

UNIVERSITY OF ILLINOIS AT CHICAGO

Office of the Dean of Students

# Student Government Resource Guide

2019 - 2020

For USG, GSC, HPSC, Student Trustee,  
and all health science student councils

**The purpose of this publication is to serve as a resource guide for the student governments that have their budgets allocated by the Office of the Dean of Students. The complete list is as follows:**

Applied Health Sciences Student Council	Nursing Student Council
Chicago Medical Student Council	Peoria Student Council
Dental Student Council	Pharmacy Student Council
Graduate Nursing Student Organization	Public Health Student Association
Graduate Student Council	Rockford Student Council
Health Professions Student Council	Student Member of the Board of Trustees
Jane Addams School of Social Work Student Government	Undergraduate Student Government
	University Medical Student Council

## **DEADLINES**

<b>Summer 2019</b>	Reserve campus space for fall meetings
<b>September 2019</b>	Budgets available for SMBOT, GSC, USG and HPSC
<b>September 2019</b>	Budgets available for Health Professional Student Councils
<b>October 2019</b>	Submit Budget Spending Plan for Fall
<b>November 2019</b>	Submit fall leadership awards (USG, GSC, and HPSC only)
<b>December 2019</b>	Reserve campus space for spring meetings
<b>February 2020</b>	Submit Budget Spending Plan for Spring
<b>April 2020</b>	Submit spring leadership awards (USG, GSC, and HPSC only)
<b>May 2020</b>	Register your organization with CSI
<b>May 15, 2020</b>	<b><u>No further spending for FY20 – All Student Councils (tentative date)</u></b>
<b>June/July 2020</b>	SFAC Presentations – HPSC, USG, GSC, and Trustee only

## CONTACT LIST

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DOS	Request for Funds		<a href="mailto:DOSRFF@uic.edu">DOSRFF@uic.edu</a>	

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USG	Vice President	Taylor Holmes	tholme20@uic.edu
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USG	Speaker	Jocelyn Bravo	<a href="mailto:jbravo7@uic.edu">jbravo7@uic.edu</a>

BOT	Student Trustee	Susan Panek	spanek4@uic.edu
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## WEBSITES

**Dean of Students** [dos.uic.edu](http://dos.uic.edu)

**Center for Student Involvement** [involvement.uic.edu](http://involvement.uic.edu)

**USG** [usg.uic.edu](http://usg.uic.edu)

**GSC** [gradstudentcouncil.uic.edu](http://gradstudentcouncil.uic.edu)

**HPSC** [hpsc.org.uic.edu](http://hpsc.org.uic.edu)

**AHSSC** UIC AHSSC on Facebook;

[UICAHSSC20@gmail.com](mailto:UICAHSSC20@gmail.com)

**OBFS** – [www.obfs.uillinois.edu](http://www.obfs.uillinois.edu)

**PSC**

[sites.google.com/site/uiccoppharmacystudentcouncil](https://sites.google.com/site/uiccoppharmacystudentcouncil)

**PHSA** <https://publichealth.uic.edu/current-students/student-organizations/public-health-student-association/>

**UMSC** [UMSC.org.uic.edu](http://UMSC.org.uic.edu)

**CMSC** [CMSC.org.uic.edu](http://CMSC.org.uic.edu)

# **SPRING AND SUMMER ACTIVITIES**

## **Spring Checklist**

- Complete the election process
- Register your organization and its new officers with the Center for Student Involvement
- Meet with your advisor
- Transition planning and training for new officers
- Summer retreat planning (if applicable)
- Set summer executive board meetings

## **Summer Checklist**

- Attend summer executive board meetings
- Plan and set goals for upcoming year
- Set fall meeting schedule
- SFAC Presentation (June/July – HPSC, USG, GSC, STUDENT TRUSTEE groups only)
- August/early fall executive board meeting with all West Side Student Council presidents (HPSC)

# **BUDGETS**

## **Source of Funds**

Student Fees – Your budgets are comprised of funds received from student fees, which entails a great deal of responsibility of proper stewardship when spending these dollars. They are distributed to the student government bodies who represent the students in your respective colleges and levels. All funds should be used in the best interest of these students whom you represent and should benefit their continued interest and studies at UIC. The University distributes the amount you receive dependent on a vote by the Student Fee Advisory Committee. SMBOT, GSC, USG, and HPSC make a presentation to request funding on a schedule determined by the Office of the Vice Chancellor for Student Affairs.

Chicago Organization Fund – COF Funds are accounts that your organization can request and use for the purpose of managing monies collected or raised by your organization. These funds are taxable and may not be combined with your student fee funds; there are very different rules governing their use. These accounts function similar to regular bank checking accounts. This type of account, unlike your student fee budget, must be requested and established through the Center for Student Involvement.

Applied Health Sciences, Chicago Medicine, Dentistry, Graduate Nursing, Nursing, Pharmacy, Public Health, University Medical, Rockford, Peoria, and Jane Addams all receive a percentage of the funds from HPSC's budget. These are distributed based on the 10-day enrollment numbers provided to our office from the Office of Institutional Research. You will receive an official letter from the Office of the Dean of Students with your budget for the academic year after this 10-day enrollment period. These student fee funds are available during fall and spring semesters only, not during the summer.

Given that these are funds distributed to your student council by the University, they fall under very strict policies and procedures governed by state law, University regulations, and federal scrutiny. Any expenses not in accordance with these rules and regulations will be deemed non-compliant and can incur fines and charges if not properly followed.

