

## Chancellor's Status Committee's Request for Co-sponsorship Helpful Information Form

*(Notes: Co-sponsorship is a request to cover an expense; it is not a "donation" or "contribution".*

*Co-sponsorships must meet the goals and mission of the committee.)*

Status Committee initiating request: CCSAA   CCSB   CCSL   CCSLGBTI   CCSPD   CCSW

### Organization Information

Date:		Phone:
Organization:		Email:
Person to Contact:		Address:
Title of Proposed Activity:		Date of activity:

NOTE: For UIC department to department transfers, please submit the Transfer of Expense Request Form instead.

- Letter addressed to co-chairs requesting sponsorship, amount, service or item to be budgeted, rational and DRAFT of the flyer or program with the event title, date, time and place. Please list the Chancellor's Status Committee as co-sponsor and spell name out in full correctly. No abbreviations. **If the expense being covered is for catering**, write the number of: **Invited outside guests expected (1 or more required) \_\_\_\_\_, students \_\_\_\_\_, faculty/staff \_\_\_\_\_.**
- Graduate Assistant (GA): Forwards a copy of this form with the letter of request, budget info, flyer, etc. **to the co-chair for approval by the co-chair. Co-chair: please include the dollar amount approved and name the item, service or expense to be covered (See page 2).**
- Request for employee and student travel *require* pre-approval by Patricia Gill. Co-chairs may e-mail travel request to [pagill@uic.edu](mailto:pagill@uic.edu), cc: [kwilk2@uic.edu](mailto:kwilk2@uic.edu). See sec. 15.1 Travel Regulations at [www.ofbs.uillinois.edu/manual/](http://www.ofbs.uillinois.edu/manual/)
- Once approved, GA requests and gathers **Original Documents** and **submits** them (i.e., original receipt, price quote, a signed contract --MOU or honorarium, a program for the event, a new vendor form if necessary) **to OAE prior to the event for review. GA processes payment forms, keeps a copy for files and follows up.**  
UIC is tax exempt. *Please use the tax exempt letter found in Section 7.4 Cash Purchases.*
- GA and OAE confer whether the documents and forms were approved and processed for **payment within 30 days.** (For more info on documents required for payment see [www.ofbs.uillinois.edu/manual/](http://www.ofbs.uillinois.edu/manual/) Sections 7.6 The University P-Card, 8.2 Vouchering and Payables, and 8.3 Voucher Receipt Documentation). **NOTE: Purchases made on behalf of the university need to be approved prior to purchase and are subject to \$250 limit unless a p-card is used.**

#### Payment forms:

Foreign National Payment Form, Invoice Voucher, New Vendor Form, Travel/Employee Reimbursement

- Complete the Foreign National Payment Checklist prior to hiring, refer to OBFS Section 18.2. Contact Keana at 3-3475 & fax required information to 3-0055. Upon approval, complete the Invoice Voucher/Foreign National Payment Form with attachments as required.**

**Payment forms (continued):** Invoice Voucher, New Vendor Form, Travel/Employee Reimbursement, and Miscellaneous

---

- [Invoice Voucher is used for payment to an outside vendor, guest or non-UIC employee.](#)  
(e.g. submit a program or flyer, vendor's invoice, original receipts, credit card statement, a signed contract -- Honorarium or MOU Form, or a New Vendor Form when necessary.
- New Vendor Form faxed to apply for vendor #. For 1<sup>st</sup> time vendors only. Fax to OAE 3-0055.
- [Employee Expense Reimbursement Form/Travel](#) Employee's signature is required. Attach documents
- [Miscellaneous Invoice Vouchers](#) are used for intercampus services.

C-FOAPAL account #'s are pre-printed on invoices at OAE website. Student Organizations should supply you with their 3-digit **COF account and mailing information in order to receive payment (by ICR funds only).**

<b>Co-Sponsorship Approval Information:</b>
---

OAE reviews OBFS policies and procedures have been met before processing any payment. The possibilities for not approving requests exist if Illinois state laws, IRS tax laws and the University's policies and procedures are not met. Please call Keana at 3-3475 if you have any questions or visit the OBFS website at [www.obfs.uillinois.edu/manual/](http://www.obfs.uillinois.edu/manual/). Forms and guidelines used by the Chancellor's Status Committees may be found at the OAE web site at: [www.uic.edu/depts/oa](http://www.uic.edu/depts/oa).

<b>Authorization</b>
----------------------

This proposal was approved with the endorsement of the Committee Co-chairs.

**The committee agrees to cover the cost of --name expense --e.g. supplies, printing, catering or honorarium: \_\_\_\_\_, a dollar amount of \$ \_\_\_\_\_ for the event entitled:**

---

**(Co-chair's signature)** \_\_\_\_\_ **or approval by email to [kwilke2@uic.edu](mailto:kwilke2@uic.edu)**

**Date approved --prior to event:** \_\_\_\_\_

Please submit this form with the proper documentation and voucher for payment to:

Office for Access and Equity (M/C 602)

Keana Galloway

Room 717 Marshfield Building

809 S. Marshfield

Chicago, IL 60612

Fax 312 413 0055

Email: [kwilke2@uic.edu](mailto:kwilke2@uic.edu)

Phone: 312 413 3475

For OAE use only: Reviewed: \_\_\_\_\_ Approved: \_\_\_\_\_ Returned: \_\_\_\_\_