Dear ASSET Agency Partners,

All ASSET-funded agencies must submit reimbursement claims **exclusively through our online submission portal**. This change is designed to enhance efficiency, ensure accuracy, and maintain the integrity of our financial processes.

What This Means for You:

- Claims must be authentic, accurate, and complete. <u>Copying and pasting from previous submissions is not permitted.</u>
- Only services rendered to date may be submitted for reimbursement. Lump sum or advance payments will no longer be issued.
- Paper invoices will not be accepted unless prior written consent is obtained from the Student Government Finance Director or Finance Advisor.
- We recommend that agencies submit for their reimbursements monthly.

How to Submit:

1. Visit www.stugov.iastate.edu
2. Navigate to the **Funding Information** section and click on the **ASSET** link.
3. Use the electronic form to submit your invoice.
   - Please submit <u>**one month at a time**</u> (multiple service codes for that month may be included in the same monthly claim submission).
   - Ensure all fields are filled out completely and accurately.

After Submission:

Your invoice will be routed to the ISU Student Government Administrative Assistant and Finance Director for verification and processing. You will receive an email copy of your submission immediately.

If you have any questions or concerns regarding this new process or your funding, please don't hesitate to reach out to us at stugovfinance@iastate.edu or bradhill@iastate.edu.

We appreciate your partnership and your commitment to serving the Story County, Ames, and ISU communities!