



UNIVERSITY FUNDING BOARD FUNDING HANDBOOK

2023 – 2024

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Letter from the President

Dear Student Organization Leaders,

As students of this great university, we are afforded privileges, resources, and opportunities that shape our collegiate experience and, in turn, our lives. The Center for Student Involvement (CSI) continuously facilitates the framework for an outstanding Bearcat experience for each of us, comprising student involvement, passion, and pride.

I congratulate and thank you for challenging yourself by becoming a student leader at the University of Cincinnati. I am excited to see what you will do—not just for yourself, but for your student organization, as well, throughout your time here at UC.

As a branch of Student Government, the University Funding Board (UFB) is made up of a representative field of students who work alongside CSI staff to ensure that your student organizations are able to accomplish their goals. The board provides numerous resources for student groups, such as office hours, workshop education, and direct advice to student leaders.

UFB exists to work with you and your organization and assist you in your success. We take pride in being able to be part of your experience with our ability to foster, fund, and promote your initiatives both on campus and across the country.

We model ourselves after the Center for Student Involvement and share their core values:

Inclusive Community
Leadership
Engagement
Advocacy
Discovery

With these in mind and on behalf of the entire board, I wish you the best of luck in the upcoming year. Please do not hesitate to contact me for any help this year. It is our responsibility to make this university grow, and the board & I look forward to collaborating with you in this effort.

Proudly Cincinnati,

Rohan Desarapu

ufb@mail.uc.edu | desararn@mail.uc.edu

About University Funding Board

The University Funding Board (UFB) is a group of diverse students responsible for ensuring that student organizations are able to get the funding they need to further their purpose and enhance the Bearcat experience in various ways. The purpose of UFB is to allocate the portion of the general fee money that it is granted by the Board of Trustees, who receive suggestions from the SACUB to the undergraduate and university student organizations that promote interaction and awareness through programs that serve to directly benefit the entire student body. UFB is a branch of Student Government.

UFB has several responsibilities, including working with other branches of Student Government, such as the Student Activities Board and Student Senate. UFB shall consider all budgets and funding requests of approved student organizations registered with SAB. UFB ensures that organizations granted funding are holding and attending events that promote interaction and increase awareness among the student body and evaluates the allocated funds according to the UFB rules and procedures as established in the Criteria Governing the Allotment of Funds (Criteria). The Criteria are submitted to the Student Senate for approval yearly.

UFB shall develop rules and procedures governing the:

1. Submission of budgets and funding requests;
2. Accounting and auditing procedures; and
3. Purposes for which money may be allocated.

UFB is one of the main components of the Center for Student Involvement (CSI). The mission of CSI is to promote and guide purposeful student engagement, foster a sense of community, and provide opportunities for student growth and leadership development. We aspire to create an inclusive environment that celebrates diversity and enhances our students' ability to become global citizens.

Values: Growth, Community, Learning, Diversity, Integrity

Motto: Develop as a Leader, Grow as a Person.

Contact Information

UFB GetInvolvedUC Page

Student organizations should refer to the [UFB GetInvolvedUC page](#) for information, office hours, forms, etc. Most forms can be downloaded from the website.

Office Hours

Office Location: Student Government Office – Steger Student Life Center, Room 655.

UFB offers office hours as a service to address questions you may have about the budget request process. We love to help you! We can check your budget and advise you on how it adheres to our criteria. We will recommend any changes that we feel will help the budget get approved, including securing additional documentation.

Consulting a UFB member prior to submitting a budget is highly encouraged; however, any consultation provided by members of UFB, their advisor, or any person associated with UFB is only advice. In no way should consultative advice be taken as a binding agreement on the board's behalf, as final decisions on funding allotment are always a board decision.

Office hours are posted on the [UFB GetInvolvedUC page](#) and in the Student Government Office. If you cannot make one of the scheduled hours, you are encouraged to contact any UFB member to schedule an appointment.

