

Student Services Building, Suite 3030
 Phone: 312-996-4857
 Fax: 312-413-3716
 http://deanofstudents.uic.edu

Account/Program Number

[]GSC 908007	[]CMSC 908008	[]PSC 908010
[]HPSC 908005	[]DSC 908006	[]PUB. H. 908011
[]SMBOT 908017	[]GNSC 908014	[]ROCKFORD SC 908020
[]USG 908015	[]NSC 908009	[]UMSC 908012
[]AHSSC 908013	[]PEORIA SC 908021	[]

FORM #: _____

Request for Funds Form

Payable to: (Check one) UIC Student/Individual UIC Department UIC Student Organization Outside Vendor

Person Making the Request:

Name: _____
 Phone: _____
 UIN: _____
 Email: _____

Person/Department/Organization/Vendor Receiving the Money:

Dept/Vendor: _____
 Contact Name: _____
 Number/Street/Apt: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 UIN/FEIN: _____ FOAPAL: _____
 Email: _____

International Students Check Here

Expenditure	Description	Total
Equipment/Supplies	<p style="color: red; font-weight: bold; margin: 0;">NOTE</p> <p style="margin: 0;">Before entering information in this section, make sure you follow <u>all</u> of the appropriate instructions on back of this form. Your funding request will not be processed if it is not completed correctly.</p>	
Co-Sponsorship		
Publicity/Promotions		
Travel		
Food/Catering		
Contracts/Payment for Services		
Gifts/Giveaways		
Honorariums		
Other		
		Subtotal
		Tax
		Shipping
		Misc.
		Balance Due

No Reimbursements University Funds are Tax Exempt

Print Authorized Officer's Name: _____

Authorized Officer's Signature: _____ Date: _____

Print Advisor's Name: _____

Advisor's Signature: _____ Date: _____

All Transactions

- Receipts must be taped on to a blank sheet of paper; do **not** staple receipts.
- Receipts must be in the name of the student seeking the funds.
- Purchases costing more than \$250 must be transacted using the DOS P-Card.

Equipment/Supplies

(Pens, pencils, markers, paper, staples, folders, blank cds, printer ink, computer accessories, etc.)

- Equipment purchases must be approved by the DOS before this form is completed
- Provide the following in the "description" section:
 - list each item that will be purchased
 - how much each item above will cost
 - name of vendor where items will be purchased
 - reason for expenditure (program, office, etc.)
 - if applicable: date, time, location, program name, # of attendees and method of payment)
- You must provide original receipts or invoices with this request no later than 60 days after the expenditure. Failure to do so will result in the University business office taxing the amount of income.

Co-Sponsorship

- You CAN co-sponsor any event with any student organization that is affiliated with UIC (this does not include academic or administrative departments).
- You CAN'T co-sponsor with organizations not affiliated with UIC (this includes charitable organizations).
- Provide the following in the "description" section:
 - what specifically will your money be sponsoring (food, supplies, entertainment, etc.)
 - date, time, location, program name, and # of expected attendees)
- You must provide original receipts or invoices with this request
- Each receipt should be staple free, only used once and it must be in the name of the student seeking the funds.

Publicity / Promotions

(flyers, apparel, posters, brochures, fees associated with the posting, creation or mailing of your publication, etc.)

- Provide the following in the "description" section:
 - each item that will be purchased
 - how much each item above will cost
 - reason for expenditure (program, conference, office, etc.)
 - if applicable: date, time, location, program name, # of attendees and method of payment)
- You must provide original receipts or invoices with this request

Travel

- Travel must be for official UIC business
- You must provide all relevant receipts (hotel, airline, rail, automobile, etc.)
- Refer to the Student Government Resources Guide and the OBFS Website for more specific travel policies.
- Indicate whether or not you are an international student in the "person Making the Request" section
- Reimbursement and the submittal of receipts may only be done after the trip or activity has occurred.
- Foreign travel has different policies than domestic. Visit the OBFS website before traveling overseas. (see: <http://www.obfs.uillinois.edu/>)
- If students split a hotel room, proof of reimbursement to the other student is necessary before any payments will be made (cancelled check, receipts, etc.)
- No third-party transactions.
- Provide the following in the "description" section:
 - reason for travel (program, conference, etc.)
 - date, time and location of departure #1
 - date, time and location of arrival #1
 - date, time and location of departure #2
 - date, time and location of arrival #2
 - form of transportation (air, rail, taxi, bus, etc.)
 - hotel information (name, cost, lodging dates, etc.)

Food / Catering

- Be sure that all parties know when and where your event is to be held.
- For best service from food vendors, it is strongly recommended that you notify them of the date as early as possible.
- Meal receipts must be itemized.
- NO alcohol!
- Provide the following in the "description" section:
 - 1) price quote provided by restaurant/store/vendor if one was provided
 - 2) itemized menu with itemized pricing
 - 3) delivery cost
 - 4) costs for extra service (linen, silverware, etc.)
 - 5) gratuity cost
 - 6) any other costs not covered above
 - 7) any other relevant information not covered above
- You must provide original receipts or invoices with this request
- Don't forget to show the vendor your tax exempt letter

Honorariums

- Provide the following in the "description" section:
 - name of member receiving honorarium
 - position of member receiving honorarium
 - UIN of member receiving honorarium
 - amount of honorarium
 - reason for honorarium (date of service)

Contracts

- Students are NOT allowed to sign contracts.
- The DOS must approve all contracts prior to any signatures
- A University Agreement form must be used in conjunction with any other contracts the other party may utilize. Visit the OBFS website for more information.
- Make sure that both of the contracting parties are in complete agreement before signing anything.
- Be sure to get everything in writing. (Verbal agreements are not legally binding.)
- Be aware that it takes a minimum of 3 weeks for the business office to cut a check to your contracted vendor.
- In some cases, Certificates of Insurance may be required. Check with DOS to see if this will be needed for your event.
- Provide the following in the "description" section:
 - price quote/invoice provided by vendor
 - description of services offered by vendor
 - description and amount of any other costs (delivery, storage, set-up, etc.)
 - any other relevant information not covered above
 - if applicable, special instructions for method of payment
- You must provide original receipts or invoices with this request

Giveaways / Awards

- All giveaways must be recorded with the Dean of students office.
- Complete the Giveaway / Awards Auditing Form and return it to the Dean of Students office (DOS).
- The recipient of the giveaway will need to come to the DOS to retrieve the item (they will need to bring a photo ID, preferably an I-Card).
- The Giveaway / Awards Auditing Form does not need to be completed for members of your organization receiving a gift/giveaway (trophies, plaques, bookstore gift card, etc.).
- Provide the following in the "description" section:
 - list each distinct item needed for purchasing
 - how much each item will cost
 - name of vendor where items will be purchased
 - if applicable: date, time, location, program name, # of attendees and method of Payment)

If you have any questions:

The Dean of Students office
3030 SSB
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