That is why the Office of the Dean of Students has created the "Request for Funds form" (RFF); as a method for your student council to communicate to our office how you intend to use the funds PRIOR to any expenditures. When you submit the RFF to our office, the expense request will undergo an immediate policy review and if they meet general criteria, the expense will move forward for processing. Any requests that are questionable will be returned for further explanation and/or denied if not within compliance.

### Policies

The student fees should not be utilized to replace what is currently being funded by University General Funds permanently supporting programs/services/ equipment/activities.

Funding CANNOT be discriminatory, arbitrary, or capricious.

Retroactive payments or requests cannot be paid for or covered (ie: events held prior to submitting the request for funding or events where funding has been committed to before receiving the Business Manager's approval).

All fee allocation recommendations should be made in a neutral manner.

Personal purchases of any kind are **not permissible**.

All prizes and awards will be considered taxable income.

### Preparing your Budget

It is recommended that your student council or government work on a spending budget according to the needs of the students in your college. Although it may vary as the semester goes on, a rough idea of what you will be spending will help in completing the purchases in a timely manner. Please share these plans with the Office of the Dean of Students no later than late-September for Fall and early-February for Spring.

### How to Spend your Money

*Student fee money is allocated for co-curricular student activities. The activities must be open to all UIC students. Student Fee money should not be spent to benefit the officers and members personally or for non-University business purposes.*

*All expenses utilize your student fee money operate under the official policies and procedures when conducting University of Illinois System business and financial activities. <https://www.obfs.uillinois.edu/bfpp/>*

#### What you **CAN** pay for:

- Office Supplies
- Promotional items
- Food for Meetings
- Decorations for Events
- Small Office Equipment (eg: printers, fax machines, computers. All become UIC Property & must be tagged)
- Leadership Awards (USG, HPSC, & GSC only)
- Travel (Officer Travel only)
- Travel Grants (HPSC & GSC)
- Giveaways
- Speaker Honorariums
- Gift Cards (only UIC bookstore gift cards)
- Pre-planning is required for all purchases

#### What you **CAN'T** pay for:

- Donations to charity
- Personal Purchases of any kind
- Funding for academic or administrative offices
- Reimbursements (unless under extreme circumstances/emergencies)
- Sales tax
- Outside food in UIC Facilities without proper exemption filed
- Alcohol!
- Expenditures not approved by your advisor AND our office
- Contracts (no contract shall be signed by your student council)
- Gift cards for other stores
- Gifts to Faculty

The information above is not meant to be an exhaustive list of all possible expenditures, but rather a list of common expense requests. For more information on federal, state, and university regulations on purchases, please visit [www.obfs.uillinois.edu](http://www.obfs.uillinois.edu)

**All requests must be submitted with an RFF via email  
to [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU)**

## TRAVEL GRANTS \*(HPSC and GSC only)\*

### **Student Government Responsibilities:**

- GSC & HPSC – interested students must apply for travel grants using your student organization application forms. Your respective websites contain information related to travel, including forms and deadlines.
- GSC & HPSC – students should be granted funds for a term the student is registered for. Any scholarship or educational assistance grant that is made for a term that the student is not registered for will be processed for the previous term that the student was enrolled in and aid for that term will be adjusted accordingly.
- GSC & HPSC – after you have selected which students are approved to receive a travel grant, please prepare and send an excel spreadsheet to the Business Manager which should include the following information for each student: **Last name, First name, UIN, Email, International Student (Y/N), Citizenship Status, Amount Awarded, Conference Title, Location, Conference Dates.**
- GSC & HPSC – Please also complete a **Request for Funds Form** for each student awarded a travel grant. Submit the RFF's and spreadsheet via email to the Business Manager in the DOS office at [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU)
- GSC & HPSC – you can then notify the students that they should drop off their receipts to the Office of the Dean of Students with the email text that the Business Manager and your treasurer work on. This email can be sent to the student recipients once you have emailed the Business Manager the RFF's and excel spreadsheet.
- Each quarter will have assigned claim dates that students may claim their travel grants in the Office of the Dean of Students.
- **NOTES:** Please disclose these outcomes to the recipients of the travel grants.
  - *Funds will be pulled from their financial aid package, and the aid will be adjusted if the student is receiving loans.*
  - *If an outstanding balance exists on their student account, the grant will go towards that balance.*

### **Student Recipient Responsibility:**

- Students should be registered for the term when the funds are being provided, as payments cannot be applied to a term for which the student is not enrolled.
- The Office of the Dean of Students will accept paperwork for travel grants **Monday through Friday from 9:00 AM to 5:00 PM at 1200 West Harrison Street, Chicago, IL 60607, Suite 3030 Student Services Building.**
- Students must come in to the office to drop off their receipts, sign the RFF, and verify the information is correct and accurate. The recipient should be the one stopping in the office, **not a friend of the recipient.**
- GSC & HPSC - If we cannot find the student's name on file, GSC & HPSC will need to be contacted by the student applicant in order to receive approval in writing for the travel grant.

- GSC & HPSC - **All foreign currency receipts should be converted prior to arriving at the Dean of Students Office.**
- Acceptable receipts are as follows:
  - Airfare boarding pass (Bank statement with charge if **no** boarding pass is available)
  - Hotel Folio (i.e. receipt from lodging, listing the dates of stay, room rate, taxes)
  - Gas Receipts
  - Conference Registration receipts
  - Food Receipts
  - Poster Printing Receipts
  - Car Rental Receipts (or mileage, will need starting address and destination address)
- GSC & HPSC - Receipts should be under the student's name and on or during the dates of travel in order to receive the travel grant. They can total more than the amount being requested but if they total less than the amount granted the student will be granted only the amount presented.
- GSC & HPSC - The Office of the Dean of Students will process travel grants on the Friday of the week received. Domestic students will receive the funds within 1-2 weeks in their bank account as a direct deposit, if they do not owe any fees. If they have an outstanding balance, the money will be deducted and applied towards that balance and/or applied to their student financial aid. This grant will affect the students' financial aid. For international students, funds will be deposited in 3-4 weeks if their paperwork is up to date. The grant will be considered taxable income, therefore they will not receive the full amount.

