

Work Copy:

In order for Student Clubs/Organizations to initiate use of their funds, the Student Club Business Office must receive approval. This approval is given when a student club/organization submits a Work Copy. The Work Copy can be found online at <http://www.unco.edu/clubs/forms.aspx> or it can be picked up at the Student Club Business Office.

Reimbursement Request Form:

In order for a person involved with a club to be reimbursed for their own club purchases a Request for Reimbursement form will need to be filled out. We ask that two signatures from the club are on the form before we can process the reimbursement. The person being reimbursed cannot be one of these signatures. The Request for Reimbursement Form can be found online at: <http://www.unco.edu/clubs/forms.aspx> or it can be picked up at the Student Club Business Office.

Purchasing Guidelines:

- 1) Purchases of **\$9,999 or Less** (including shipping):
 - a. If External: the purchase may be made using the UNC Visa (P-Card) or check request)
 - b. If Internal: The purchase must use the Electronic Internal Order (EIO) system
 - i. A UNC Visa (P-Card) cannot be used at the following On-Campus areas: **Dining Services, Coffee Corners, Munchy Mart, Bears Mojo Coffee Co., Subway, Einstein's, Parking Services, Ticket Office, Catering/Conference Services, and Campus Recreation**
 - ii. If you use any of these services you will need to have our contact information, prior to making your arrangements, and you will need to speak to the area managers to make your arrangements. For Dining Services contact: Scheduling and Events Office at 970-351-1315, for Parking Services contact: Stephanie Kostick at 970-351-1971 and for Campus Recreation contact: John Stephens at john.stephens@unco.edu .
- 2) Purchases greater than **\$10,000** will require a Purchase Order. Student Business Services can help you submit a Purchase Order if you have these types of purchases.
- 3) We have UNC Visa (P-Card) available for club use. P-Cards can be used the **same day** for purchases. **IF you check it out from our office it MUST be returned the same day.** If you do need a card for more than 4-hours we can work with you, we need advance notice for this. P-Cards have a \$1,500 single transaction limit. The Student Clubs Business Office reserves the right to deny use of a UNC Visa Card if a club does not return the card within the 4-hour window or is in violation of our PCard Transaction guidelines as set by the University. This will occur after the first incidence of not returning the card. **NO P-Cards can be checked out for overnight or weekend use.**

- 4) If a credit card is used for payment at a restaurant, **no alcohol can be purchased using UNC Funds** and tips for meals are limited to 20% of the total bill.
- 5) Receipts for **ALL** UNC Visa (P-Card) purchases must be returned to the Student Club Business Office either in person or they can be imaged and emailed to us.
- 6) Clubs can check out cash boxes for up to \$30 to be used for change during fund raising. Cash Boxes cannot be checked out for overnight or weekend events unless prior reservation has been made.
- 7) A Portable credit card reader is available for Club use and can be checked out on a first come first serve basis. Credit Card readers are a one-day check out. If you need the machine for longer than this we can make exceptions with prior arrangements. It is suggested that if you know you will need to use a credit card machine to reserve it with our office in advance. **NO Credit Card readers can be checked out for overnight or weekend use.**
- 8) Deposits for Student Clubs are made at the Student Club Business Services Office. Make sure you get a deposit receipt prior to leaving the Business Office for cash and check deposits.
- 9) If your club receives funding from the Office of Student Clubs & Organizations, those funds are tracked and spent in a different manner. Make sure you keep copies of documentation of how funds are spent. If you do not use all allocated funds for your event the un-used funds will go back to the Office of Clubs & Organizations. If your club receives funding from other offices on campus provide us with that office contact information and we will work with them to get the funds allocated to your event expenses.
- 10) Clubs will incur a 10.5% lodging tax for rental of Old Man Mountain. Clubs **are not** exempt from this tax.

Check Requests for Payments:

In order to present an individual with payment after their performance, clinic, presentation, etc. Our office **MUST** have your request for payment at least 4-weeks prior to your event. If you do not provide us information in a timely manner the person you have contracted with can either receive check payment by mail, you can pay them with a UNC PCard (if they accept Visa Card payments) or they can provide the University with their bank account information and an automatic transfer for payment will be made once their event is complete. The Independent Contract form does have a page for them to provide bank account information for payment if they wish to accept electronic payment.

NO GIFT CARDS MAY BE PURCHASED OR REIMBURSED. Non-cash awards (i.e.) shirts, mugs and Dining Services Bear Bucks up to \$50 can be given as an alternative.

