

Request for Funds Form

Start Here

Person making request	Person/entity getting paid
Name: _____	Vendor: _____
Student Org: _____	Contact Name: _____
Phone: _____	Address: _____
Email: _____	City/State/Zip: _____
	Phone: _____ Fax: _____
	UIN: _____
	Email: _____

Step 2

General Information		
Meeting/Event Title & Purpose	What and Why?	
Date & Time	When?	
Location	Where?	
# of Attendees/	Who?	
For IRS purposes, international students check here <input type="checkbox"/> College of Medicine Student <input type="checkbox"/>		
Supplies/Equipment	Food	Promotional Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Grant	Giveaways	Co Sponsorship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracts	Project Grant	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Description <small>(Provide details for desired items or items ordered)</small>		Quantity
Amount		
1		
2		
3		
4		
5		
6		
7		
Person placing the order and phone number provided to vendor =		GRAND TOTAL =

Step 3

Approvals	
Requestor's Signature: _____ <small>(Student's Signature)</small>	Date _____
Approval Signature: _____ <small>(Student Organization Officer)</small>	Date _____
Advisor's Signature: _____	Date _____

All Transactions

- Expenses must be approved prior to purchase.
- Receipts must be taped on to a blank sheet of paper; do **not** staple receipts.
- Receipts must be in the name of the student / vendor seeking the funds.
- Indicate the University has a tax exempt number and do not charge taxes.
- If requesting reimbursement, original receipts or invoices must be submitted 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.
- If purchased by the DOS office, original receipts must be turned in within 3-5 business days.

Supplies/Equipment

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

- Equipment & supply purchases must be approved by the DOS before this form is completed.
- Equipment will be tagged as University property & will need to be properly disposed of when unusable.
- To purchase equipment visit CDW-G and select the equipment. To purchase supplies, visit Quill.com and select items.
- Send your list of items to order by filling out the RFF.
- 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)
- The Business Manager will place the order.
- Supplies/equipment will be delivered to the DOS office and you will be contacted to pick-up the items.

Events

For event planning, please make an appointment with Crystal Jaimes (cjaime3@uic.edu) at the Dean of Students office before submitting this form.

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.)

- Please work with publication company to design. When order is set, contact Crystal Jaimes to purchase.
- Provide RFF with the following information:
 - 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

RSO Travel/Travel Awards

- 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.
- IRS requires international students pay taxes on travel reimbursements.
- 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.
- RSO travel, please contact Crystal Jaimes for travel arrangements.
- Travel awards, please contact Chabrina Derrico (cderric2@uic.edu).
- Provide the following in the "description" section:
 - reason for travel (program, conference, etc.)
 - departure information
 - arrival information
 - 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.
- Contact vendor and determine the menu order.
- Fill out the RFF with the following information:
 - 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) attendees and affiliation (if under 20, provide names)
 - 7) meeting/event purpose
 - 8) location
- Send order # & receipt to Crystal Jaimes to place order.
- **NO** alcohol!
- After event, bring all original receipts to 3030 SSB.
- Don't forget to tell the vendor the University is tax exempt.

Honorariums

- One-time payment to an individual not employed by the University.
- Fill out RFF and submit to the DOS office, with Crystal Jaimes to process this type of payment.

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

- All giveaways must be recorded with the Dean of students office.
- Place order by completing the RFF and submitting to Crystal.
- 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
 - purpose of giveaways
- Complete the Giveaway Auditing Form and turn it into the Dean of Students office (DOS).
- The recipient of the giveaway will need to come to the DOS to retrieve the item & sign the form (they will need to bring a photo ID, preferably an I-Card).
- The Giveaway Auditing Form does not need to be completed for members of your organization receiving a gift/giveaway (trophies, plaques, bookstore gift card, etc.).

Service Awards

- Service awards to RSO officers.
- Fill out RFF with the following information:
 - name of officer
 - position held
 - amount determined by the RSO
 - description of services rendered
 - office term dates
- Submit RFF to the DOS Office .

If you have any questions:

The Dean of Students office
3030 SSB
(312) 996-4857
(312) 413-3716 Fax
<http://deanofstudents.uic.edu>