## **OFFICER TRAVEL ONLY**

**POLICY** - Travel for officers/representatives from USG, HPSC, and GSC in which you are serving as a representative from your organization is limited to ONE conference per fiscal year. The conference theme/sessions must be directly related to the purpose and goals of your organization. It is expected that you will learn and acquire information at the conference that you can share with your organization to benefit the organization and UIC students.

**PROCEDURE** - Consult with your STUDENT GOVERNMENT advisors for approval to travel prior to making arrangements. **Do not make your own travel arrangements.** Once approval is granted, please contact the Business/Administrative Associate in the Office of the Dean of Students to set up a meeting in the office to make travel arrangements. All travel expenses should be paid for and procured with advance notice prior to the meeting or conference you are attending.

**PROCESS** - Fill out the RFF with your treasurer and organizations' information in the left hand box. Fill out the vendor information section in the top right section. Fill in the middle section with the details of the conference. Lastly, fill in the description section with the registration, airfare, and hotel details and purpose of attending the conference. If any shuttle is needed to and from the airport and hotel, please include that in the description section.

- **Registration** – Provide the registration link on the RFF and all the pertinent information in order to register you for the meeting/conference. Email the RFF to the Business Manager before your meeting with them.
- **Airfare** – Select the airline and flight times that best fit your schedules. Share your date of birth, name as it appears on your identification, and best method of contact. Share that information on the RFF with the Business Manager before you meet with them. The office will purchase your flight with the information you provide and will forward your itinerary to your UIC email address.
- **Lodging** – Select the most economical hotel near the conference site or select the conference hotel. List the names of the guests per room, how many rooms are needed, number of nights needed, and share the information on the RFF with the Hotel's details on it (address, phone number, website). Once the room(s) are reserved, the office will submit a credit card authorization form to the hotel to ensure that your room **rate, tax, parking, & internet** fees are covered. The confirmation will be sent to the students traveling as well as your advisor. **All other incidentals will be charged to the traveler's personal credit card as they are considered personal.**
- **Transportation** – Any taxi, train, rental cars, & shuttle expenses should be procured before your travel. If they cannot be paid prior to travel, you will need to expense these as out of pocket expenses and you may be reimbursed if the traveler presents receipts. **Receipts must be kept and submitted in order to receive reimbursement.** Student officers/representatives will not be reimbursed for rides obtained through the prime service options such as "Uber XL", "UberSELECT", "UberBLACK", "UberSUV", "UberLUX", or "LyftPlus".
- **Meals** – all per diem policies will apply. Meals not provided to you by the conference will be reimbursed on per diem status. You will be reimbursed \$32/day (out-of-state) or \$28/day (in-state), minus any provided meals throughout the conference.
- **Baggage Fees** – These will also be expensed out of pocket and will later be reimbursed.

## **REIMBURSEMENTS**

**POLICY** - Reimbursements for officers/representatives from the student governments will not occur on a regular basis. The budget plan every semester is to ensure that all costs are covered by the University so that you as a student do not have to incur expenses out of pocket. If the expense arises due to an emergency, only UIC students may request a reimbursement. They are highly discouraged due to the University setting in place policies that call for business purchases be made with a University contracted vendor and our corporate card. Any reimbursements requested without prior communication made to us PRIOR to promising a reimbursement will not be honored.

TRAVEL REIMBURSEMENTS – In the event that you travel on behalf of your student council to a conference for leadership development, you may request a reimbursement for the meals, baggage fees, and taxis paid for out of pocket.

- Your information will go in the “vendor” section on the top right
- Please provide your full name, address, city, state, zip code, phone number, UIN, and UIC email address
- Please provide the details of where you went, why, when, with who, and how
- Tape all receipts on an 8.5 x 11 sheet of paper and attach to the RFF
- Drop off the RFF and receipt to our office for processing.
- The money will be directly deposited to the bank account you have linked with UIC between 2-4 weeks, at most.

## EQUIPMENT

### To purchase equipment:

- Obtain approval from your advisor to determine if the purchase is a proper expense for student fee money.
- Only equipment under \$1,000 can be purchased via this method. Anything above \$1,000 will require additional approval from the Dean of Students office.
- Once your student government advisor has approved, please visit one of the following websites online to find the equipment your student government needs:
  - **Office Max, HP, Dell, Best Buy, Amazon, or CDW-G**
- Fill out the left hand box on the RFF with your student government’s information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section not in this “Student Council” box please.
- Fill out the right hand box with the vendor’s name and that it was found online. For example: CDW-G is the ‘vendor’, online is the ‘address’. No phone number needed unless you spoke with someone.
- In the general information section and the description section, please provide the answer for the 5 W’s: who, what, where, when, and why (e.g.: A Dell 3010 Optiplex desktop computer needed for the Student Trustee Office in room 395 Student Center East to begin using on March 3, 2019 for work on board of trustee items. Will purchase via the online website of CDW-G).
- Under the description, list the exact equipment you need along with the item number, quantity, color, specifications, and approximate price. This will help us select the right product. If you would, please also include the link to the product in the RFF lines.