2023-2024 University Funding Board Executive Board Members

Rohan Desarapu, desararn@mail.uc.edu President
Pukhraj Vangani, vanganpj@mail.uc.edu Internal VP
Yusuf Alam, alamyf@mail.uc.edu External VP
Ibrahim Ranginwala, ranginia@mail.uc.edu Treasurer
Sohan Shah, shah4ss@mail.uc.edu Secretary
Liam Kelley, kellelyt@mail.uc.edu SACUB Representative

UFB Advisor, CSI Program Manager

Rachel Boote, booterl@ucmail.uc.edu

Financial Administrators

The financial administrators review and approve purchase requests and make payments for approved funds. The financial administrators cannot advise on how to fill out budgets – please see UFB members for assistance.

For contact information call CSI at (513) 556-6115 or visit the [CSI website](#).

Important Dates and Deadlines

- Budgets must be submitted by 12:00 pm Tuesday
- Any budget request sent back for missing documentation is due by 10:00am on Thursday
- Budgets should be submitted for events that are at least 14 days prior to the Tuesday you submit your budget. You are encouraged to submit your budget much earlier though!

The following deadlines are important for your organization to keep track of:

August 31, 2023: First meeting of Fall semester

November 23, 2023: No meeting, Thanksgiving Break

November 30, 2023: Last meeting of Fall semester

January 11, 2024: First meeting of Spring semester

February 27, 2024: Budgets for Spring Break events must be submitted by 12:00pm

March 14, 2024: No meeting, Spring Break

April 16, 2024: Budgets for summer** and early Fall*** events must be submitted by 12:00pm

April 18, 2024: Last meeting of Spring Semester

May 15, 2024: Spending Deadline****

**Summer events are those that begin between the Monday following spring commencement and the Sunday before the first day of fall classes.

***Early fall events are those that begin within the first twenty-one (21) days of the fall semester.

****All purchase requests must be approved by the organization treasurer and advisor by this date to be processed.

Helpful Tips

1. ***Be prepared.*** It will take a lot more time to build a budget from scratch during an office hour than to bring your information and documentation with you.
2. ***Be proactive.*** You should begin building your budget as early as possible, and organizations have the most ease and success when they work with UFB from the beginning of the process. Budgets must be heard at least 14 days before the event occurs but can be heard months in advance if prepared early.
3. ***Be educated.*** As a leader, you are responsible for completing any required training and all the material in this document (deadlines, rules, etc.).

Notice of liability: UFB is not liable for any missing documentation after the organization has been notified or the denial of a budget. We offer our best advice to organizations but are subject to and defer to the funding criteria to approve or deny budgets.

UFB Meetings

UFB meets on **Thursdays at 6:00 pm in the Tangeman University Center (TUC) 423**. Time and location changes are posted to the UFB GetInvolvedUC page. UFB meets every Thursday except the following:

1. the first week of the fall semester
2. during finals weeks
3. during the summer semester
4. when UC is not in session (breaks, closings, etc.)

Budgets must be submitted by 12:00 pm Tuesday to be reviewed by UFB members.

Any budget request sent back for missing documentation is due by 10:00am on Thursday.

Student Organization Responsibilities

The responsibilities listed below should be considered guidelines and not a complete listing of organization duties. Anything pertaining to the relationship between UFB, and the individual organization is the responsibility of the organization's treasurer and president. Each organization must elect, appoint, or designate a treasurer and president to perform the following duties:

- A. Complete the RESET process each academic year.
 - a. If you have officer elections in the middle of an academic year, **the new president and treasurer are required to complete the RESET process** as well.
 - b. All treasurers are required to complete mandatory treasurer training as part of RESET.
- B. Complete RSO 101
 - a. This is a required training offered by the Center for Student Involvement that is required for all student organizations utilizing on-campus funding.
- C. Manage all funding available to your organization in partnership with your advisor.
 - a. You are accountable for any overspending and will owe the university money if this occurs.
- D. Request funding using the GetInvolvedUC online budget submission system
 - a. Only officers who have completed RESET may submit budget requests. RESET prepares you to know how to complete and submit a budget, but please do not hesitate to ask UFB members to help you during their office hours (see [Office Hours](#)).
- E. Make sure your organization **submits all documentation and funding requests by the required deadline**, these are hard deadlines and exceptions will not be made.
- F. Once a budget is approved, it is your responsibility to follow through on the purchase request process and work with a financial administrator to spend approved funds.
- G. **All Purchase Requests must be approved by your organization's treasurer and advisor** to be processed. This is done online through GetInvolvedUC.
- H. Inform other members in your organization about UFB policies, procedures, expectations, and other regulations and ensure all organization events follow these requirements.

