

This document provides a template for the supporting documents that should be attached to your club support funding application in **Word or PDF form**. For each funding spreadsheet / application, there should be at least one Word/PDF file with supporting documents corresponding with each of the items in the spreadsheet.

Club Name: **ASUN Club**
Tier: **(On-Campus, Off-Campus, Travel, etc.)**
Event Name: **(Fall Recruitment, Park Social, etc.)**
Sample Supporting Documents

Food Items

Line Item 1: Bundled Goods Example

Fritolay 2Go Classic Mix Variety Pack 20-1 oz. Bags


★★★★★ 287 reviews Q&A By: Frito-Lay Walmart #: 558203739   




\$6.98 ← 34.96¢ / oz

2-Day Shipping



Sold & shipped by **Walmart** ✨

 **Free 2-Day Shipping on orders \$35+**
Arrives by Jun 22
Orders under \$35 ship for \$5.99 [Shipping options](#)

 **Free pickup at Reno**
2425 E 2Nd St [Pickup options](#)

Quantity:

Add to Cart

 Add to List  Add to Registry

Readable prices must be included for EVERY item.

TIP: Notice that this has 20 bags but it is sold as one item. On your funding spreadsheet, make sure this item has a quantity of 1 with a unit price of \$6.98 (assuming you are buying one variety pack). Do not divide \$6.98 by 20 and list that as the unit price.

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Line Item 2 to 5: Catering / Online Ordering Example

HOME VIEW MENUS

— EST. 1976 —
Capriotti's
SANDWICH SHOP

Checkout - Capriotti's NV079 Sierra

810 North Sierra Street, Reno, NV 89053 [Change Location](#)

[Modify Order](#)

Description	Amount
4 x The Bobbie®	
12" Sub	(4 x \$8.60) = \$34.40
2 x Homemade Turkey	
9" Sub : No Provolone Cheese, Add Mayo	(2 x \$7.00) = \$14.00
1 x Clam Chowder	
Bowl	(1 x \$5.49) = \$5.49
7 x Large Chips	(7 x \$1.79) = \$12.53
Sub Total	\$66.42
Tax	\$5.49
Total	\$71.91

Order Options

Select:

Pickup

Order For:

ASAP (30 mins estimated)

Later

ASUN clubs and orgs are tax-exempt when they use club support funding. Do not include taxes on the funding spreadsheet unless you are requesting for flights. If delivery charge is included in the order, request that as a separate line item.

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Line Item 6: Store Picture Example



You can physically take a picture of the line item at the store and use that as supporting documentation. Make sure prices are readable.

More Tips:

- Invoices (JCSU, Silver and Blue Catering, etc.) can be attached separately and will count towards supporting documents.
- PowerPoints, though not common, can be used as supporting documentation in most cases if item documentation is detailed enough. Word or PDF is still preferred.
- If you have many items you plan on requesting, copy and paste the pictures into a Word document instead of attaching every picture to the funding application.
- Emails used as supporting documentation must be professional and include the contact information for a person of interest. Supporting documentation in the form of email is typically used for services or other relevant communication.

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Non-Food Items

Line Item 1: Online Ordering Example

Aces Dub Tone Script Hat



The Aces Dub Tone Script Hat is a navy hat that reads Aces in navy and red block letters with white stripes through them. The front of the hat also features a Reno Aces A logo in white with a red diamond and a grey border. The back of the cap has an Aces A logo embroidered in white thread with a red diamond and grey outline to match the logos on the front.

SKU 12766

Size

Regular price: \$24.99

Price: \$12.50

Quantity

For discounted items, list the discounted price on the funding spreadsheet.

[View detailed images \(4\)](#)

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Line Item 2 and 3: Travel Example

Select Departing Flight: San Diego, CA to Reno/Tahoe, NV

If a flight is round-trip, separate the flights into two different line items (a one-way trip is pictured below). Quantity is the number of people flying and the unit price is the price listed on the supporting documentation.

Round Trip
 One-Way

From:
 To:

First 2 Bags Fly Free®. [Weight, size & excess limits apply.](#) | [Gov't taxes & fees now included](#)

JUN 25 SUN	JUN 26 MON	JUN 27 TUE	JUN 28 WED	JUN 29 THU	JUN 30 FRI	JUL 1 SAT	JUL 2 SUN	JUL 3 MON	JUL 4 TUE	JUL 5 WED
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Flexible Dates?
 Search the Low Fare Calendar

Filter My Results

Nonstop

Show fares in

\$

Points

All fares are rounded up to the nearest dollar.

Depart	Arrive	Flight #	Routing	Travel Time	Business Select \$328 - \$337	Anytime \$306 - \$315	Wanna Get Away \$250 - \$258
9:05 AM	1:05 PM	2073 259	1 stop Change Planes LAS	4h 00m	<input type="radio"/> \$337	<input type="radio"/> \$315	<input checked="" type="radio"/> \$258 earn 1,313 pts