- Sign your name at the bottom; ask the President to sign off the middle line so that you are not the sole purchaser with knowledge of the expense, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Submit the RFF to the Business Manager in the DOS office via email at [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU) (make sure to use the fillable RFF) and they will order the item under their account given all the tax exemptions and discounts are linked with their staff account.
- **Equipment will be delivered to the Office of the Dean 1200 W. Harrison St., Suite 3030, Chicago, IL 60607**
- All equipment will need to be tagged with a University P-Tag sticker which the Business Manager will take care of at which point it becomes UIC property. Please do not remove any UIC property off the premises or you may be subject to fines if property is taken and not returned to UIC. You may also not utilize equipment for personal reasons.
- Lastly, the front desk students will contact you when the item is ready for pick-up from our office. At which point, you can schedule a time to come pick it up from our office.

## **FURNITURE**

### To purchase furniture under \$1,000:

- Obtain approval from your advisor to determine if the purchase is a good use of the student fee money.
- Furniture under \$1,000 can be purchased via this method from the following vendors:
  - **Target, National Business Furniture, Amazon, Quill, Office Max, or Staples**
- Fill out the left hand box on the RFF with your student government's information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section.
- Fill out the right hand box with the vendor's name and that it was found online. For example: TARGET is the 'vendor', online is the 'address'. No phone number needed unless you spoke with someone. In which case you can provide their name and contact details.
- In the general information section and the description section, please provide the answer for the 5 W's: who, what, where, when, and why (e.g.: A Computer Stand by Fellowes, White 3010 needed for the Student Trustee Office in room 395 Student Center East to begin using on March 3, 2019 for improved and efficient work by the board of trustee. Item to be purchased online).

- Under the description, list the exact piece of furniture you need along with the item number, quantity, color, specifications, and approximate price. This will help us select the right product. Please also include the link to the product in the RFF lines.
- Sign your name at the bottom; ask the President to sign off the middle line, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Submit the RFF to the DOS office, the Business Manager and they will order the item under their account given all the tax exemptions and discounts linked with their staff account.
- We will have it delivered to our office, 1200 W. Harrison St., Suite 3030, Chicago, IL 60607
- All furniture will need to be tagged by a University P-Tag sticker which the Business Manager will take care of at which point it becomes UIC property. Please do not remove any UIC property off the premises or you may be subject to fines if property is taken and not returned to UIC. You may also not utilize equipment for personal reasons.
- Lastly, the front desk students will contact you when the item is ready for pick-up from our office. At which point, you can schedule a time to come pick it up from our file room.

To purchase furniture OVER \$1,000:

- Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
- Contact the Business Manager in the Office of the Dean of Students to determine which University-approved vendor to work with for a quote on furniture. We work with **(the Ellison group, Allsteel, K.I., and Haworth)**.
- Fill out the RFF with the desired type of items you would like to purchase and the desired vendor to work with.
- The Business Manager will contact the vendor we decide on and copy you on the email communication so that we can schedule a design consultation meeting.
- The vendor will stop in, take measurements of the area, and get an idea of what needs to be ordered. They will then work on a proposal and design for us to review before working on an estimate or quote for the space.
- Once the design is finalized, the quote is written up by the vendor and provided to the Business Manager/Student Government for review. The advisor should be kept in the loop at all times for all expenses, especially bigger expenses such as these. If everyone is in agreement with the amount, the RFF is signed and completed with the details provided on the quote.
- The Business Manager will proceed with procuring a purchase order to begin the payment/order process.

- The furniture will be shipped to the building where it will be installed.
- The Business Manager will handle the facilities requests necessary to get the furniture installed.

## SUPPLIES

### To purchase supplies:

- Obtain approval from your advisor to determine if the purchase is a proper expense for student fee money.
- Once they have approved, please visit one of the following websites to find the supplies you are needing:
  - **Office Max, Quill, Amazon, Target, Party City, Staples**
- Fill out the left hand box on the RFF with your student government's information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section.
- Fill out the right hand box with the vendor's name and that it was found online. For example: QUILL is the 'vendor', online is the 'address'. No phone number needed unless you spoke with someone. In which case you can provide their name and contact details.
- In the general information section and the description section, please provide the answer for the 5 W's: who, what, where, when, and why.
- Under the description, list the exact supplies you need along with the item number, quantity, color, specifications, and approximate price. This will help us select the right product. If you would, please also include the link to the product in the RFF lines.
- Sign your name at the bottom; ask the President to sign off the middle line, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Submit the RFF to the DOS office, the Business Manager will order the item(s) under their account given all the tax exemptions and discounts linked with their staff account.
- We will have supplies delivered to our office, 1200 W. Harrison St., Suite 3030, Chicago, IL 60607
- Lastly, the front desk students will contact you when the item(s) are ready for pick-up from our office. At which point, you can schedule a time to come pick it up from our file room.