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Important Information Regarding Changes in Policy

Please note: Policies and procedures are subject to change based on changes with UC policy and/or policies within the Center for Student Involvement. Please visit GetInvolvedUC for the most up to date versions of the RSO and UFB handbooks.

University Funding Board Criteria for RSO Funding 2023-2024

Purpose: The University Funding Board (UFB) serves as the financial backbone for the undergraduate student body by enhancing the Bearcat experience through educational value and positive community engagement. We function to equitably allocate the general fee to approved organizations to foster a diverse and inclusive environment through events and essential investments.

Eligibility for Funding

Organizations eligible for UFB funding:

- A. Must be a registered RSO with the Student Activities Board (SAB) via GetInvolvedUC and remain in good standing with SAB and the university.
 - a. An RSO organization is defined as a group of university students who unite to promote or celebrate a common interest.
- B. Organization president and treasurer have completed an RSO 101 required training through the Center for Student Involvement.
- C. Newly formed RSOs must wait two (2) weeks after SAB approval before receiving any funding.
- D. Organizations that are eligible for GSGA funding or that have selective membership may be eligible to request funding for events on-campus that are open to all students.

Organizations not eligible for UFB funding:

- A. Any organization that does not have an elected president and treasurer
- B. Any organization that receives a consistent allocation from other areas of the general fee
- C. Any organization that has outstanding bills with the university and/or one of its offices/partners.
- D. Any organization eligible for Graduate Student Government Association (GSGA) funds.
- E. Any organization that has selective membership (i.e. applications or member fees)
- F. See Organizations Eligible for Funding Item D for exceptions.

General Funding Guidelines

- A. All budget requests must align with the organization's primary purpose/mission as registered with SAB.
- B. Organizations must use the online GetInvolvedUC system to submit all budget requests.
 - a. Budget and purchase requests can be found in the Finance tab of the organization's GetInvolvedUC page.
 - b. Budget and purchase requests must be submitted by a student member of the organization.

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Description of Funds Available to Registered Student Organizations

Each RSO eligible to receive UFB funds may request funding for Operating, On-campus events, Off-campus events, and essential investments. **All funds are allocated on a first-come, first-served basis.** There is always a chance that we will exhaust our funding before the end of the academic year; thus, we encourage you to start planning as early as possible.

Operating Funds

Each RSO eligible to receive UFB funds may request up to \$500* each academic year for operating expenses. A Purchase Request can be submitted to access these funds from the first day of the fall semester until May 15. Your advisor must approve each expense.

Operating funds are intended to be used for the general management of the organization at their discretion. Funds can be used to help purchase any supplies or other materials that a student organization may need to hold a productive meeting or event.

To access operating funds, organizations must submit a purchase request through the online GetInvolvedUC system. The [How to Submit a Purchase Request Guide](#) is a great resource when requesting these funds.

Appropriate Uses of Operating Funds

- A. Food for recruitment events and meetings
- B. Uniforms
- C. Office supplies*
- D. Materials for programs (decorations, reusable items, costumes, etc.)
- E. National chapter registration fees
- F. Prizes/giveaways
- G. Contingency funds for budget overages

Inappropriate Uses of Operating Funds as outlined by [Items Not Funded by UFB](#)

- A. Anything in violation of university policies (alcohol, etc.)
- B. Food for a limited number of organization members
- C. Unethical or excessive purchases
- D. Gift cards
- E. Bake sale supplies
- F. Seed money
- G. Fundraising money
- H. Any purchases made after the operating fund's deadline

*Your organization can purchase supplies through Central Stores, which buys in bulk from GBEX Products. The office supply book is available at the UFB financial administrator's desk. UC receives about a 40% discount or more on the listings in the catalog.

