

# Office for Access and Equity (OAE)

## Budget Expenditure Guidelines and Procedures 2011-12

### **Introduction**

UIC is among the nation's most diverse universities. We have been honored for fostering diversity on campus and we consider diversity a strength that contributes to the success of our students and the value of our research. Neither diminishing state support nor a more challenging legal environment should deter us from our commitment to diversity.

UIC established the Chancellor's Status Committees to advise campus leadership on matters relating to diverse campus groups, thereby working to improve the campus climate. To that end, each committee will communicate to the Chancellor the goals and objectives of the committee for each academic year. Expenditures should be in direct support of the committee's charge and be consistent with efforts towards improving the campus climate.

Following the Office of Business and Financial Services (OBFS) Business and Financial Policies and Procedures can help ensure expenditures are in compliance with Federal, State and IRS rules. Complying with OBFS Business and Financial Policies and Procedures can also help prevent loss of state funding, assure proper processing of payments and provide good stewardship. OAE Budget Expenditure Guidelines and Procedures are written to be more specific to the Chancellor's Status Committees, but are one in the same. They are as follows:

### **Budget Expenditure Guidelines and Procedures for the Chancellor's Status Committees**

- The Co-chairs are responsible for overseeing the budget and notifying OAE of an approved budget expense. Because University business practices require that oversight be distinct from authorization, Keana Galloway (kwilke2@uic.edu) will sign, authorizing for payment. The co-chair may send an email approval to [kwilke2@uic.edu](mailto:kwilke2@uic.edu) which indicates the total dollar amount funded and the expense to be covered by the committee.
- Signature approval by OAE is based upon compliance with University guidelines and appropriate usage of the Chancellor's funds. Therefore, *requests must be made prior to the event.*
- A University P-Card (Master Card credit card) is available for most payments. Contact Keana at 312-413-3475
- If a P-Card is NOT allowable for payment, the graduate assistant may complete and send a payment voucher by attachment to [kwilke2@uic.edu](mailto:kwilke2@uic.edu) for further processing.
- Professional services requiring a University Contract, Memorandum of Understanding (MOU) or Request for Honorarium Payment must be signed by a co-chair and reviewed and approved by the Office for Access and Equity prior to any service being performed or contracted.
- Committee vote documentation and approval by both co-chairs is required only when funds are being approved for a co-chair's own administrative unit.
- State or ICR funds may NOT be used to purchase gifts, equipment or alcohol.
- Equipment rental is permitted, equipment purchases are NOT.

- A co-sponsored event is required to be of an educational or business nature (not social).
- Co-sponsorships by the Chancellor's Committee on the Status of [full name, correctly spelled], with no abbreviations, must appear on announcements for the event.
- A copy of the program and original receipt should accompany an invoice for payment.
- Funding for food is only approved with the presence (or invitation) of an outside guest. Vouchers for food must include the anticipated number of non-UIC guests, faculty/staff and students. Submit a copy of the letter of invitation with the voucher.
- Inexpensive promotional items are permitted for events when submitted with budget request. These items must be used and distributed in the same fiscal year in which they are purchased.
- Travel should always be arranged to serve the best interest of the University. Travel for guest speakers is allowed and may be charged on the University P-Card.
- Request for Employee Travel (including student employees) however, requires the approval of Caryn Bills, Director. Send an email to: [cabw@uic.edu](mailto:cabw@uic.edu) cc: [kwilke2@uic.edu](mailto:kwilke2@uic.edu) and refer the employee to <http://www.obfs.uillinois.edu/manual> , Sec. 15 for rules on employee travel.
- Conference Registration Fees may be sponsored by a Committee with the approval of the co-chair.
- Advertisements in an ad book for external community events are not permissible.
- Co-sponsorship of a student organization activity is processed on an Invoice Voucher using ICR funds and must be payable directly to the vendor.

*Note: UIC is tax exempt. Please provide vendors with the tax exempt letter found at <http://www.obfs.uillinois.edu/manual/> Sec 7.4 Cash Purchases or in Sec. 18.6 Taxes*

Graduate Assistants are responsible for completing and submitting payment forms with attachments. The forms most frequently used by the Chancellor's Status Committee's are listed below with an explanation for its use and where you will find them.

Foreign National Payment Checklist must be completed prior to hiring (OBFS web site): This checklist is used to form is used to process payments to Foreign Nationals, also referred to as aliens or persons who are not United States citizens.

Foreign National Payment Form (OBFS manual, Sec. 18): This form is used to form is used to process payments to Foreign Nationals, also referred to as aliens or persons who are not United States citizens.

Miscellaneous Voucher (OAE web site): This form is used to form is used to process payments to UIC departments/units for expenses such as Catering, Meetings and Conferences reservations, Bookstore/MicroStation

Request for Co-sponsorship Helpful Information Form (OAE web site): This form is used to form is used to assist the Committee in collecting essential information regarding Co-sponsorship requests

New Vendor Form (OBFS web site): Graduate Assistants should complete and fax this form to OAE for first-time vendors only to apply for a vendor number.

Public Affairs Requisition (Email to: [publicaffairs@uic.edu](mailto:publicaffairs@uic.edu)): This process is used to request MASSMAIL Communications to Faculty, Staff and/or Students.

Transfer of Expense Form (OAE web site): This form is to process a transfer of an approved expense from one department to another for co-sponsorship. Promptly submit this form with supporting documentation.

Travel/Employee Expense Reimbursement Form (OAE web site) (*refer to OBFS Manual, Sec. 15*) Use for pre-authorized employee travel reimbursements or for pre-authorized and prepaid expenses of \$250 or less and must be submitted within 60 days of travel. Original receipts are required; tips are an allowable expense. Employees should use their UIN in place of the Banner Vendor Number.

Invoice Voucher and Travel/Program Advance Form (OAE web site): This form is used to process payment to consultants and other contractors for professional and artistic services or guest speakers for honoraria and related expenses. *Please be informed that in addition to the Invoice Voucher, a contract may be required.*

Memorandum of Understanding (MOU) (OAE web site): This contract form should be used for agreements with consultants and other contractors for professional and artistic services for services less than \$5,000.

Request for Honorarium Payment (OAE web site): This form, is used to process payments for guest speakers and related expenses that do not require a UIC contract or MOU.

*Note:* Contracts must be **signed by the co-chair, completed, reviewed and approved by OAE prior to any service being performed.** *See Sec. 17 of the OBFS Policies and Procedures Manual for details on university contracts.*

For forms found on the OAE web site, please go to <http://www.uic.edu/depts/oea/Forms.html> . These online forms allow you to type in the vendor information, download, and print copies. Note: Each Status Committee's CFOAP information can be obtained from Keana Galloway.

Please use the following format when preparing a voucher for payment:

- ✓ DEPARTMENT: Access and Equity (CCSXX)
- ✓ CONTACT PERSON: Keana Galloway (312) 413-3475 Fax: 413-0055
- ✓ ROOM AND BLDG: 717 MB
- ✓ MAIL CODE: 602

Please remember to send the payment form with one or more of the attachments as required: flyer, program, letter of invitation, vendor invoice, price quote or original receipt, original credit card statement (if original credit card receipt is lost), honorarium *or* MOU contract.