

**UIC The Office of the Dean of Students**

Student Services Building, Suite 3030  
 Phone: 312-996-4857  
 Fax: 312-413-3716  
 http://deanofstudents.uic.edu

**Account/Program Number**

<input type="checkbox"/> HPSC	908005	<input type="checkbox"/> PSC	908010	<input type="checkbox"/> USG	908015
<input type="checkbox"/> DSC	908006	<input type="checkbox"/> PUB. H.	908011	<input type="checkbox"/> SMBOT	908017
<input type="checkbox"/> GSC	908007	<input type="checkbox"/> UMSC	908012	<input type="checkbox"/> ROCKFORD SC	908020
<input type="checkbox"/> CMSC	908008	<input type="checkbox"/> AHSSC	908013	<input type="checkbox"/> PEORIA SC	908021
<input type="checkbox"/> NSC	908009	<input type="checkbox"/> GNSC	908014	[ ]	

## Request for Funds Form

Payable to: (Check one)    UIC Student/Individual    UIC Department    UIC Student Organization    Outside Vendor

**Person Making the Request:**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 UIN: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Person/Department/Organization/Vendor Receiving the Money:**

Dept/Vendor: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Number/Street/Apt: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 UIN/FEIN: \_\_\_\_\_ FOAPAL: \_\_\_\_\_  
 Email: \_\_\_\_\_

International Students Check Here

Expenditure	Description	Total
Equipment/Supplies	<p style="color: red; font-weight: bold; margin: 0;">NOTE</p> <p style="margin: 0;">Before entering information in this section, make sure you follow <u>all</u> of the appropriate instructions on back of this form. Your funding request will not be processed if it is not completed correctly.</p>	
Co-Sponsorship		
Publicity/Promotions		
Travel		
Food/Catering		
Contracts/Payment for Services		
Gifts/Giveaways		
Honorariums		
Other		
		Subtotal
		Tax
		No Reimbursements University Funds are Tax Exempt
		Shipping
		Misc.
		Balance Due
		0

Print Authorized Officer's Name: \_\_\_\_\_

Authorized Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Organizations

AHSSC=Applied Health Sciences Student Council  
CMSC = Chicago Medical Student Council  
DSC = Dental Student Council  
GSC = Graduate Student Council  
GNSC = Graduate Nursing Student Council  
HPSC = Health Professions Student Council  
NSC = Nursing Student Council  
PEORIA SC = Peoria Student Council  
PSC = Pharmacy Student Council  
PUB. H. = Public Health Student Council  
ROCKFORD SC = Rockford Student Council  
SMBOT = Student Member of the Board of Trustees  
USG = Undergraduate Student Government  
UMSC = University Medical Student Council

## Equipment/Supplies

(Pens, pencils, markers, paper, staples, folders, blank cds, printer ink, computer accessories, etc.)

- Equipment purchases must be approved by the DOS before this form is completed
- Provide the following in the “description” section:
  - list each item that will be purchased
  - how much each item above will cost
  - name of vendor where items will be purchased
  - reason for expenditure (program, office, etc.)
  - if applicable: date, time, location, program name, # of attendees and method of payment)
- You must provide original receipts or invoices with this request no later than 60 days after the expenditure. Failure to do so will result in the University business office taxing the amount of income.
- Each receipt may only be used once and it must be in the name of the student seeking the funds.

## Co-Sponsorship

- You CAN co-sponsor any event with any student organization that is affiliated with UIC (this does not include academic or administrative departments).
- You CAN'T co-sponsor with organizations not affiliated with UIC (this includes charitable organizations).
- Provide the following in the “description” section:
  - what specifically will your money be sponsoring (food, supplies, entertainment, etc.)
  - date, time, location, program name, and # of expected attendees)
- You must provide original receipts or invoices with this request
- Each receipt may only be used once and it must be in the name of the student seeking the funds.

## Publicity / Promotions

(flyers, apparel, posters, brochures, fees associated with the posting, creation or mailing of your publication, etc.)