On-Campus and Off-Campus Events

Each RSO eligible to receive UFB funds may request up to \$5,500* each academic year for on-campus events, off-campus events, and essential investments.

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On-Campus Event:

An on-campus event is defined as any event that is held at UC's Uptown West Campus or UC's Medical Campus that does not require the organization to stay overnight to attend.

Off-Campus Event:

An off-campus event is defined as any off-campus event and/or event in which any member of the organization will stay overnight as a part of the event.

- A. All off-campus events require you to submit an [Online Travel Authorization & Roster](#).
- B. For trips over 100 miles from the University of Cincinnati Uptown Campus, or overnight, it is required that organizations rent vehicles through the university. Use of personal vehicles is allowed on a case-by-case basis and must be approved by the Center for Student Involvement.
- C. Funding off-campus food will be considered if an organization can ensure and offer transportation for UC students to attend.

On and off-campus events funded by UFB must provide educational value as determined by the board. The educational value must be related, but is not limited, to one of the following categories: Community Engagement, Creativity, Professional Development, Leadership, or Cultural Exchange. These events must align with the organization's primary purpose/mission as registered with SAB.

All events must be open and free of charge to all UC students; however, this rule does not apply when requesting off-campus funds for an event not hosted by the student organization.

Essential Investment Funds

An essential investment is defined as equipment that is essential to the fundamental purpose of the organization and will be used consistently in events/meetings throughout the year. For these requests, a [UFB Essential Investments Request Form](#) must be completed and attached to your budget request as a pdf.

Items Not Funded Per University Financial Policy

- A. Anything in violation of university policies (alcohol, weapons, controlled substances, etc.)
- B. Items for personal use and items for non-university purposes
- C. Honoraria for current University of Cincinnati students, faculty, staff, administrators and alumni that have graduated within the past 2 years
- D. Honoraria for family of members of the student organization requesting funding
- E. Goods and services including software or hardware requiring an agreement to be signed
- F. Fundraising or seed money; this includes any item that will be sold in a fundraising event (e.g., loans, bake sale supplies, etc.)
- G. Donations to charitable organizations
- H. No rewards cards (e.g., Kroger Plus, Amazon Prime, hotel rewards programs, etc.) can be used with any purchases made using university money either directly or through reimbursement
- I. Purchases and reimbursements through mobile payment systems (e.g., Venmo, PayPal)
- J. Gift cards and/or
- K. Any purchase not made in US dollars

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Items Generally Not Funded by UFB

- A. Per Diem costs for competitions. This includes any kind of food costs that students might incur. Students are not permitted to use university funds on per diem food costs
- B. Any item deemed excessive by UFB and/or not fully justified by the organization to be essential to the primary purpose, operations or programming of the organization
- C. Any student participating in an on or off-campus program for monetary prizes (with the exception of AIC organizations)
- D. The cost of shipping cannot exceed half the cost of all items being purchased
- E. Programming events centered on social entertainment that lack sufficient educational value and are not accessible to the student body
- F. Insurance, national or state membership fees/dues for individuals
- G. Web conferencing subscriptions (e.g., Zoom)
- H. Advisor costs will be assessed on a case-by-case basis

*All purchases must also align with the regulations set forth by the University of Cincinnati.
This list is not exhaustive and is subject to change.*

Preparing a Funding Request

Types of Requests

Budget Requests

All On-campus events, Off-campus events, and Essential Investments require the submission of a Budget Request that will be heard by UFB to receive funding. Operating funds do not require a budget request.

