Trustee Organization Procedures

Check/Disbursement Requests
STORRS ONLY

Guide for submitting check/disbursement requests

UCONN

STUDENT ACTIVITIES

TRUSTEE STUDENT
ORGANIZATION SUPPORT

Overview

This process is for Storrs Trustee Organizations Only

➢ Regional Orgs will submit approval of a Check Request through UCONNTACT PR Process because they actual handle their own check issuance

➢ Storrs Orgs will use a separate process that extends to Business Services because that area handles the check issuance for Storrs Organizations

Check Issuance is restricted to:

➢ Monthly Bill Payment unless can do electronically

➢ Advances for expenses if can't be paid directly, eg:
  ○ Mileage
  ○ Per Diem Meals

➢ Reimbursement which must be:
  ○ minimized,
  ○ approved in advance via PR process, and
  ○ utilized only when direct vendor payment is impossible, such as
    Tier II Travel funded by Tier III Orgs *(check made to T2 RSO only)*

Pre-Purchase Documentation

Monthly Bills:

Complete documentation (both pre- and post-purchase should be scanned in order of the charges on the bill (if scan too big for UCONNTACT, email, use filelocker or one-drive)

Advances:

No PR process in is required for an advance

Per Diem Meals (total potential minus meals provided by venue/lodging)

If mileage not completed during PR, ensure to complete for advance

Estimate of other miscellaneous expenses for which an advance may be sought

Reimbursements:

Complete documentation (both pre- and post-purchase should be a single PDF)

Pre-Purchase
UCONNTACT Form with Approvals
Minutes
T2 Funding Packet, if applicable
Event/Activity Documentation, if applicable
Off-Campus Activity Advising Form (OCAA), if applicable
Travel Itinerary, if applicable
Mileage Affidavit with Map
Correspondence

Post-Purchase
Receipt (see receipt guidance doc) and other documentation
Beneficiary/ies

Titling the PDF

The title of PDF will be the same as the title of the request at the first screen within UCONNTACT.
The titling drives the handling of the request as well as facilitating electronic filing and recall.

The naming convention is as follows:

{ORG} {TOTAL VALUE} {ADV/REIM} {PAYEE} {DESC} {EVENT DATE, as applicable}

ORGANIZATION ABBREVIATION EXAMPLES: (Pick as you like as long as it is differentiated from others)

AP, DC, GSS, HFD, NTMG, SBA, SSW, STM, USG, PIRG, UCTV, WTBY & WHUS

PURCHASING METHOD (Use the Decision Tree to help identify the Purchasing Method)

Method		Use in PR
Advance		ADV
Reimbursement	REIM	

EXAMPLE

USG $2429.20 REIM Tennis Club Comp Travel 9-6-20

HFD $24.20 ADV J Patel Travel 9-6-20

Preparing to Submit a CR

Check with your organization on any **INTERNAL PROCESSES** before you submit your PR

All check requests should be submitted via **UCONNTACT**, along with proper supporting documentation, for approval by organization Treasurer and President followed by review by TSOS.

Submit your Check Request **AT LEAST 3 WEEKS PRIOR** to date of need. This is particularly important for Advances for per diem meals, mileage or a declining balance card.
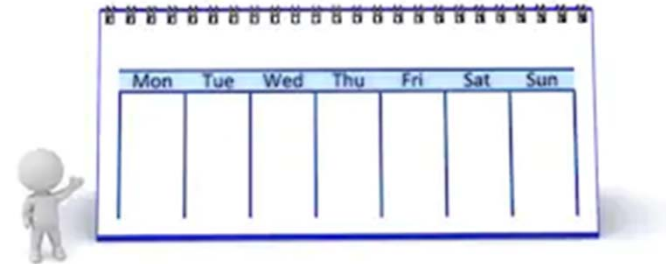
If an **EVENT** is involved, you will be asked for that information, date(s), time(s) and advertising (flyer, email blast, social media posts) so have it at hand before you start

