

Procedures for University Center Business Office (located in the UNC Card Office)

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Making a Purchase

1. A signature card must be on file with the UC Business Office before any transactions can occur. To make any purchase or in any way use the funds available to the club/organization, a work copy must be filled out with two authorized signatures from the signature card prior to ordering or making a purchase. The UC Business Office will decide the appropriate form/credit card to use. Approximate turn-around time for some forms is twenty-four hours. When an event has been booked at the Event Planning Office, write the event number on the work copy. Purchases are tax exempt.
2. An item to be purchased costing more than \$5000 will require an additional two to three days.
3. After making a purchase with a departmental purchase order (items under \$5000), return the itemized receipt/invoice to the UC Business Office so the vendor can be paid. No alcohol can be purchased. Tips for meals are limited to 20% of the total bill.
4. An individual can be reimbursed with an approved work copy and itemized receipt.
5. An official function form will need to be filled out at least forty-eight hours prior to using student fees (2 funds) to buy food. The official function form can be found on www.unco.edu under Accounting Services Forms.
6. Travel, use of Motor Pool/car rental, transfer of funds between departments, paying an individual for services (i.e. a soloist or lecturer), paying a student or current faculty/staff member require special contracts/forms. The UC Business Office will assist the club/organization with it.
7. A Membership form and list of individuals from the club are needed to pay for club dues/membership.
8. No gift cards may be purchased or reimbursed. Non-cash awards (i.e.) shirts, mugs and Dining Services Bear Bucks can be given as an alternative.

Additional Information

1. "2" Funds are student fee accounts. SRC funding is deposited in the club's "2" fund. "8" funds are Agency fund accounts. Deposits from fundraiser, dues, etc. are deposited in the "8" fund.
2. Deposits for the club are made in the UC Business Office. Checks need to be made to the club.
3. When a deposit involves re-sale items (i.e.) t-shirts, a tax of 6.36% will be taken out of the deposit when it is made in the UC Business Office. A club should add the 6.36% to the item to be sold up front in order to avoid loss of revenue.
4. Quarterly statements for all club funds are available in the UC Business Office June 30, September 30, December 31 and March 31.