Purchase Requests

Purchase Requests are required for any purchase made with allocated funds (i.e., operating funds and approved budgets)

General Information for UFB Funding Requests

- A. UFB hears budget requests at 6 PM on Thursdays when school is in session during fall and spring semesters except for the first week of the fall semester, any day the university is closed, AIC weeks, and every final exam week. Meetings are almost always held in TUC 423. Location changes will be posted on the UFB GetInvolvedUC page.
- B. Only one budget request per event may be submitted (See [Co-Sponsorships](#) and [Appeal Process](#) for exceptions). Events are distinguished by their date, name, general-purpose, and discretion of the board.
 - a. While not required, it is recommended organizations review budget requests with UFB members during office hours (See [Office Hours](#)).
- C. All funding requests require an event purpose, description, and agenda outlining the schedule of the event, except standalone requests for essential investments.
- D. All events must have an event created on GetInvolvedUC.
- E. Funding requests must be received by 12:00 pm Tuesday to be heard at that Thursday's meeting. UFB members will check funding requests and notify organizations of

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outstanding requirements. Any outstanding documentation must be submitted by 10:00 am that Thursday via GetInvolvedUC unless requested otherwise by a board member. Any documentation submitted after 10:00 am on the Thursday the budget is to be heard will not be included with the budget request.

- F. All budget requests must be heard on a Thursday no fewer than 14 days prior to the event.
- G. Budget requests cannot be submitted for line items that have already been purchased.
- H. Make sure you review the [Preparing a Funding Request, Items Not Funded Per University Financial Policy](#) and [Items Generally Not Funded](#) when preparing to use funding and submitting a budget.

Early Fall/Summer Requests

Summer Semester Requests

- A. Organizations are eligible for funding for two events in the summer semester and these events must be unable to be held during the fall and spring semesters.
- B. Summer funding requests must be submitted by the fifteenth (15th) week of the spring semester.
- C. For UFB's purposes, the summer semester will be defined as follows:
 - a. Beginning the first Monday following Commencement and ending the day immediately prior to the first day of classes for the fall semester the following academic year.
- D. These funds are allocated from the fiscal year in which the event occurs. The new fiscal year begins on the first of July.

Early Fall Semester Requests

- A. Requests for funding during the first twenty-one (21) days of the fall semester must be submitted by the fifteenth (15th) week of the spring semester of the previous year.
 - a. Student organizations approved for these funds will not have access to them until they complete RESET, are approved for that year by SAB, and president and treasurer complete RSO 101.
 - b. These funds are allocated from the fiscal year in which the event occurs. The new fiscal year begins on the first of July.

Requirements for On and Off-Campus Funding Requests

Documentation

- A. All expenses included within the budget request must be justified by supporting documentation that is submitted via GetInvolvedUC.
 - a. If the documentation provided shows a higher price than that of the line item, then the line item can be adjusted during the meeting only if approved by a member of the organization.
 - b. Text messages will not be accepted as documentation.

Advertising

- A. If requesting funds for advertisements, a copy of the advertisement must be included.
- B. For food and beverage events, a flyer indicating food is available or a list of attendees is required documentation.

Food and Beverages

- A. Generally, funds for food and beverages should go towards UC students. However, funding for non-UC students will be left to the board's discretion. This decision will be determined based on how closely the event aligns with the organization's mission and/or purpose.
- B. All service, delivery, and wait staff charges are to be included in the "Other" line item.
- C. If food will be provided at the event, organizations must provide an advertisement for the event indicating the availability of food.
- D. If you are hosting your event in an exclusive catering location (TUC, Stratford Heights, CRC, or Steger) you will need to work with Conference and Event Services to ensure you are following their guidelines.
 - a. If you are hosting an event in one of these buildings and Classic Fare does not offer the menu you're looking for, you can submit a Food Waiver Request Form.
 - b. The food waiver does not include beverages. Organizations will need to place a water bottle order for the number of people attending with Classic Fare Catering.
 - c. Please contact Classic Fare Catering (513-556-3135) to receive your 50% student organization discount and invoice. You may include beverage cost in your event budget request with no impact on your organization's \$5,500 budget cap.
- E. See [Conference Registration Article B](#) for food at conferences.
- F. See On-Campus Events, Off-Campus Events, and Essential Investment Funds Article A for food at off-campus events.
- G. See [Performer & Performer-Related Expenses Article E](#) for food for performers.

Transportation

- A. All student group travel requires a [Travel Authorization and Roster](#). This document should also be uploaded in a budget request including travel costs.
 - a. At least 51% of students traveling must be undergraduates as verified by the travel roster and organization roster on GetInvolvedUC.
 - b. In the event the travel roster changes, organizations must provide the Program Manager and financial administrator with an up-to-date copy prior to departure.