- Provide the following in the “description” section:
  - each item that will be purchased
  - how much each item above will cost
  - reason for expenditure (program, conference, office, etc.)
  - if applicable: date, time, location, program name, # of attendees and method of payment)
- You must provide original receipts or invoices with this request
- Each receipt may only be used once and it must be in the name of the student seeking the funds.

## Travel

- Travel must be for official UIC business
- You must provide all relevant receipts (hotel, airline, rail, automobile, etc.)
- Refer to the Student Government Resources Guide and the OBFS Website for more specific travel policies.
- Indicate whether or not you are an international student in the “person Making the Request” section
- Reimbursement and the submittal of receipts may only be done after the trip or activity has occurred.
- Foreign travel has different policies than domestic. Visit the OBFS website before traveling overseas. (see: <http://www.obfs.uillinois.edu/>)
- If students split a hotel room, proof of reimbursement to the other student is necessary before any payments will be made (cancelled check, receipts, etc.)
- No third-party transactions.

- Provide the following in the “description” section:
  - reason for travel (program, conference, etc.)
  - date, time and location of departure #1
  - date, time and location of arrival #1
  - date, time and location of departure #2
  - date, time and location of arrival #2
  - form of transportation (air, rail, taxi, bus, etc.)
  - hotel information (name, cost, lodging dates, etc.)

## Food / Catering

- Be sure that all parties know when and where your event is to be held.
- For best service from food vendors, it is strongly recommended that you notify them of the date as early as possible.
- Meal receipts must be itemized.
- NO alcohol!
- Provide the following in the “description” section:
  - 1) price quote provided by restaurant/store/vendor if one was provided
  - 2) itemized menu with itemized pricing
  - 3) delivery cost
  - 4) costs for extra service (linen, silverware, etc.)
  - 5) gratuity cost
  - 6) any other costs not covered above
  - 7) any other relevant information not covered above
- You must provide original receipts or invoices with this request
- Each receipt may only be used once and it must be in the name of the student/vendor seeking the funds.
- Don't forget to show the vendor your tax exempt letter

## Contracts

- Students are NOT allowed to sign contracts.
- The DOS must approve all contracts prior to any signatures
- A University Agreement form must be used in conjunction with any other contracts the other party may utilize. Visit the OBFS website for more information.
- Make sure that both of the contracting parties are in complete agreement before signing anything.
- Be sure to get everything in writing. (Verbal agreements are not legally binding.)
- Be aware that it takes a minimum of 3 weeks for the business office to cut a check to your contracted vendor.
- In some cases, Certificates of Insurance may be

required. Check with DOS to see if this will be needed for your event.

- Provide the following in the “description” section:
  - price quote/invoice provided by vendor
  - description of services offered by vendor
  - description and amount of any other costs (delivery, storage, set-up, etc.)
  - any other relevant information not covered above
  - if applicable, special instructions for method of payment
- You must provide original receipts or invoices with this request
- Each receipt may only be used once and it must be in the name of the student seeking the funds.

## Giveaways / Awards

- All giveaways must be recorded with the Dean of students office.
- Complete the Giveaway / Awards Auditing Form and return it to the Dean of Students office (DOS).
- The recipient of the giveaway will need to come to the DOS to retrieve the item (they will need to bring a photo ID, preferably an I-Card).
- The Giveaway / Awards Auditing Form does not need to be completed for members of your organization receiving a gift/giveaway (trophies, plaques, bookstore gift card, etc.).
- Provide the following in the “description” section:
  - list each distinct item needed for purchasing
  - how much each item will cost
  - name of vendor where items will be purchased
  - if applicable: date, time, location, program name, # of attendees and method of payment)

## Honorariums

- Provide the following in the “description” section:
  - name of member receiving honorarium
  - position of member receiving honorarium
  - uin of member receiving honorarium
  - amount of honorarium
  - reason for honorarium (date of service)

## **If you have any questions:**

The Dean of Students office  
3030 SSB  
(312) 996-4857  
(312) 413-3719 Fax  
<http://deanofstudents.uic.edu>