Use of Fund Guidelines

In order to successfully expedite payment for supplies and services, the following guidelines must be followed by Registered Clubs & Organizations (RCO) holding events sponsored by the Associated Students - UCSF, Chancellor's Endowment Fund, Cultural Enrichment Fund, and the Performing Arts Fund.

**Policies & Procedures:**

- All expenses submitted for payment or reimbursement must comply with University policies and procedures. Policies include, but are not limited to, maximum amounts for payment of food and beverages, restrictions on the payment of honoraria and performers/entertainers, etc. It is recommended that the designated representative consult with the Office of Student Life prior to using these funds to insure that all payments and reimbursements comply with UCSF policies and procedures. All requests for payments and reimbursements that do not comply will be the responsibility of the sponsoring organization.

- All payments and reimbursements are processed by the Office of Student Life, and paid through the UCSF Controller's Office. The Office of Student Life cannot issue checks or payments -- it is the responsibility of the sponsoring organization to include an appropriate length of time for these payments to be processed.

- Funds may be accessed by providing an invoice, request for reimbursement, performance/speaker payment request, or by requesting an interdepartmental transfer of funds. The Office of Student Life CANNOT provide cash advances or lump sum payments to the organization.

- Funds may not be used for expenditures requiring UC Payroll processing.

**Reimbursement and Invoice Processing**

- **Reimbursement Receipts:** All receipts must include the vendor name, an itemized list of purchased items, and clearly indicate proof of payment. If you do not have an itemized receipt you can complete the Declaration of Missing Receipt form and submit it with a credit card receipt or other receipt showing proof of payment. If you paid in cash – or – the vendor does not issue a proof of payment receipt, complete the Reimbursement for Cash Payment form. Forms are available at: [http://clubs.ucsf.edu/reimbursements](http://clubs.ucsf.edu/reimbursements)

- All reimbursements to UCSF staff and students must be processed through the MyExpense system (MyAccess). Please refer to the My Expense instructions for more information.

- **Invoices:** Invoices must include the vendor’s name and business address, itemized list of items to be purchased, cost of each item, and terms of payment. A Request for Payment/Reimbursement form must accompany invoices for payment processing. Vendors must complete a W-9 Request for Tax Payer Information form before payments may be processed. Forms are available at: [http://clubs.ucsf.edu/reimbursements](http://clubs.ucsf.edu/reimbursements)

- Requests for payments needed by a particular date must be submitted at least five weeks in advance to ensure that the check will be available by the date needed.

- **Attendance List:** An attendance list is required for all food and beverage reimbursements or payments. For regular events (lunch meetings, etc.), attach a list of attendees to each reimbursement/payment request. For large events (cultural celebrations, etc.) where the

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creation of an attendance list is impractical, please provide a signed statement that includes the name of the organization and event, date of event, and a reason why an attendance list is impractical (i.e., “Due to the size of this event, which was open to all UCSF students, staff and faculty, it was not practical to obtain an attendance list”).

- **Publicity Materials Associated with Your Event**: A flier, email announcement, or other form of communication publicizing your event must be included with your reimbursement request.

- All receipts, invoices and payment requests must be submitted to the Office of Student Life **no later than 30 days after the day of your event(s)**. Expenses submitted after 30 days must include a request for an exception to policy giving reasonable justification for any delay. Expenses submitted after 180 days may not be eligible for funding, depending on the funding source. Contact the Office of Student Life for more information.

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**Performance (Entertainer)/Speaker Payments**

- Honoraria (entertainment, speaker, etc.) **cannot** be paid to UC faculty or staff.

- Honoraria (entertainment, speaker, etc.) **cannot** be paid out-of-pocket and then submitted for reimbursement. (All honoraria must be paid directly to payee for tax reporting purposes)

- For tax reporting purposes, a UCSF Substitute W-9 Form must be completed and submitted with your non-UC Honoraria request for payment. This taxpayer identification and certification form is **required** for payment processing. Forms are available at: [http://clubs.ucsf.edu/reimbursements](http://clubs.ucsf.edu/reimbursements)

- A completed payment request form **must be submitted to the Office of Student Life at least five weeks prior to the event** in order to obtain a check by the date of the performance/presentation.

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**Gift Certificates/Gift Cards**

- Gift cards are only available through the Office of Student Life. Gift certificates and gift cards purchased elsewhere **WILL NOT** be reimbursement. Contact the Office of Student Life for a current list of available gift cards.

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**Requests for Changes in Allocation**

Any changes in the distribution of line-item funds must be submitted by e-mail, to Barbara Smith ([barbara.smith@ucsf.edu](mailto:barbara.smith@ucsf.edu)) in the Office of Student Life. **Requests must be submitted and approved prior to funds being spent.**

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**Event Evaluations – Cultural Enrichment Fund**

At the conclusion of your event, all requests for payments and/or reimbursements, a copy of the event’s publicity, and a project evaluation must be submitted to the Office of Student Life within 30 days.
**UCSF Service Departments**

Interdepartmental payment arrangements may be made between UCSF departments, eliminating out-of-pocket payments by RCOs.

Service Departments (include, but are not limited to):
- Arts & Events (use of piano, etc.)
- Educational Technology Services (ETS: Audio/Visual rentals on campus)
- Millberry Union Conference Center (for venue rental)
- Documents, Media & Mail (reprographics, printing, graphics)
- Moffitt Catering (for catering services)

**Campus Vendors:**
- **Parnassus Campus:** Cafe Bellini, Carmelina’s Taqueria, Courtyard Caffe, Palio Paninoteca, Subway, Terzetto Express, and You See Flowers.
- **Laurel Heights:** The View
- **Mission Bay Campus:** Cafe @ Genentech Hall, Caffe Terzetto, Peasant Pies, Publico, Subway, and The Pub
- **Mission Center Building:** Carmelina’s Cafe

When making arrangements with UCSF departments, groups must obtain documentation stating services to be provided and the total cost. Email this information to the Office of Student Life (Office.StudentLife@ucsf.edu) for approval. Once approved, the Office of Student Life will provide the account information directly to the department.

**Forms & Additional Information**

Forms are available at: [http://clubs.ucsf.edu/reimbursements](http://clubs.ucsf.edu/reimbursements)

**Special Use Areas/Reserving Tables & Chairs**

For information on reserving Special Use Areas (Saunders Court, Medical Sciences Lobby, etc.), access to free tables and chairs, etc., please go to the Office of Student Life website.

Special Use Areas: [http://osl.ucsf.edu/special_use.html](http://osl.ucsf.edu/special_use.html)

Request Forms for Tables, Bake Sales, etc.: [http://osl.ucsf.edu/forms/forms.html](http://osl.ucsf.edu/forms/forms.html)

**Information & Assistance Contact:**

Barbara Smith, Office of Student Life, MU-126 West  
(415) 476-4318, Barbara.smith@ucsf.edu