WHO will the purchase benefit - is it all your constituents, a certain club (roster should be part of the funding request) or is it your organization (include roster). Many times, you will have to submit attendance after the purchase but if you know the beneficiaries beforehand, provide those names.
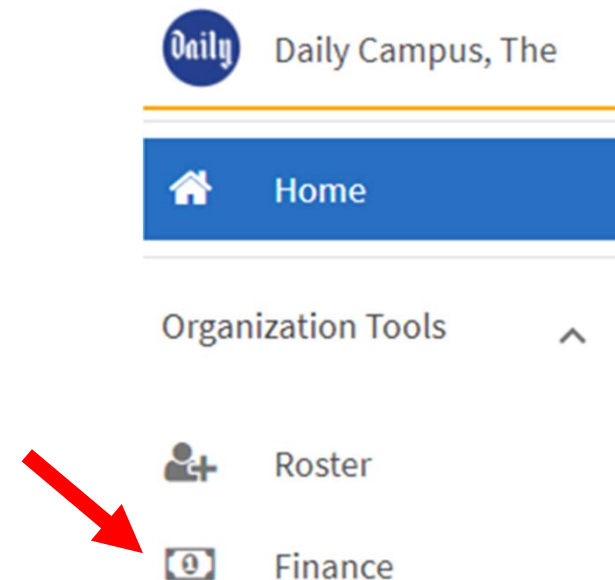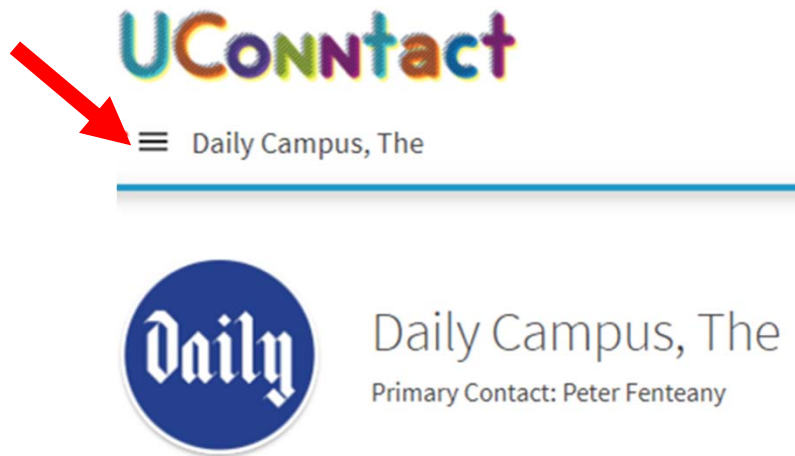
UCONNTACT Sign-on

➢ Ywrk}syv gsq tyxiv Gezhexi ss ygsrrxegx ygsrr2ihy

➢ Navigate to your Organization Page, eg Daily Campus

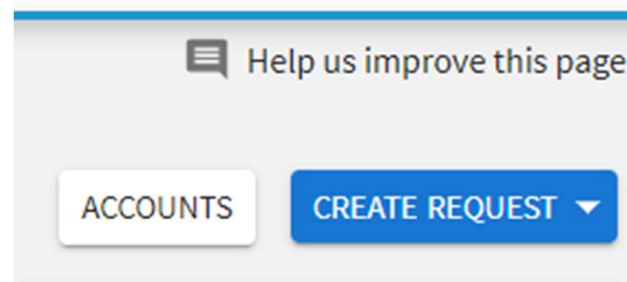➢ Choose Manage Organization on right
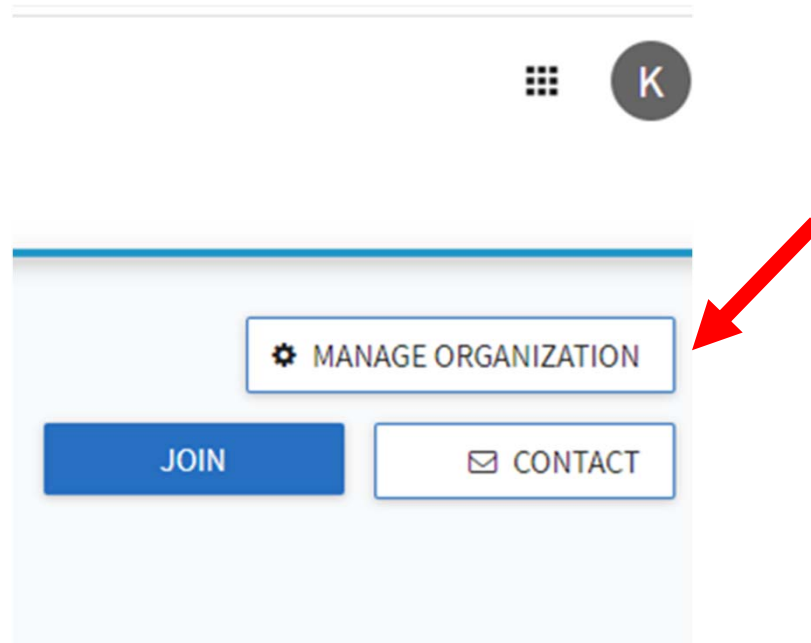
Getting to Finance

➢ Click on the three bars on the left

➢ A menu will slide open on your left

➢ Choose Finance

Creating the New Request

➢ On right side, choose Create Request

➢ A menu will slide open on your left

➢ Choose Create Request dropdown then Create Budget Request*

*Budget Request is hardcoded in UCONNTACT describing the internal process chosen to communicate the information. Disregard its relevance to organization budgets, etc.