- B. For funded student travel more than 100 miles from UC's Uptown West Campus, organizations must utilize UC Transportation.
 - a. To rent a vehicle, organizations must:
 - i. Contact the University's AAA agent at 513-762-3200
 - ii. Let the agent know that they are renting vehicles as a student organization through CSI.
 - iii. Receive a confirmation and itinerary to be uploaded as documentation in their budget request submitted at least 14 days prior to travel.
 - iv. Budget and purchase requests must be approved prior to travel, or the rental will be cancelled.
 - b. For more information on student organization travel and vehicle rental, refer to the [Student Organizations website](#).
 - c. Exceptions to travel radius are determined by the Center for Student Involvement (CSI).
- C. If an organization requests gas reimbursement, a cost of \$0.25 per mile traveled will be assigned for UC vehicles.
- D. For transportation services such as Uber and Lyft, UFB will honor the highest estimate provided by the service per documentation.
- E. Citations and other violations are the responsibility of the organization.
- F. UFB will fund airline tickets on a case-by-case basis when it is safer and more cost-effective for organization members. Selected flight information is up to the discretion and approval of the UFB advisor and CSI financial administrators.
- G. Any request involving international travel must be approved by UC International before funds can be allocated.

Conference Registration

- A. All conference funding requests (in-person and virtual) must include:
 - a. An agenda to support the educational value of the event.
 - i. If the current year's agenda has not been published, a previous year's version will be accepted.
 - b. A [Travel Authorization Form & Roster](#)
 - i. A minimum of one-half (1/2) of members attending must be undergraduate students.
 - ii. Funding for conferences cannot be used for individuals not currently enrolled at UC at the time of the conference (ex. If graduating in Dec. 2022, you cannot attend a conference in Feb. 2023)
- B. UFB will not fund food for students at conferences. However, if an organization cannot opt out of the cost for meals included in the conference registration, no deduction from the registration line item will be made.

Hotel/Lodging

- A. Incidental charges are the responsibility of the funded organization.
- B. Lodging may not be purchased through third-party sites (e.g., Expedia, Travelocity, etc.).

- C. Organizations are responsible for all follow-ups on hotel payment authorizations and will be provided with steps regarding follow-up when making payments with the financial administrator.
 - a. Organizations are responsible for making sure their bill is tax-exempt when checking out of the hotel and can find all related tax-exempt forms on the Office of the Treasurer website. Any tax charged to the organization is the responsibility of the organization to cover.
 - b. If an organization is having rooms held before coming to see the financial administrator, they must include the financial administrator in the email to ensure receipts are received in a timely manner.

Essential Investments

- A. Student organizations may request a maximum of \$1,500* for essential investments per year.
 - a. If organizations reach the maximum amount, then they can appeal for additional essential investment funds at the discretion of the board.
- B. Organizations can submit either a standalone essential investments request or include essential investments as a line item in a funding request for an on-campus event.
- C. When requesting funding for essential investments the following documentation is required:
 - a. [Essential Investments Request Form](#) (available on GetInvolvedUC); and
 - b. Documentation of the item price(s).
- D. Once investments are approved, quality assurance will be implemented in the following ways:
 - a. If materials and/or equipment are damaged, lost, or stolen, then an [Incident Report Form](#) (available on GetInvolvedUC) must be submitted immediately to UFB for traceability. If stolen, a police report must be filed and included with the Incident Report Form as documentation.
 - b. Audits, based on random selection, will be conducted before the conclusion of the Spring semester. Audits will ensure that there are no unreported discrepancies between the approved request and the current condition of the investments.
 - c. If discrepancies during an audit are found, the organization will not be able to request new materials and/or equipment for the subsequent Fall semester.
- E. Organizations are responsible for informing UFB of the new storage location and contact person during re-registration.
- F. Organizations must request all merchandise with the UC name through an [approved internal vendor](#) such as Associated Premium, Consolidus, or Munoz Brands.
 - a. Any designs for merchandise that include the UC logo must be approved by the UC Licensing Department.