## PROMOTIONAL ITEMS

### To purchase promotional items:

- Obtain approval from your advisor to determine if the purchase is a proper expense for student fee money.
- Once they have approved, please visit one of the following websites to find the promotional items you are needing:
  - **Customink, Quality Logo Products, FGS Inc., 4 Imprint, Discount Mugs, Vistaprint, Empire Promos, Baudville, MINT t-shirts, One-hour-tees, Crestline, Amsterdam Printing**
- Fill out the left hand box on the RFF with your student government's information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section.
- Fill out the right hand box with the vendor's name and that it was found online. For example: CRESTLINE is the 'vendor', online is the 'address'. No phone number needed unless you spoke with someone. In which case you can provide their name and contact details.
- In the general information section and the description section, please provide the answer for the 5 W's: who, what, where, when, and why.
- Under the description, list the exact promotional items you need along with the item number, quantity, color, sizes, specifications, and approximate price. This will help us select the right product. If you would, please also include the link to the product in the RFF lines.
- Sign your name at the bottom; ask the President to sign off the middle line, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Submit the RFF to the DOS office, ALONG WITH your PDF or PNG file of the logo you would like placed on the promo item. Indicate on the RFF or via a picture how you would like the logo placed and in what color(s).
- Our office will order the item(s) under our account given all the tax exemptions and discounts are linked with our staff account.
- The vendor will work on a design proof and will get approval from UIC's Marketing office for the logos you will use on the promo items. Once the design aspect is approved by you, the order is complete.
- We will have the promo items delivered to our office, 1200 W. Harrison St., Suite 3030, Chicago, IL 60607
- Once they arrive, the front desk students will contact you when the item(s) are ready for pick-up from our office. At which point, you can schedule a time to come pick it up from our file room.

## PUBLICATIONS

### To purchase publication items:

- Obtain approval from your advisor to determine if the purchase is a proper expense for student fee money.
- Once they have approved, please visit one of the following websites to find the promotional items you are needing:
  - **UIC Publication's Office**
- Fill out the left hand box on the RFF with your student government's information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section.
- Fill out the right hand box with the vendor's name and that it was found online. For example: UIC PUBLICATIONS is the 'vendor', online is the 'address'. No phone number needed unless you spoke with someone. In which case you can provide their name and contact details.
- In the general information section and the description section, please provide the answer for the 5 W's: who, what, where, when, and why.
- Under the description, list the exact **publication or print job** you need along with the item name, type, quantity, color, sizes, specifications, and approximate price. This will help us select the right product.
- Sign your name at the bottom; ask the President to sign off the middle line, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Submit the RFF to the DOS office, ALONG WITH your PDF or PNG file of the publication/poster/copies you would like ordered. Indicate on the RFF or via a picture how you would like the logo placed and in what color(s).
- Our office will order the item(s) under our account given all the tax exemptions and discounts are linked with our staff account.
- Publications will work on a design proof and will get approval from UIC's Marketing office for the logos you will use on the printed items. Once the design aspect is approved by you, the order is complete.
- We will have the printed items delivered to our office, 1200 W. Harrison St., Suite 3030, Chicago, IL 60607
- Once they arrive, the front desk students will contact you when the item(s) are ready for pick-up from our office. At which point, you can schedule a time to come pick it up from our file room.

## FOOD ORDERS

### To purchase food:

- Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
- Once they have approved the purchase, please visit one of the following websites to find the food you are needing:
  - **Pompeii, Potbelly's, Einstein Bagels, Chilangos, Domino's, Giordano's, Hawkeyes, Jimmy Johns, Specialty's, Wise Owl, Jason's Deli, Corner Bakery, Baba Pita, UIC catering, Artopolis, Yummy Thai, Panera Bread, Lou Malnati's, Conte Da Savoia, Chipotle.**
- Fill out the left hand box on the RFF with your student government's information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section.
- Fill out the right hand box with the **vendor's name and the address and phone number of the location you would like us to order from.** For example: Wise Owl, 324 S Racine Ave, Chicago, IL 60607, (312) 374-8915
- In the general information section and description section, please provide the answer for the 5 W's: who, what, where, when, and why
- We will also need the
  - Delivery time
  - Person receiving the delivery and their phone number
  - Room number
  - Exact street address
  - Number of attendees
  - If there are less than 20 attendees, please include their **first and last name** on a separate word document
- Under the description, list the **exact food items** you need and their unit price. This will help us order the right product. Indicate the quantity you need for each and any discounts you get from a particular restaurant.
- Sign your name at the bottom; ask the President to sign off the middle line, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Be sure that all parties know when and where your event is to be held.
- Outside food is not allowable in all SSB, SCW, or SCE rooms. Please make sure to order from UIC Catering for events held in these Buildings.
- *If you are having a catered, sit down, waited event, please call our office to speak with the Business Manager instead. We cannot go into an agreement for caterers to work for a campus event without a proper contract being signed by the Comptroller of the University which takes a week or two to process.*

- Submit the RFF to the Business Manager in the DOS office via email.
- Our office will order the item(s) under our account given all the tax exemptions and discounts are linked with our staff account.
- After the event, we will add the food order to our Food outlook calendar and will invite you, the treasurer or president as an invitee to the “meeting”. This serves as your confirmation that the food order was placed and paid for.
- Some vendors take tip in advance, others do not. We will include this in the note section of the outlook invitation.
- If you do not have outlook, that is okay. The meeting invitation gets sent out to your UIC email address, which you can “accept or decline”, but you receive it as confirmation of payment.
- Once the event is done, you have 1 week to email a copy of the receipts (legible and flat) to the Business Manager and MAIL the physical receipts (or drop them off) to 1200 W. Harrison St., MC 318, and Chicago, IL 60607. You may also mail them via campus mail by dropping them in a UIC campus mail mailbox, but make sure to include the **MAIL CODE 318**. Without that, our office will not receive it.
- If we do not receive receipts for your event, we will suspend purchasing until we receive receipts in a timely manner. We need the receipts in order to reconcile the expense and show proof of delivery to the University Business Office.
- NO alcohol is allowed.

