

Payment Options for Purchases using USG funds
(USG and Recognized Student Clubs)

Option 1: Online credit card purchases – Using the University credit card of a SAO staff is the preferred method for making purchases. Whether items are ordered on-line for delivery to campus, or food is paid for via phone (for delivery or pick up), this is the best payment method. USG and Clubs can pay for simple items (<\$250.00) like food, decorations, and some supplies, using the UConn Credit Card. If Credit Card Payment via phone is an available option, the USG Treasurer will inform you Note: Items ordered on-line with the Credit Card can be shipped only to the Student Activities Office on campus, not to homes or other businesses.

Process, following USG approval of budget: A student member or officer of the USG or Club signs the Voucher Check Request, authorizing payment of approved funds, at the meeting where the funds are approved. The Student Activities Staff will place order, and receive a confirmation email and order reference number within 48 hours. Student emails Daniel.oreilly@uconn.edu, within 24 hour of receiving, any final receipts and an attendance list, and turns them in to Student Activities Office.

After Purchase: Student Activities staff will notify the USG or Club leaders upon delivery of items. Student Leader must stop by the Student Activities office to review the packages, looking for omissions or damaged goods. For orders made far in advance, see a USG about storing items in the USG basement storage, until your event day arrives.

Option 2: Reimbursement - (USG reimburses student after event). Reimbursement (via check) is ideal for purchases under \$250 i.e. food, supplies, decorations, etc., as the Finance Committee can expedite smaller requests.

Student seeking reimbursement for an already approved expense should email USG Treasurer within 24 hour of event/purchase with a copy of attendance list and itemized receipt.

If student used a personal credit card, in addition to the itemized receipt, USG Treasurer will need a photo-copy of the bank card. For privacy, “black out” ALL information except the last four digits of the card # and the name on the card.

Treasurer will prepare VCR after itemized receipt and attendance are turned in. Treasurer writes check and emails student with details of how to get check from OSS (HTB 106).

Reimbursement is only made via check.

Option 3: Check (Rarely used- preference is to utilize Credit card as much as possible.) Common uses: Paying off monthly Quali Financial System (KFS) bill, Performance artists i.e. henna, caricature, dee-jay photo booth, etc. *

This category requires the service providers to be a pre-approved UConn vendor.