



PROCEDURES FOR DLSU-PUSO FUNDING REQUEST FORM

1. The DLSU-PUSO Funding Request Form

Colleges, De La Salle Administrative Offices and Student Organizations soliciting funding from PUSO shall fill up the Funding Request Form (FRF) detailing the following:

- a. Date of request
- b. Name of Organization
- c. Title of Activity
- d. Date of Activity
- e. Time of Activity
- f. Venue of Activity
- g. Expected number of participants
[] Organization-wide [] College-wide [] University-side [] Others
- h. Expected beneficiaries
- i. Objectives of the Activity
- j. Justification
- k. Details of Request

2. Required Signatures

The FRF shall bear the following signatures before submission to DLSU-PUSO

- a. Duly authorized Officer of the requesting party
- b. Noted by the Officer Director/Unit Head and the Academic Dean/Dean of Student Affairs.

3. Documents to be submitted:

- a. Letter request from the requesting party.
- b. Proposed Program of Activities, if applicable
- c. At least three (3) quotations from reputable suppliers if PUSO will be requested to prepare check in favor of a supplier

4. Lead Time

A lead time of at least four (4) weeks before the activity shall be required give DLSU-PUSO time to discuss the request.



- a. In cases where the four-week notice cannot be met. The Deans and Vice Dean for Student Affairs can request for a special reconsideration from DLSU-Puso President, who can convene an Execom meeting whenever deemed necessary to handle urgent matters.
- 5. Number of Copies and Attachments**
- a. The FRF shall be prepared in Triplicate Form for submission to DLSU-PUSO
 - b. Copy Distribution after processing
 - i. 1st copy – Central Funding Request File
 - ii. 2nd copy – College / Student Organization / DLS Office Subsidiary Files
 - iii. 3rd copy – Attachment to the Check Requisition Form
 - c. The Requesting party and the Endorsing party may make their own copies of the FRF and its attachments.
- 6. DLSU-PUSO Criteria for Approval or Disapproval of Request**
- a. Having its own set of criteria for processing request, the Board of Directors shall exert their best effort to process requests at the earliest possible time.
 - b. The general criteria shall be made available to the College Deans and Vice Dean for Student Affairs for guidance and facilitation and shall be subject of meetings between the respective PUSO Directors per College and the Office of the Vice Dean for Student Affairs.. Said criteria, once discussed with the endorsing parties shall be applied for all future requests.
 - c. However, if in the opinion of the Deans and Vice-Deans a request may not pass the criteria for approval or for full approval, they may make a letter of endorsement stating why said request should be acted upon favorably by the PUSO Board.
 - d. The DLSU PUSO BOD meets every last Saturday of the month while the Executive Committee, composed of the Officers of DLSU-PUSO, meets more regularly and can be convened immediately by the President whenever deemed necessary to handle urgent matters.

[original signed]

Prepared by: Rosanna Escareal-Velasco, Member, Process Committee

[original signed]

Endorsed by: Ignacio Manipula, Chairman, Process Committee

[original signed]

Approved by: Alfredo Castor, President, DLSU-PUSO 2009-2010.