

Funding Policy & Procedures

USG Hartford 2018 – 2019

OVERSIGHT

The [Operating Policies and Procedures for Regional Campuses Trustee Accounts](#) establishes policies and procedures designed to ensure that student fee funded organizations (Trustee Accounts) are operated in compliance with Sections 4-52 through 4-57a of the Connecticut General Statutes, the State of Connecticut Comptroller's Office, Accounting Procedures Manual for Activity and Welfare Funds and relevant state and University policies. The Finance Committee, chaired by the Treasurer holds weekly public meetings to ensure proper financial oversight and compliance.

SUBMIT BUDGET REQUEST

Submit [budget request](#) at least two (2) weeks prior to the date of your event or when you would like your purchase to be delivered. If requesting food, bus(es), clothing or supplies please see notes below. Quotes are required for all budget requests more than \$250. Applicants will be notified via email within 48 hours of submitting their budget requests with more information and next steps. Please note, USG is a tax-exempt organization and vendors should be notified accordingly.

ATTEND USG MEETING

Attend USG Meeting, answer clarifying questions, and sign any necessary documents.

IF BUDGET REQUEST APPROVED *

Complete [space request form](#) to secure meeting, event spaces, or tables. Submit your event via the University's [events calendar](#)—click add calendar and select Hartford Campus. Once your event has been approved, please email the event calendar confirmation to the USG Treasurer, lorena.minja@uconn.edu, for our records. After receiving confirmation that you've marketed your event, the applicant will be notified of next steps via email.

POST EVENT/PURCHASE

Immediately after your event/purchase please submit an itemized receipt and completed [Sign in Sheet for Events](#) to Paul A. Young's mailbox via Student Services (HTB #106).

FOOD

Here is a list of [Hartford Restaurants](#). Don't forget to factor in beverages, plates, napkins, delivery charge, and tip (max – 20%) into your budget request.

CLOTHING

When submitting a budget request, please submit quote and design proof from our [approved vendors](#) list at least four (4) weeks prior to your event/purchase.

BUS TRIPS

Email paul.young@uconn.edu the date, time, and addresses of all departure and arrival locations at least four (4) weeks prior to your events. Please allow 1 week for bus vendors to share availability and travel expenses. Student Activities will notify you of the lowest bidder. Submit lowest bid when submitting budget request. After funding approved, Student Activities Office staff will contact lowest bid Bus Company via email, and asks them to save the bus until a purchase order (PO) can be processed.

OFFICE SUPPLIES

Office supplies must be purchased via Office Depot through [Husky Buy Evolution](#). Add supplies to your shopping cart, take screen shot of the cart, and submit with budget request. Please assign shopping cart to paul.young@uconn.edu, to finalize the transaction once approved

** If budget request is denied, USG Treasurer will provide guidance for future budget requests.*