UNC has approved Vendors for items on and off campus. The following is a list of our approved vendors:

- Office Products: Office Depot
- Promotional Items: Jack Wilson (720) 203-6878, jackwilson319r@msn.com
Website: www.jackwilsonpromotions.com/stores/uncstore
- Halo Branded Solutions: Kristi Williams (970) 302-9808, Kristi.williams@halo.com
Website: www.kristisuncpromos.com
- T-Shirts/Apparel: Victory Sales, Paul Schultz (970) 351-0131,
info@VictorySalesInc.com

(For Promotional or Apparel items you can place your order and then bring the invoice to our office for payment)

Paying an individual speaker/performer/or group/business (Payments less than \$5,000):

- 1) The Student Club Business Office will need the following if we are paying an individual:
 - a. An Independent Contract Form will need to be filled out with original signatures from the speaker/performer: <http://www.unco.edu/purchasing/accounts-payable/hiring-independent-contractors.aspx> The form is located under Helpful Links
 - b. A W-9 will need to be filled out if they have not been hired by UNC before; either with a social security number (individual) or an EIN (group or business)
 - c. We **MUST** receive the signed Independent Contract and the W-9 at least 2-weeks before your event to ensure payment in a timely manner.
 - d. If you are filling out an independent contract please use the one on our Accounts Payable site, old forms will no longer be accepted:
<http://www.unco.edu/purchasing/accounts-payable/hiring-independent-contractors.aspx>
 - e. See Overview of Contract Process document included with this information if you have questions about Performers, Student and Professional DJ's, Poets, Magicians, Face Painters, Caterers, etc being brought to campus that may not be allowable under the Independent Contract Guidelines.

Reimbursing individuals for Club Purchases:

If you make purchases for your club with your own funds reimbursement can be made, as long as you have club approval. A Request for Reimbursement form will need to be filled out with two signatures from the club before we can process the reimbursement. The person being reimbursed cannot be one of the signatures on the form.

Student Travel (Club Travel, GSA Grants, and Undergraduate Conference Grants):

The Student Club Business Office can assist clubs with their travel arrangements. Most airfare is paid out-of-pocket by the student, however, if a club is covering part of the cost then reimbursement can be made. When this happens, the student needs to submit a Work Copy prior to making their travel arrangements. After travel is complete they will return their receipts to the Student Business Office and expenses will be reallocated into the appropriate Club FOAP.

If a student received a GSA or Senate grant they will bring the signed copy of their award letter along with their receipts to the Student Club Business Office be reimbursed from the appropriate fund.

Vehicle Rental / UNC Motor Pool:

To reserve a motor pool vehicle a student or staff calls Motor Pool (Michael Stadler: 351-1243) to check if a vehicle is available. If there is a vehicle available, you will come to the Student Club Business Office to take care of the paperwork.

Overview of Contract Process:

Performers, Student and Professional DJ's, Poets, Magicians, Face Painters, Caterers, etc. all require an agreement to be in place before coming onto campus. An agreement can be created by our Purchasing & Contracts Specialist, John Chaplain, if you need something in a short amount of time. The insurance requirements can also be tailored to meet the needs of the specific vendor. If you get a proposal, we typically convert that into a UNC agreement to ensure it is in compliance with State and Board of Trustees requirements.

Even if you have used a vendor before, or were told UNC has used a vendor before, it doesn't mean their agreements don't need to be reviewed. Only two vendors to date have created UNC-friendly templates. Most vendors issue their standard terms, which usually contain items UNC can't legally agree to. We also want to evaluate the risk and ensure a current Certificate of Insurance is on file, if needed.

You can work with the vendor to establish your needs and get the quote, but before a signature or payment is provided, it needs to be reviewed by John Chaplain, our Purchasing & Contracts Specialist. UNC generally pays no deposits or prepayments.

OnBase is the Contracts Management System used by UNC. It is free to download and use and is the best way to manage your agreements. It also provides an electronic archive so you can look back at previous quotes easily and see what you spent/arranged for past events. We can provide installation instructions for you and John can provide training, if it is needed.

A contract, invoice, any document requiring signatures and/or containing Terms, etc., which UNC needs to sign, is sent to John either by creating an OnBase record (preferred) or by sending to him via email and he will create an OnBase record.



Student Club Business Services Student Clubs and Organization Procedures

John will review the document and negotiate anything with the vendor. UNC fiscal rules mandate that the Colorado Special Provisions be incorporated into any expenditure agreement, so there is usually a little bit of negotiating.

John will then gather Fund Approval from Evan Welch and the signatures for the vendor and UNC.

Depending on the type of agreement, John will also provide review for insurance and liability risks to the University and negotiate that simultaneously if I feel it is beyond usual business (jump/bouncy houses, tents, caterers, etc.).

A final copy will be sent back to you for use for payment authorization. Once you have the fully executed (meaning both parties have signed) copy, this can be used as PCard back up, if payment is made that way, along with the receipt for payment, or as check request back-up, depending on payment method. Remember, once you have the final copy you need to send it to Emily Connor or Janine Walker in the Student Club Business Office so they can issue a check request. If you pay by PCard then provide documentation and let us know so that we can reallocate the charges correctly.

The most important thing to remember – the only person at UNC who can sign any document with an outside party is Michelle Quinn, Senior VP/CFO. She will not sign anything without approval from Contracts, sending Contracts directly to John Chaplain is a good way to get her signature.

John's contact information is: john.chaplain@unco.edu Phone: 970-351-2040 Office Location: Carter Hall 1002