AEC Funding Disbursement Process & Procedure

 2014

**The Auxiliary Enterprise Corporation** provides funding to City College student clubs and organizations as well as funding to support special programs and events which serve the school community. The AEC is a not-for-profit 501c3 corporation which is managed by its Executive Board comprised of City College administrators, faculty and students.

The AEC uses revenue funds it receives from dining, bookstore, ATM and exclusive beverage pouring rights agreements to support annual funding requests. The AEC Executive Board reviews and approves all funding requests and actions of the AEC. Funding is awarded for use in the academic year in progress with all funds awarded expiring on May 31.

**Funding Awards Request Step #1**

Each funding request is reviewed and approved based on funds available and the support provided for each request.

Each awards require recipients to submit a summary along with their disbursement requisition for reimbursement together with receipts and documents related to the program(s), event(s) and or products and services acquired through the use of these funds.

The summary should include how these funds contributed to the success of the program, event or club or organization together with details on how the funds impacted our students experience at City College.

All disbursement requisitions and respective submission documents should be presented to the Business Office located in NAC 1/210B.

Each submission will be reviewed to insure the funds used meet the original Funding Application Proposal request(s) and does not exceed the total award amount.

**Step #1a** officially register your club with The Office of Student Life & Leadership development Follow all steps to register and receive Club Charter

**Step #1b** Submit Request for AEC Funding Application to AEC Board of directors for. All funding request are presented to AEC Board of Directors. Each awards require recipients to submit a summary along with their disbursement requisition for reimbursement together with receipts and documents related to the program(s), event(s) and or products and services acquired through the use of these funds.

The summary should include how these funds contributed to the success of the program, event or club or organization together with details on how the funds impacted our students experience at City College.

All disbursement requisitions and respective submission documents should be presented to the Business Office located in NAC 1/210B.

Each submission will be reviewed to insure the funds used meet the original Funding Application Proposal request(s) and does not exceed the total award amount.

**Deadline for submission of disbursement forms is Friday, June 20th**.

Funding Disbursement Step #2

Step #2a. Submit a Funds Disbursement Requisition Signed by either Club Treasure or clubPresident. ALL Forms submitted must include.

1. Club meeting minutes
2. Photo Copy of Club’s Treasures CCNY Student ID
3. Event Details & Flyer
4. Event attendance sheet
5. Event day, date, and time
6. Original invoices with vendor’s company Name, Address, Telephone number
7. If paid for by credit/debit card Name of card holder must be on the invoice
8. All Invoice & Disbursement request documents must be submitted within 10 business days of event.