## **LEADERSHIP AWARDS (USG, HPSC, GSC only)**

- At the end of each semester, GSC, HPSC, and USG officers are awarded with a leadership award for time served on one of the University Student Governments.
- The amounts are approved by your general body assembly prior to submitting the RFF’s to our office for processing.
- Once approved, please fill out the left-hand side of the RFF with the student government information as usual.
- Then, you will fill out the right-hand side with the student awardees information as if filling out a “reimbursement”
  - Student’s Full Name
  - Student’s Home Address with city, state, zip
  - Student’s Phone Number
  - Student’s UIN
  - Student’s UIC Email address
- In the middle section please indicate what semester this is being awarded for and why they are receiving the award.
- Submit on November 15<sup>th</sup> for Fall and April 10<sup>th</sup> for Spring.
- Sign all three lines at the bottom and send to the Business Manager via email.
- No receipts are needed.
- These will take about 2-4 weeks to complete and deposit directly to the bank account linked with UIC.

- If the officer is an international student, the student needs to turn in several supporting documentation as listed below:
  - Visa
  - I-94
  - W-8BEN
  - Foreign National tax information form
  - TWRC
- You may contact my office beforehand if you have further questions.

## **PROJECT AWARDS (Sponsorships for Events)**

- On certain occasions, student governments are asked to provide funds to other student groups or campus departments. These are funding opportunities for other groups on campus to host small events and gatherings for the benefit of University students.
- When providing a project award, please have your student government discuss the expenses they are asking to be paid for on behalf of your student council/government.
- Speak with your respective advisors first and/or my office to inquire whether it is an allowable expense. Once we approve, you may proceed.
- Purchases we typically sponsor and pay for:
  - Food
  - Supplies
  - Promo Items
  - Speaker Honorariums
  - Film Licensing Fees
- If your student council is being asked to send funds to another campus department, please fill in the left hand section with your student council information and fill in the right hand side of the RFF with the Department's information please.
  - Department Name
  - Department Contact
  - Contact Phone #
  - Contact UIC Email
  - Department FOAPAL
- In the middle sections please provide what we are paying, why, when, where, and to whom.
- In the final section of the RFF you can include details of the student groups' event and the FOAPAL again as well as the amount.

I will process a transfer of funds for that department to be able to subsidize the cost and pay for the items that your student council/government agreed to pay for.

## VENDOR PAYMENTS

On occasion, your group may be required to enter into an agreement or contract with an outside vendor for their services. If this arises, please contact the Business Manager in the Office of the Dean of Students before proceeding. All agreements and contracts require purchasing review and Legal Counsel review so no outside agency can perform work for us unless signed off by the Comptroller of the University of Illinois system. Such vendor payments include, but are not limited to:

- Speaker Honorariums
- Film Licenses
- Software Licenses
- Bus Rentals
- Artistic Services
- Decorative Services
- Payments to Vendors Outside of the Typical Food, Supplies, Promo item orders
- Anything that requires a Contract

When these purchases arise, the first thing to do is to contact the Business Associate in the Dean of Students Office at 312-996-4857.

- **WE ARE NOT AUTHORIZED TO SIGN OFF ON ANY CONTRACTS WITH EXTERNAL VENDORS. PLEASE DO NOT SIGN ANY AND DO NOT HAVE WORK PERFORMED WITHOUT A FULLY EXECUTED CONTRACT SIGNED AND PROCESSED BY OUR OFFICE.**

The Business Manager will work with the vendor and the student council to come to explain how the process works.

- **Do not allow vendors to perform work on campus. Any work performed on campus without a signed legal agreement is a violation of policy and state laws.**

When entering a contract with a vendor, the process is quite lengthy. For your information purposes only, these are the steps that the Business Manager will follow to ensure they are in compliance with the University rules and regulations and state laws:

- Search for the best price from competing vendors
- Obtain a quote from the vendor of interest. **We must be smart in selecting a vendor that fulfills the insurance requirements.**
- Vendor will be asked to fill out and return the vendor maintenance form by the Business Manager.

- The Business Manager will fax this form to the Vendor Maintenance office and will obtain a unique Vendor ID # from vendor maintenance office. Some vendors already have a vendor ID that was set up by someone at the University for prior work. This is great, if it is indeed the case. This eliminates one step of the vendor payment process.
- Vendor Maintenance adds them to our Banner system and emails the Business Manager the Vendor ID #.
- The Business Manager works with the vendor to get a contract signed by both parties, UIC purchasing and business development office and the vendor.
- The Business Manager will get the contract signed and may then proceed to procuring a purchase order for future payment
- The Purchase Order # is provided by the Purchasing office and the contract signed by OBDS
- Vendor can now perform the work with peace of mind. It is NOT until this step that the vendor can be told that they are allowed to do the work they quoted us for. Any sooner and we are non-compliant, which can suffer financial consequences and/or budget cut off.
- We get the final invoice from the vendor once the job is fulfilled.
- The Business Manager sends the invoice to Payables for payment, and this typically pays in Net 30 days.
- Vendor gets check in the mail at the address they indicated on the vendor maintenance form.

This process takes anywhere from 2-4 weeks to complete. Please keep this in mind when working with external vendors not already in the UIC payment system. You may ask them if they have a vendor ID number with us. They might already be in our system.

## GIVEAWAYS

- If you wish to gift a giveaway to students at an event, please order the item ahead of time so that we may have it ready for pick-up by the awarded student after your event.
- Fill out the RFF for the Giveaway item you wish to give to the students. Send the RFF to the Business Manager in the Office of the Dean of Students.
- We will purchase the item and house it in our office until you have selected a winner.
- Once you have determined a winner, send us the giveaway form filled out with the student's information.

