the Fred Nichols Campus Centre).

If you are trying to place an online order with the Visa, please schedule a meeting with the VP: Clubs & Associations.

If there are any issues with the submission of the expense form(s), the requestor will be contacted to re-submit.

VISA AUTHORIZATION CHECKLIST

Before submitting your visa authorization form, review the following checklist to ensure you have completed the form correctly:

- ◆ Is the Clubs Visa Authorization form typed?
- ◆ Is the stated cardholder name the same as the card you are using?
 - **NOTE:** the cardholder name belongs to the individual that will be making the transaction (in most cases, this is the VP: CA).
- ◆ Is the correct affiliation selected?
 - SU, AUS, EDSOC, FOMSA, FOSSA, LAZSOC, BSW, BTM, FLASS, HASSA
- ◆ Have you verified your club name and club account number?
- ◆ Is the expense in accordance with all Students' Union and/or University policies?
- ◆ Does your club have enough money in the account from which you are requesting the money?
- ◆ Is the form signed by the necessary leaders?
 - SU-based club: club president.
 - If president is submitting, must be VP: Finance signing off.
 - Faculty-based club: faculty association president.
 - If faculty-association president, must be their respective VP: Finance signing off.

Once you have completed all these steps, submit your visa authorization form in the Clubs & Associations mailbox located in your respective Students' Union office.