Co-Sponsorships

- A. Co-sponsorship requests should be submitted as follows:
 - a. Each organization involved must submit a separate funding request with the same event name and indicate in the title that the budget is a co-sponsorship.

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- b. Each organization will request specifically for the funds they intend to cover for the event in their individual budget.
- B. If the co-sponsoring organization is not UFB-funded, documentation of commitment to co-sponsor must be provided.
- C. The purpose of the event must align with the purpose of each co-sponsoring UFB funded organization.
- D. More than one (1) organization may apply for funding for organizations attending the same conference.

Performer & Performer-Related Expenses

- A. Funding requests for events based around a performer/speaker, that is not a member or advisor of the organization must include the following:
 - a. Written documentation of the performer’s intent to attend.
 - b. Credentials for how the performer fits with the event and the purpose of the organization (e.g. resume, CV, biography, etc.).
 - c. For career fairs and similar events, in place of intent and credentials of the specific company representative that will be attending, credentials of the company and any sort of confirmation of attendance from the company are acceptable.
 - d. Request for honorarium by speaker and official invoice from speaker.
 - e. These requirements still apply if the performer is a UC student.
 - f. These requirements apply for all speaker-related events, regardless of honorarium requests.
- B. Funding requests for events based around performances or speeches given by organization members and/or advisor(s) must include the following:
 - a. Names of the members and/or advisor(s).
 - b. Credentials for how the members and/or advisors(s) fit with the performance and event.
- C. For performer transportation, organizations may assign \$0.55 per mile for gas expenses.
- D. Airline tickets for speakers or performers may not be purchased through third-party sites (e.g.: Expedia, Travelocity, etc.).
 - a. Vehicle rentals for non-UC students cannot be funded.
- E. Per-diem costs and honorarium for performers will be funded only if requested by the performer in the form of an official invoice.
- F. Anything not explicitly stated as honorarium in documentation will be included in “Other Performer Related Expenses.” This includes hotel/lodging costs.
- G. See “Items Not Funded” for honoraria for UC-affiliated performers and family members.

Facility & Equipment Rentals

- A. All costs associated with security must be requested under the Facility/Equipment Rental budget line item.

Appeal Process

- A. To appeal a UFB decision, an organization must submit an appeal through GetInvolvedUC, selecting the “Appeal for Funding” budget request category. The appeal should also include a typed letter of explanation stating why the organization is appealing, listing the line item(s) and article(s) that are being appealed.
 - a. Appeals must be submitted by 12:00pm Tuesday following the budget decision.
 - b. Organizations may not appeal more than once per budget.
 - c. Appeals for additional funding must be requests for already approved line items in the original budget
- B. Appealable Documentation
 - a. If missing documentation is discovered at a meeting and the student organization has not been properly contacted beforehand (or was not contacted in a timely manner), then the board can deny the budget on the basis of a lack of appealable documentation. This budget decision can be appealed by the organization to submit the missing documentation to approve the budget.
 - b. The missing documentation must be submitted no later than 10:00 am on the Thursday following the hearing.

Accessing Funds/Purchase Request Process

To access approved funds, organizations must create a purchase request through the Finance tab of the organization’s GetInvolvedUC page. All purchase requests should be submitted and approved by your treasurer and advisor at least 10 days prior to your event.

[How to Submit a Purchase Request](#)

Once a purchase request has been submitted, organizations will work with a financial administrator to make the purchase in one of two ways:

University Purchasing Card

- A. Student organizations have the option of using a Financial Administrator’s University-issued purchasing card to make necessary purchases and book travel on behalf of their organization.
 - a. Depending on the purchase, organizations may be required to be present (in-person, phone, video call) at the time the purchase is made.
- B. The University Purchasing Card cannot be used to make purchases with sales tax. It is the responsibility of the student organization to provide their vendor with the UC Tax Exempt Form to have tax removed on items prior to purchase.
 - a. Any purchase made to Dominos, Kroger, Walmart and Target will need to go through the reimbursement process. No tax will be reimbursed.