### To purchase giveaways:

- Obtain approval from your advisor to determine if the purchase is a proper expense for student fee money.

- Only prizes under \$100 per person can be purchased. Anything above \$100 will require additional approval and additional time.
- Fill out the left hand box on the RFF with your student government's information. Only the 14 student governments we work with directly should have information listed in this section. If ordering for a smaller student organization, their information can go in the description section.
- Fill out the right hand box with the vendor's name and any contact details you have.
- In the general information section and the description section, please provide the answer for the 5 W's: the why, the what, the when, the where, and the how.
- Under the description, list the exact item you need along with the item number, quantity, color, specifications, and approximate price. This will help us select the right product.
- Sign your name at the bottom; ask the President to sign off the middle line, and your government advisor to sign the last line (or email their approval). *NOTE: If you are working with a student council and you are a smaller student organization, you will submit the RFF back to the Student Council Treasurer. This will ensure that we recognize the name(s) when the RFF is sent to us and they should be signing as approvers in the Treasurer and President lines.*
- Submit the RFF to the DOS office, the Business Manager via email [RFF@uic.edu](mailto:RFF@uic.edu) and they will order the item under their account given all the tax exemptions and discounts linked with their staff account.
- We will have it delivered to our office, 1200 W. Harrison St., Suite 3030, Chicago, IL 60607
- Fill out the giveaway form per student winner and send them to the Business Manager prior to sending the student winners to our office.
- You may then instruct the student to come in to our office to claim / pick-up their prize.
- They will need to bring their i-Card as proof of identification.

## APPROVED VENDORS LIST

**EQUIPMENT** = Office  
Max, HP, Dell, Best Buy,  
or CDW-G

**FURNITURE under  
\$1,000** = Target,  
National Business  
Furniture, Amazon,  
Quill, Office Max, or  
Staples

**FURNITURE over \$1,000**  
= the Ellison group,  
Allsteel, K.I., and  
Haworth

**PROMOTIONAL ITEMS** =  
Customink, Quality Logo  
Products, FGS Inc., 4  
Imprint, Discount Mugs,  
Vistaprint, Empire  
Promos, Baudville, MINT  
t-shirts, One-hour-tees,  
Crestline, Amsterdam  
Printing

**SUPPLIES** = Office  
Depot, Quill, Amazon,  
Target

**PUBLICATIONS** = UIC  
Publications, Staples,  
Office Depot

**RESTAURANTS** =  
Pompeii, Potbelly's,  
Einstein Bagels,  
Chilangos, Domino's,  
Giordano's, Hawkeyes,  
Jimmy Johns, Specialty's  
catering, Wise Owl,  
Jason's Deli, Corner  
Bakery, Baba Pita, UIC  
catering, Artopolis,  
Yummy Thai

## EXPENSE REQUEST APPROXIMATE TIMELINE

For guaranteed fulfilled orders, please use the guidelines below when requesting expenses from the Office of the Dean of Students.

### **1 WEEK in advance:**

- Food Delivery Orders

### **2 WEEKS in advance:**

- Supply Orders
- Bookstore Purchases
- Giveaway Purchases

### **3 WEEKS in advance:**

- Small Furniture under \$1,000
- Small Equipment under \$1,000
- Publication Orders

### **4 WEEKS in advance:**

- Reimbursements
- Leadership Awards
- Project Awards

### **5 WEEKS in advance:**

- Promotional Items
- Marketing Items

### **6 WEEKS in advance:**

- Travel Arrangements
- Vendor Payment

## GENERAL EXPENSE GUIDELINES

- All requests must come from one of the 14 student governments we work with. The sub-groups that request funds from you are unknown to us, therefore we ask if we could please receive all inquiries from you, the student council/government we work with because the other student groups will be unrecognizable to our office. It will delay and confuse the process. Please work directly with your sub-groups to fill out the form accordingly.
- We cannot pay student organizations any form of money, cash, and check.
- Do not plan on spending your budgets to the last dollar. There are regular monthly charges as well as miscellaneous fees that every University account is charged.
- There should always be two people signing the RFF for accountability purposes to set internal controls in place for proper stewardship of funds within your council/government.
- Please involve your student government advisor on all expense requests and obtain approval via signature or email.
- Remember to reserve spaces for general events/meetings as soon as possible. Many locations are booked a year in advance.
- If your event will take place in any of the campus union meeting and conference rooms, food from outside restaurants or companies is not allowed unless exemption forms and insurances are obtained through proper channels. Please ask the [Business Manager](#) what that process is when your meetings take place in SSB, SCW, and SCE.
- When planning an outside event, don't forget to have an alternate indoor rain location.
- Work on a semester by semester budget to help your student council's purpose. It will also be helpful to share these plans with the Business Manager in the DOS office so that they may better serve you in procuring the payments for these items in a timely manner.

## BUSINESS PURPOSE

**Always include business purposes on all of your expense requests on the RFF form please.**

- Detailed justification or reason behind the request
- How it benefits the university and the students
- Who is attending? (students, staff, faculty, guests, VIP)
- How many people are attending?
- What is the reason for the expense?
- Where is it being held and the full address?
- When and what time is it being held?
- Prior approvals should be obtained from advisors/supervisors

## RECEIPTS

We will need the original and itemized/credit card receipts mailed/dropped off to the Office of the Dean of Students, Suite 3030 Student Services Building, located at 1200 W. Harrison St., Chicago, IL 60607. They should be clearly laid out and taped to 8 ½ x 11 sheets of paper for scanning purposes. You may send a picture of the receipt via email immediately following the event and mail the original soon after.