Request Title & Description

Choose the Process Titled:

Trustee Student Org Check Request (STORRS Trustee Orgs ONLY)

Indicate the Request Title (should be the same as your PDF)

Org Amount Check Type Payee Brief Description Date (if applies)

Describe the purchase

Hit Next

Org Name & Additional Info

➢ Find your Org Name on the Pull Down Menu

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Choose Your Organization:

Select Answer ▾

⇕ Daily Campus (SABS Acct# 88)

⇕ GSS (SABS Acct# 140)

➢ Open textbox to allow for anything else you want to tell us about the purchase

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Additional information you feel should be documented/communicated about this Check Request:

Type of Check Request

➢ Choose the type of the request

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Choose the type of request:

○ Advance or Reimbursement (MINIMIZE - only when direct payment not possible)

○ Monthly Bill (aka KFS, Kuali or University Bill - Payee: UNIVERSITY OF CONNECTICUT)

○ CONNPIRG (UCONNPIRG ONLY - Payee: CONNPIRG, INC)

○ H&H Donation (UCONNPIRG ONLY)

Stewardship

➢ Confirm Stewardship:

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By submitting/approving this Purchase Request, we attest:

i. the information is complete and accurate,
ii. we have explored all alternatives to meet the need and this represents the most cost effective,
iii. the benefit meets or exceeds the cost, and
iv. the expenditure represents excellent stewardship of student fees by maximizing the benefit to our constituents.
v. it was impossible to pay the vendor directly
vi. reimbursement is not being sought for the purchase of equipment
vii. reimbursement is not being sought for the purchase of services with the exception of personal travel services

⬍ ○ Yes

⬍ ○ No

Check Justification

➤ Since usage of checks, particularly reimbursement, should be minimized, this question asks for the circumstances requiring a check.

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What are the circumstances for this advance/reimbursement?

○ Advance for a Tier 3 Member to be paid prior to the expense being incurred. eg. T3 Member Mileage and Per Diem Meals. This is NOT related to at T2 funding request.

○ Reimbursement for T3 Member to be paid after the expense is incurred -should be MINIMIZED to situations where direct payment is impossible and approved in advance. Please explain the circumstances necessitating reimbursement below.

○ Reimbursement of a Tier II RSO and is related to a funding request - should be MINIMIZED to situations where direct payment is impossible and approved in advance. Please explain the circumstances necessitating reimbursement below.

T3 Member Advance/Reimb

➢ Advances should be used for T3 Members who will be incurring expenses for mileage and per diem meals. They also can be utilized for other expenses for which direct payment is impossible. If travel and after 10/1/20, a declining balance card can be issued for some expenditures not able to be advance or paid directly.

➢ Reimbursement should be minimized and only when all other purchase options have been exhausted.

➢ You will be asked to define the beneficiary/ies

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Define the beneficiaries and provide business justification in _one_ of the following:

EXTERNAL - The direct beneficiaries are those outside the Trustee Org. Please indicate how this purchase enacts your organization's mission to benefit your constituents and enhance the student experience.

INTERNAL - This directly benefits the Trustee Org/Members. Please indicate how this purchase enacts your organization's mission to benefit your constituents and enhance the student experience.

T3 Member Payee Information

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Complete the Payee Name exactly as check should read - First Middle Last

8

Indicate the mailing address for check handling:
(write below exactly as it should appear on the envelope including "c/o" or "attn:" information as applicable)

Multiple Textbox

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Additional Payee Contact Information *only to be used to ensure check is received and cashed:*

@uconn email address

RSO Payee Information

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For **GSS** or **USG** funding of a Tier II,Tier II will be reimbursed. Indicate official Tier II **RSO** Payee Name per **UCONNTACT**:

[   ]

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Handle the check as follows:

○ The RSO has a SABS Account listed below and reimbursement should be directly deposited to Account #:

[   ]

○ The RSO does not have a SABS account and the check should be mailed to the following address:

(write below exactly as it should appear on the envelope including "c/o" or "attn:" information as applicable)

[   ]

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Additional **RSO** Contact Information *only to be used to ensure check is received and cashed:*

RSO Email Address, if applicable

Event

➤ Answer if this purchase is for an event

Is this purchase request associated with an "event"? (an activity with a start and end date and time)

○ Yes, this purchase is for an event.

