

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				
Date & Time				
Location				
# of Attendees/				
For IRS purposes, international students check here <input type="checkbox"/> College of Medicine Student <input type="checkbox"/>				
Supplies/Equipment	Food	Promotional Items	Travel Grant	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Giveaways <input type="checkbox"/> Co Sponsorship <input type="checkbox"/> Contracts <input type="checkbox"/> Project Grant <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

- Always fill out RFF for each expense request
- Receipts must be turned in in a timely manner
- Receipts must be taped to a 8.5x11 sheet of paper for ease of scanning
- Every expense must exclude taxes, given the University has a tax exempt number

Supplies/Equipment

(Toner for printers, Paper, Supplies for events)

- Equipment & supply purchases will be reviewed / approved by the DOS upon receipt of the RFF
 - Equipment over \$500 will be tagged as University property
 - To purchase equipment you may use HP, DELL, Apple, UIC bookstore, Staples, Office Max
 - 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.
- Send request via email at least 3 weeks before you need it.

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)
 - Who you are co-sponsoring the event or meeting with along with contact details.
- Send request via email within a reasonable timeframe

Publicity / Promotions

(t-shirts, pens, giveaway items for information booths)

- Please work with publication company to design and quantify your order.
 - Vendors we use are:
Crestline
Discount Mugs
Wizard Creations
One-Hour Tees
4 Imprint
 - When order is set, inform vendor someone else will be paying for it (Business Manager).
 - Provide Crystal with 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
- Send request via email at least 4 weeks before you need it.

Reimbursements

- Travel and/or purchase must be for official UIC business and in representation of UIC & the student government you represent.
 - 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 can be made
 - Submit reimbursement request within 30 days of travel or expense. Anything after 60 days is up for consideration and may not be honored. Also it is considered taxable income.
 - Provide as much detail of your travel / reason for expense as possible.
- Mail in or drop off reimbursement requests.
They take about 3-4 weeks to full process and money will be direct deposit to your bank account linked with UIC.

Food / Catering

- Submit every Monday for events happening that week
 - For events happening on the following Monday submit the RFF on the Thursday before.
 - Be sure that all vendor knows when and where your event is to be held.
 - Place the order with the vendor directly and tell them your Business Manager will call and pay at a later time, but before the event.
 - Fill out the RFF
 - Send to Crystal via email prior to event. Minimum 2-3 days before.
- Once the order is delivered, keep the itemized receipts and sign with tip if none yet already given.
- NO alcohol
 - After event, mail original receipts to 3030 SSB, Mail Code 318
 - Don't forget to tell the vendor the University is tax exempt. Crystal will send tax exempt letter.

Contracts

- Students are NOT allowed to sign contracts.
- The DOS must approve all contracts prior to any signatures.
- Contracts take about 30-60 days to process. Things such as charter buses, bounce houses, dancers, artistic services, and room rentals – you must plan in advance.
 - Please contact Crystal to make arrangements for processing at least 4 weeks in advance.

Events

Plan to meet at least 30 days before large events/activities with Crystal to discuss event purchases

Honorariums

- Are given to non-UIC people who come on campus for speaking engagements.
- Fill out RFF and submit to Crystal 30 days before event.

Giveaways

- All giveaways must be recorded with the Dean of students office.
 - Giveaway examples: UIC bookstore gift cards.
 - Provide RFF to Crystal via email at least 2 weeks in advance of awarding give away to students.
- She will make purchase of items and house them in the DOS office.
Once you award the student, send Crystal the names and what they won.
Send the student to the DOS office to pick up their giveaway item.

Service Awards

- Service awards for HPSC< USG, GSC officers only
- Fill out RFF with the following information:
 - name of officer
 - position held
 - amount awarded
 - description of services
 - office term dates
- Submit RFF to the DOS Office to Crystal via email at least 6 weeks prior to semester ending.

If you have any questions:

Call Crystal in the Office of the Dean of Students
3030 SSB
(312) 996 - 4857
(312) 413 - 3716 Fax
<http://deanofstudents.uic.edu>