If we do not receive receipts in a timely manner from your student government, any future requests may be delayed or paused until receipts are provided for previous expense requests.

## DELIVERIES

Supplies, bookstore requests, promotional items, small equipment, small furniture, and marketing items will be shipped to the Office of the Dean of Students, Suite 3030 Student Services Building, located at 1200 W. Harrison St., Chicago, IL 60607.

You will be contacted when the items are delivered in order to schedule a time for pick-up. A student from your council/government will need to come to the office to pick up the items. We are open Monday – Friday from 8:30 – 5:00 PM.

## ELECTIONS AND CONSTITUTIONS

### Elections

USG, Student Trustee, and Student Senators should refer to the DOS website to download/print election materials sometime early spring semester.

GSC & HPSC nominations for executive board positions are made during the spring semester (usually during the last month of the spring semester) and elections are held the week following nominations. Representatives of the respective organizations nominate and vote for the executive board members.

### Constitutions

USG: <http://usg.uic.edu/documents/>

GSC: <https://gradstudentcouncil.red.uic.edu/wp-content/uploads/sites/106/2018/11/GSC-Constitution-11.01.18.pdf>

HPSC: <http://hpsc.org.uic.edu/home/links>

## RESERVING ROOMS IN SSB, SCE, AND SCW

Whenever you are requesting space for an event in SSB, SCE, or SCW please also include the title of your event and who is participating in it. Knowing what the event is for will give Meetings and Conferences a better understanding of the use of their rooms.

### **FORMS:**

If requesting space from Student Center East (SCE), Student Center West (SCW), or Student Services Building (SSB), please fill out the "[ROOM REQUEST FORM](#)" and email to [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU)

If requesting space from the UIC Forum, please fill out the "[FORUM REQUEST FORM](#)" and email to [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU)

If requesting space from UIC Classrooms such as Lecture Centers, please send all details via email to [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU)

If requesting space in front of the UIC bookstore, please email the Business Manager the reason for the table, title of the event, the date, time, location, and email to [DOSRFF@UIC.EDU](mailto:DOSRFF@UIC.EDU)

If a student org (not part of the 14 student councils we serve) is requesting space, they may request it via this form <https://meetings.uic.edu/reserving-space/registered-student-organizations/>

### **FOOD in these SPACES:**

Please note, you may not request outside food for these spaces without prior approval. For SCE, SSB, and SCW, you will need to order from UIC Catering. If you wish to request an exemption, you will need to provide the following once you have a room confirmation number and at least 2 weeks prior to the meeting/event:

- 1) [Request for Catering Exemption Form](#)
- 2) [UIC Catering Waiver](#)
- 3) Current business license from Your Proposed Caterer
- 4) Food service manage certificate
- 5) Liability certificate with **The Board of Trustees of the University Of Illinois** to be named as additional insured in the certificate holder box.

### **ROOM HOLDS/CANCELLATION POLICY:**

Space can be held tentatively for up to two weeks. After two weeks, you must either confirm the space or the reservation will be canceled. They will only hold a maximum of three dates.

Rooms that have been confirmed for more than 2 weeks may be subject to cancellation fees as follows:

#### **Summer Conferences**

< 15 days prior, 100% of the cost of the room

15 – 29 days, 50% of the cost of the room

30 – 59 days prior, 25% of the cost of the room

#### **Illinois Rooms/Thompson Rooms**

< 15 days prior, 100% of the cost of the room

15 – 29 days, 50% of the cost of the room

#### **All other spaces**

< 7 days prior, 100% of the cost of the room

8 – 14 days prior, 50% of the cost of the room

## **ADDITIONAL CAMPUS RESOURCES**

### **Posting Fliers – General**

- (1) Size and number of posters will be governed by university/departmental regulations.
- (2) Kiosk: A candidate may post a maximum of 4 posters per kiosk (one on each side). A kiosk is a freestanding structure used for posting material.
- (3) Large Bulletin Boards: A candidate may post more than one poster on large bulletin boards (measuring 5 feet wide and 5 feet high), but may not cover more than a total of 9 square feet.
- (4) Banners are allowed for every candidate. Reservations for banner space in SCE and SCW must be made through Meetings and Conferences room 214 SCE.
- (5) Small Bulletin Boards: A candidate may post only 1 poster on boards measuring less than 5 feet in one dimension.

- (6) Posting is prohibited on city structures (*e.g.*, light poles, flag poles, *etc.*)
- (7) Posting is prohibited on glass, painted walls, doors, toilet stalls or any other surface that would not be considered a bulletin board in all university buildings.
- (8) In SCE, the only space permitted to hand out flyers is on the first and second floor by the escalators.

### **Posting Fliers – Student Center East and West**

The use of the Student Centers' bulletin boards and kiosks is limited to recognized UIC students, faculty, staff, and departmental groups for campus events or services. Posting priority is given to student organizations.

On the east side of campus, up to 11 fliers should be taken to the student centers building manager's office in SCE to be posted. On the west side, fliers should be taken to the Information Desk in the SCW lobby to be posted. Both the SCW Information Desk and the SCE Service Centers accept fliers from 8:30 am to 4:45 pm, Monday through Friday. To post in the Library of the Health Sciences, you must have all fliers stamped for approval at the Circulation Desk.

Posting on surfaces other than a bulletin board is not allowed and will be removed by the Physical Plant. This includes such areas as windows, doors, painted walls, washrooms and toilet partitions.