○ No, this is not for an event.

➤ You will then be asked about the Event:
- o Name
- o Description
- o Start Date/Time
- o End Date/Time
- o If you're hosting, Method(s) of advertising
- o Name

Monthly Bill & CONNPIRG

➢ If a Monthly Bill, you'll need to choose the Month.

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Choose the Month (eg. choose "May" if your bill has May charges. You receive the May bill in June) PAYABLE TO: UNIVERSITY OF CONNECTICUT

| Select Answer | ▾ |

➢ If a CONNPIRG payment from UCONNPIRG

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CONNPIRG mailing address for check handling:
(write below exactly as it should appear on the envelope including "c/o" or "attn:" information as applicable - include HuskyBuy Vendor Page in Packet)

UCONNPIRG H&H

➢ If a UCONNPIRG Hunger and Homelessness Campaign Donation:

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Payee:
(Organization Legal Name exactly as check should be made out - Include Husky Buy Vendor Page in Documentation)

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Mail to the following address: (Write below exactly as it should appear on the envelope including "c/o" or "Attn:" information as applicable)

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Additional payee information for payment coordination as needed:

Organization Website

Contact Name

"Budget" = Max Purchase Value

➢ Choose + Add Item

Line item Details

➢ Choose Expense Category

➢ Choose Name

➢ Enter Description if helpful

➢ Enter Quantity

➢ Enter Cost of Each Item

➢ Check Math is correct

➢ Upload PDF

➢ Title should match PR Title

➢ Hit Save

➢ Can add more items but PDF is only attached to first line

➢ If PDF too large, send to trusteeorgsupport@uconn.edu

New Line Item

* Line Item Category (Required Field)

602 Dues (Expense)

Payment of membership dues
-Must pay vendor directly - reimbursement prohibited
-Commonly handled via ProCard
-Example: Trustee Organization Membership Fee to National Organization

* Name (Required Field)

Description

* Quantity   * Cost   Total

1   X $ =   Cost must be a number.

Upload Support Document (10MB max)

Choose File   No file chosen

CANCEL   SAVE

Submitting

➤ When done, Click Submit

➤ If need to come back, Click Finish Later

➤ After Submission, Treasurer will get email telling them to review the submission

➤ Treasurer can click on the button right in the email to get review the request

Taking Action

➤ Approver can navigate through the screens and download the PDF to complete the Review

➤ If all is in order, click on "Forward to the Next Step"

➤ If revision is required, choose "Add Comment" and "Save" to convey what is needed

➤ Click on "Return for Follow-up"

➤ Comments can be used for any action but always for returns

➤ Look at "Request History" for information on who has taken action

Approval

- TSOS is not the last step in the process and will "Approve" Compliance and Documentation Check is complete sending it to SABS to cut the check

- SABS will enter the check number in Comments and "Approve"

- The date approved will also be the date the check is cut

- Make the purchase up to or equal to the amount that was approved but not beyond (would require new approval)

- Simultaneous with the entry/purchase should be the Quickbooks Entry

- "Enter Bill" in Quickbooks for all except Check Payment

- Look in UCONNTACT in your org under Budget Requests to see the status of those in progress

Request History

✓ Approved
9/4/2020, 3:55PM by Kimberly Miller

Post Purchase Responsibilities

➢ Student leaders are responsible to ensure all documentation is gathered, added to Quickbooks and provided to appropriate staff in a timely manner

➢ There are 3 things you may need for documentation after:

  ○ Invoice or Original Receipt (Always!)

  ○ Constituent Beneficiaries/Attendees, etc (Almost Always!)

➢ All post-purchase documentation should be added to Quickbooks by student leader(s)

➢ Any original receipts for which reimbursement was provided should be marked paid with the date and total check amount (if several were combined). They then should be provided to the organization and kept on file per financial record retention regulations.

➢ Contact information (school, home and work email addresses, phone numbers and addresses) for each check payee should be gathered prior to request. Should a check go outstanding, it is the responsibility of the organization to make and document all efforts to contact the payee to execute the check.

Questions

Trustee Student Organization Support

Ask first and save time and energy!

trusteeorgsupport@uconn.edu

Trusteeorgsupport.uconn.edu

Office 860-486-6461

Thank you!