Reimbursement

- A. Student organizations can make purchases using an individual’s credit or debit card and receive reimbursement by completing the following steps:
 - a. Submit a purchase request with the category set to Reimbursement

- b. **Purchase requests must be approved by the organization treasurer and advisor BEFORE any purchases are made with personal funds.** Failure to submit a purchase request and get approval for purchase may result in not getting reimbursed.
- c. Once the purchase is made, complete the [Organization Reimbursement Request](#) on GetInvolvedUC including the following information:
 - i. Itemized, paid receipts and a screenshot of the transaction including the vendor/item name, date of purchase and transaction total
- B. **All reimbursement requests must be submitted within 15 days** following the purchase to receive reimbursement.
 - a. Per University of Cincinnati policy, any receipts older than 30 days will not be accepted for reimbursement.

Audits and Sanctions

- A. Any organization found to have exceeded their budget, forged documents or signatures, or to have purchased any item with AIC or UFB funds without explicit approval could have their funds frozen for a determined amount of time, be suspended, and/or will be ordered to repay the funds. Any of the above infractions may lead to proceedings with Judicial Affairs which can be outlined in the Student Code of Conduct
- B. UFB reserves the right to audit any organization for any reason. Organizations found to have infractions will be reported to The Center for Student Involvement for further review.

Additional Funding

- A. Based on the availability of funds, groups will be notified if they can request additional funding from the initial cap set based on UFB's allocation at the start of the academic year.
 - a. The funding request process will be maintained for these additional funds and funds will continue to be allocated on a first-come, first-served basis.

RSO Budget Submission Timeline

To request funding for on and off-campus events and essential investments, submit a budget request online through GetInvolvedUC. Use the timeline below to plan ahead:

1. Plan Your Event

- a. Plan early! UFB requires your budget be heard at a meeting that occurs no less than 14 days prior to your event. For events that require a lot of planning, we suggest preparing and submitting your budget even further in advance.
 - i. For On-Campus Events, see [Conference & Event Services Event Policies](#)

2. Prepare Your Request

- a. Submit your budget online with supporting documentation **by Tuesday at 12:00pm.**
 - i. Review our [How to Submit a Budget Request](#) document on GetInvolvedUC.

3. Come to an Office Hour

- a. Visit the Student Government suite to have your budget reviewed by a UFB member ahead of the Thursday meeting. Members will be able to provide advice and suggest edits in alignment with the UFB criteria.

4. Make Any Edits

- a. In the event UFB returns your budget for revisions, attach any additional documentation and **resubmit your budget by 10:00am on Thursday.**

5. Do Not Buy Anything Yet

- a. Do not pay for anything on your personal credit card prior to budget and purchase request approval. If your budget is denied for any reason, you cannot be reimbursed for those funds.

6. Come to the UFB Meeting

- a. UFB encourages all organizations to attend the UFB meeting at which your budget is heard. This meeting will occur at **6:00pm on Thursday** of the week when your budget is submitted. Budgets are heard in the order they were submitted. **Be prepared to answer questions** UFB members may have about your budget and event.
- b. UFB meeting minutes are also uploaded weekly to the UFB GetInvolvedUC page.
- c. Regardless of whether you attend, you will receive an email on Friday with the budget decision and next steps.

7. If Approved

- a. Upon budget decisions, UFB will send an email with next steps.
 - i. **Submit a purchase request for your budget as soon as possible and no later than 10 days prior to your event.** Step-by-step instructions can be found on UFB's GetInvolvedUC page in the [How to Submit a Purchase Request](#) document.
 - ii. After submitting the purchase request, **schedule an appointment with the financial administrator.**

8. If Denied

- a. Organizations can submit an appeal to a UFB decision through GetInvolvedUC, selecting the "Appeal for Funding" budget request category. The appeal should also include a typed letter. **Appeals should be submitted by 12:00pm the Tuesday following the budget decision.** For more information, see [Appeal Process](#).

*All organization funding amounts and limits are subject to change based on UFB's yearly allocation. Any changes in totals will be announced at the beginning of the academic year once UFB receives their yearly allocation.