To All SPFB Recipients:

As a student organization/club that receives funding from ASUCI’s Student Programming Funding Board, SPFB, it is stated that all reimbursement procedures must follow SPFB and University policies. Below you will find all the policies and requirements when turning in a reimbursement form.

If your reimbursement form fails to meet all the requirements in correspondence to SPFB by-laws and University policies, the request will be declined until properly adjusted.

Amendments to the policy can be made and students will be notified as they are. The following policies regulate general purchases for programs, events, and etc.

**University Student Reimbursement Policies and General Information**

A) Reimbursement Forms

1) Reimbursement form templates are provided by our office on our ASUCI website.

   i) [https://www.asuci.uci.edu/forms/checkrequest/](https://www.asuci.uci.edu/forms/checkrequest/)

2) All check requests must have the standard reimbursement form with all additional paperwork attached.

   i) Information on the form must be correct in amount and spelling. **Please be as detailed as possible in your description.**

3) All reimbursement forms must have two signatures located on the designated spaces on the bottom.

   i) First signature comes from the requester.
   
   ii) Second signature comes from the SPFB Board Member.

4) All check requests must be turned in 60 days after the day of the event.

   i) Any events that occur in May or at the end of the academic year must turn in all check requests by fiscal close (Friday of Spring finals week).
B) Receipts
1) All receipts must be original copies. Scanned or photos of receipts will not be accepted.
2) All receipts must clearly show items bought, store/company name, and final amount. Any receipts that are faded and hard to read will not be accepted.
3) All receipts must be taped to a separate piece of paper that will be stapled to the reimbursement form. Stapling receipts directly to the form might cause rips and tears.

C) Food Reimbursements
1) Any reimbursements that involve food, drinks, and snacks in any way must provide additional paperwork.
   i) A sign-in sheet of minimum the first 25 participants AND an advertisement is required for all food reimbursement.
   ii) All attendees must provide authentic signatures and printed name.
   iii) Names that are typed out on a document will NOT be accepted.
   iv) Please see page 6 for sign-in sheet template.
   v) Acceptable forms of advertisements would include flyers, posters, Facebook page events, and printed copy of mass e-mail.
2) Food reimbursements will only be allowed on the final decision of the SPF allocation.

D) Speakers
1) Honorariums must be accompanied with a signed contract between both parties (club and speaker/agency). The contract must state the services being provided and the amount being given.
2) Any gifts for speakers must come with a verification sheet and proof that they attended the event.
   i) Please see page 5 for verification template.
3) Any additional accommodations for the speakers such as transportation or travel must be specified in the contract by SPF.

E) Internal Transfers
1) All items that were paid for using club funds, may request an internal transfer from the SPF account to the ASUCI club account.
   i) All original receipts must be provided along with a print out of the ASUCI online accounting.
      Please highlight specific items that were purchased.
2) The “Payee Name” should be the club name and have the club account number referenced in the description.

F) Student Center Bookings
1) If SPFB funding is allocated before event takes place, please reference the SPFB account number on the event contract with the Student Center and Event Services coordinators.
2) If SPFB funding is allocated after the event takes place, we may do an internal transfer to the club or issue a check.
   i) To request an internal transfer, please create a check request with the original event contract and a printout of the ASUCI online accounting. The Student Center charge must have been deducted from the club funds in order to initiate the internal transfer.
   ii) To request a check, please create a check request with the student center contract and original receipt of payment or a printout of the student’s Zot Account.
3) The “Payee Name” should be the club name and have the club account number referenced in the description.

G) Bren Events Center Bookings
1) When bookings events with the Bren Events Center using SPFB funds, please provide the SPFB account number to the event coordinator when creating your contract. The SPFB account number should also be referenced on any purchase orders being requested.
2) Any expenses that exceed the SPFB allocated amount will automatically be deducted from the club account funds or charged to the student’s Zot Account directly.

H) Raffles/Giveaways/Gifts/Prizes
1) All items that were purchased must come with a verification sheet.
   i) The verification sheet must consist of the name of the person receiving the item in print, their signature, date of item pick up, and item specification.
      (1) Please see page 5 for verification sheet template.
   ii) Any gifts that are being given as an appreciation for a speaker must come with an advertisement of their attendance.
2) Items being given away to staff/faculty can not exceed $75 per item.
   i) Items given away to students must follow the guidelines as stated in the accounting policies using this link: https://policy.ucop.edu/doc/3420354/BFB-G-42
3) Items of monetary value (Visa or American Express gift cards, etc.) or gift certificates for services (spas, facials, lessons, day care, etc.) are not permitted regardless of the recipient.
I) General Information

1) All reimbursement forms must be submitted to the Student Government Student Media office during regular business hours. Student Government Student Media hold the right to deny any check request that does not follow the policies written above. Once submitted, please allow five to seven business days for your check to be processed. The requester will receive an email notification once their check is ready for pick up or has been mailed out. If there are any questions regarding reimbursement checks or policy, please contact the Student Government Student Media Business Office.

2) Rushed checks are no longer offered at the Student Government Business Office. If there are any time sensitive payments to be made, please plan your check request accordingly.
Verification Sheet

Student Government/Media: ________________________________

Item Description: ________________________________________

Event Title: ______________________________________________

Date of Pick-Up: _________________________________________

I, _____________________________________________________, acknowledge that I have received the item(s) listed above from the event and Student Government stated on this verification form. By signing this form, I agree that the Student Government listed on this verification form is no longer held responsible and will not replace any lost, stolen, or broken items.

Signature: ______________________________________________
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