

Budget/Voucher Check Request Policy & Procedure

It is vital that student leaders understand the voucher check request process in order to adhere to the policies and procedures for vendors (businesses/individuals) to be paid or for a personal reimbursement to occur. Failure to follow these policies may result in a delay with interest group/concentration/GSO funds being accessed.

When student groups are using their funds to benefit student activities, they must ensure that the expense is justifiable by the number of attendees (students) as a part of their fiscal responsibility. If for some reason, there is greater participation of people (faculty, staff, community members) other than students or the expense outweighs the level of student participation, leaders will be responsible to cover the difference since student activity funds are being used to support the event. If it is determined that an organization is in continued violation of this area, they risk approval of future voucher check request forms and disbursement of funds.

Budget Form

- All interest groups, concentrations and GSO must submit a budget form for the academic year, indicating their tentative intention for spending their money throughout the year.
- Budget amounts for groups and concentrations will be provided in early September.
- Please submit the original budget form to the Treasurer no later than **October 1st**.
- Budgets **must be approved** by the Steering Committee and appropriate officials.
- Students are responsible for keeping track of their budget on an ongoing basis. However, GSO treasurer, Sarah Dottor at sswgso-treasurer@uconn.edu, will serve as a resource when clarification or guidance is needed.
- Unused funds do not roll over from the previous year for interest groups and concentrations; it becomes part of the GSO umbrella and helps fund startup costs for the new academic year.

Voucher Check (Expenditure) Request Process

- In order to purchase anything for events (food, supplies, entertainment, etc.), request an honorarium (need an invoice from speaker), or submit for personal reimbursement (not encouraged), leaders must submit a voucher check request form (examples/forms available on GSO resource website), the advertisement (flyer/email announcement) and a projected receipt/invoice to the GSO treasurer.
 - **Purchases, speaker fees and reimbursements cannot be made without a pre-approved voucher check request form.**
 - Any expenses incurred without a pre-approved form **will not be reimbursed.**
 - One form must be submitted for each vendor being used for an event.
 - Direct payment means that we are providing a check (direct payment) to the vendor/individual listed on the voucher check request form.
 - Voucher check request forms must be submitted by the dates established by the GSO Treasurer.
 - Deposits for vendors are not permissible.

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- Businesses/Individuals (not student leaders for personal reimbursement) must be pre-approved vendors with the University prior to providing services and being paid. This is a very important step in the process and **must be done at least 4 to 6 weeks prior to the event.**
 - Inform vendors that they will be paid approximately 4 weeks after the event. If the vendor wishes to be paid the day of the event, leaders must follow steps for the check request process.
 - To determine if a business/individual is already an approved vendor, please email the treasurer at sswgso-treasurer@uconn.edu or iris.strong@uconn.edu with the name, address and phone number of the business/individual.
 - The treasurer will inform you of the answer once they consult with the SSW Finance Office.
 - If the business/individual is not an approved vendor, please follow the vendor process:
 - Process for businesses/individuals to become vendors is a separate process and the steps below should be followed.
 - Submit the person's contact name, name of business, email address and phone number – the name of the person/business must be sent to Iris Strong at Iris.Strong@uconn.edu or Carmen Feliciano Ragland at carmen.feliciano_ragland@uconn.edu in Iris' absence. Please be sure to copy the treasurer on the email at sswgso-treasurer@uconn.edu.
 - An email will then be generated via Husky Buy and the new vendor will need to follow the steps required once receiving a message from Husky Buy. Please inform them that they will need to look for this email and complete the process ASAP otherwise it can delay their payment. **If they are not an approved vendor at the time of the event, they then will not be able to be a presenter.**
- Once the event is done, it is up to the student leader to follow up with the GSO treasurer to ensure that all the necessary paperwork is in order and that the check is sent to the vendor. Leaders should continue to follow up with the treasurer as needed.
- GSO does not use purchase order numbers (PO#) to conduct business. If a vendor requests one, please inform them that as a student organization we do not use purchase order numbers but can provide them with a GSO purchase order form as a commitment to pay the expense.
- *Once the voucher check request form has been approved and the program takes place, the original final receipt(s), sign-in sheet (must have program name, date, time & location of event, student names and Net ID's), advertisement of the event and program evaluation **must be submitted no later than 5 days after the program to the treasurer in the OSAS office, room 106.***
 - *The delay of the submission of these materials can delay payment, jeopardize our business partnership with vendors and delay the access of the leader's future funds.*

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- **Check Request Process:** Leaders who need checks in advance to pay the vendor on the day of service are responsible for coordinating this process with the GSO Treasurer and Bruce Parkhurst, Finance Director. **Checks can take up to two to three weeks to prepare/process and the treasurer is only on campus during limited time periods, please plan accordingly.**
 - The Finance Director prepares checks and mails them to businesses/individuals after the checks are signed. This process can take up to 2 to 4 weeks after a steering committee meeting and the event takes place.

Printing of Apparel/Promotional Material & Use of UConn Logo

- There are restrictions regarding the use of the UConn logos, and the Husky Dog logo. If you would like to utilize any of these images, you must adhere to the University's wordmark and logo standards. These are available online at <http://brand.uconn.edu/downloads/student-organization-use-of-wordmarks-and-logos/>.
- When using your GSO UConn wordmark (logo) on flyers, please be sure that it only appears in black, UConn blue, or white. Be sure that it is not on a distracting background, you do not frame the logo or put it in a box, and that the logo is sized proportionally (hold the shift key when increasing or decreasing the size).
- GSO UConn word mark (logo) can be accessed by sending an email to OSAS at sswstudentservices@uconn.edu.
- The University seal is reserved for official and formal occasions.
- The Husky Dog logo should never be used, as it is reserved for Athletics. The Husky Pride logo found here: <https://brand.uconn.edu/standards/wordmark-and-logos/husky-dog-logo/>, can be used as long as it is not the primary logo on the flyer.
- All logos and wordmarks mentioned above being used on flyers, printed apparel, and promotional items, need prior approval in usage from the University.
- When seeking approval for flyers please complete this form: <https://studentactivities.uconn.edu/uconn-logo-usage-and-form/>. Leaders will receive a response no later than five business days from receipt of email.
- When seeking approval for printing apparel and promotional items, please complete the usage approval form <http://studentactivities.uconn.edu/logo-usage-approval-form-2/>. Leaders will receive a response within five business days from submission of the form.

Questions

- WHEN IN DOUBT, please contact one of the following:

Sarah Dottor, GSO Treasurer, (they/them), sswgso-treasurer@uconn.edu

Bruce Parkhurst, Director of Finance, Bruce.Parkhurst@uconn.edu

Milagros Marrero-Johnson, GSO Advisor, Milagros.Marrero-Johnson@uconn.edu

Krystina Jackson and Megan Krementowski, sswgso-co-chairs@uconn.edu