GUIDELINES FOR UAS PROGRAM FUNDS

Filing an Application:

1. You must submit a fully and clearly completed electronic application. The link to the application can be found on the UAS Program Fund web page: http://www.albany.edu/uas/program_funds.php

2. The program event must be open to all members of the University community, and held on the University at Albany campus (Main Campus, College of Nano science, Downtown Campus, East Campus, Empire Commons, Freedom Quad or Dippikill property). UAS will not support events that are by invitation only.

3. The program, activity, or event should affect broad sectors of the University community, or respond to the needs of an otherwise under-served or under-represented campus community.

4. The program should promote educational growth, development and advancement, and should foster a sense of community.

5. UAS will consider supporting luncheons, dinners, and receptions if the meal is integral to the event or a participant covers a portion of the lunch/dinner. It is expected that the sponsoring organization will cover a portion of the expenses.

6. The Program Committee will accept for consideration only those applications that are received before an event is held on campus.

7. Priority will be given to groups who demonstrate collaborative efforts and support from other campus constituencies.

8. Funding will not be provided for staff or student salaries.

Receiving a Program Fund Award:

1. Groups awarded Program Funds agree to recognize UAS in all advertising, promotional materials and in all printed programs of the event. Groups are also required to submit their event to the on-line UAlbany Event Calendar. We appreciate the efforts that organizations have made to recognize UAS funding. We ask that you send us copies of your promotional materials highlighting UAS’ contribution to your event along with your invoices when you submit them for payment.

2. If your event includes serving food you are reminded to contact UA Catering (442-5986 or on-line) to arrange for food service. If you will be obtaining food from a non-UA Dining food source, contact the UA Dining Office (442-5985) to obtain permission. Food service providers other than UA Dining are allowed at UAlbany if they are approved by UAD and meet food service safety standards. For more information about ordering from UA Catering or to request permission to use a non-UAD source go to the UAD website: https://ualbanydining.com/catering/index.html
Reimbursement Guidelines

1. All payments must be processed via the Program Fund Disbursement Forms. Forms can be obtained at Campus Center B-52 (SUNYCard Office). Payments will not be processed without supporting documentation which will include original invoices/receipts and materials from the event showing UAS sponsorship.

2. **Completed disbursement forms, receipts and back-up documentation are due to the UAS Finance Office not later than 60 days after the event has occurred**, but in no circumstance later than the end of the fiscal year (June 30th) in which the event took place. Failure to submit the required disbursement materials within 60 days following the event (or before June 30th of the fiscal year in which the event takes place) may result in a forfeiture of the Program Fund grant. 90 days after the event has taken place, appeals and requests for exception will not be entertained.

3. Any funds not expended shall be forfeited and re-awarded to a group in need of support.

4. The funds awarded will be disbursed through payment of vendor invoices for goods and services directly related to the event, not to exceed the amount awarded. Reimbursements to individuals or other accounts (Agency, State, Foundation, Student Association, IFR, etc.) are strongly discouraged, and require prior approval from the Program Fund Committee. Reimbursements to the Account Signatory (Project Director) require an additional signature by a secondary officer of the event (See Box #6-“Certification” on the UAS Disbursement Form).

5. Purchases made with personal funds do not qualify for sales tax exemption. Even if you receive pre-approval for personal reimbursement, you will not be reimbursed for sales tax.

6. Funds may not be used for the purchase of equipment (i.e. computers, DVDs, amplifiers, etc.)

7. Funds may be reimbursed for office supplies only to the extent those supplies are used in direct support of the event.

8. Funds will not be approved for expenditures for goods and services supplied by outside vendors or organizations if UAS or any of its contractors have the ability to supply similar or identical goods and services. These contractors currently include Sodexo, Coca-Cola, and Barnes and Noble University Bookstore. Exceptions to this policy must receive advance approval.

9. If your event includes serving food you are reminded to contact UA Catering (442-5986 or on-line) to arrange for food service. If you will be obtaining food from a non-UA Dining food source, contact the UA Dining Office (442-5985) to obtain permission. Food service providers other than UA Dining are allowed at UAlbany if they are approved by UAD and meet food service safety standards. For more information about ordering from UA Catering or to request permission to use a non-UAD source go to the UAD website: [https://ualbanydining.com/catering/index.html](https://ualbanydining.com/catering/index.html)

10. When an event will be paid for through the use of UAS Program Funds and it is necessary to engage an outside service provider (speakers, musicians, entertainment/ equipment providers, etc.), the event organizer must have a written agreement with the provider that is approved in writing by a UAS representative in the body of the agreement. Without UAS’ written approval, the event organizer will be solely responsible to the outside service provider for all costs and liabilities associated with the services.
11. If a purchase from an outside service provider between the amount of $1,500 and $10,000 is necessary, the grant recipient must notify UAS for the issuance of a Purchase Order. Unless the purchase is from a New York State preferred vendor, the grant recipient must obtain three written price quotes from different sources. New York State Preferred vendors can be found at: http://www.albany.edu/purchasing/preferred_vendor_source_rf.html

12. Groups awarded Program Funds must also abide by the University at Albany’s commitment to follow purchasing guidelines for apparel: http://www.albany.edu/purchasing/apparel_purchases.html

13. It is prohibited to use Program Funds for the purchase or distribution, of alcohol and tobacco.

14. Funds are to be used for the event and purpose indicated on the original Program Fund application. Groups wishing to use funds for a different purpose are to re-submit an application for consideration by the Program Committee.

Cancellation of Approved Funds

1. UAS reserves the right to cancel any approved funds for events that are found to be in violation of UAS Program Fund guidelines, the UAS By-Laws, the UAS contract with the University at Albany or University policy. As a condition of award, recipients of UAS Program Funds must assume liability for reimbursing UAS for any money spent in violation of Program Fund guidelines.

2. UAS reserves the right to cancel any approved program funds if it becomes necessary to do so in order to preserve the financial stability of UAS.

Purchasing items at the University Bookstore using UAS Program Funds.

Please note that the process for purchasing items at the University Bookstore has changed. If you wish to shop at the University Bookstore and would like to utilize your Program Fund Grant, please follow these steps:

- Choose the items you would like to purchase and proceed to check-out
- Inform the cashier that your items are being paid for via UAS Program Funds
  - The associate will ring the selected items into the cash register and print a receipt.
  - Once the receipt is printed, the associate will void the transaction, bag your selected items with a copy of the receipt, and store the items for future pick up.
- You will then need to submit a completed Program Fund Disbursement Form (included in your award packet) along with the Bookstore receipt to the UAS office (Campus Center B 52) for the processing of a check made payable the University Bookstore.
  - Disbursement Forms must be submitted by Monday at noon for the check to be ready by that Thursday after 3PM.
  - You may pick up the check or have the check mailed directly to you.
- Once you have received the check made payable to the University Bookstore, you will bring the check to the store in order to pick up your items.
- Please allow ample time from the time of purchase to the date of your event to allow for processing.

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