

GUIDELINES FOR UAS PROGRAM FUNDS 2008-2009

The following guidelines and criteria apply to all UAS Program Funds. Please read carefully, as some guidelines have been changed:

1. You must submit **one original** fully and clearly completed application to UAB 232. Application must be signed by event organizer. Incomplete applications or those received without signature will not be considered.
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).
3. The program, activity, or event must affect broad sectors of the University 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. UAS will not support events that are by invitation only.
7. The funds awarded will be disbursed as payment of authorized bills for goods and services directly related to the event and will only be provided for actual expenditures, not to exceed the amount awarded. Reimbursements for expenses paid by individuals or other accounts (Agency, State, Foundation, Student Association, IFR, etc.) are strongly discouraged, and require prior approval from the Program Fund Committee.
8. Any and all payments must be processed via the Program Fund Disbursement forms included with award letter. Additional forms can be obtained at UAB 232. Payments will not be processed without supporting documentation (i.e., original invoices, original receipts, event flyers).
9. 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.
10. Funds may not be used for the purchase of equipment (i.e. computers, DVDs, amplifiers, etc.)
11. Funds may be reimbursed for office supplies only to the extent those supplies are used in direct support of the event.
12. Funds will be paid up to 60 days after the date of the event. If invoices are not submitted to UAS for payment within 60 days of the event, the funds will be forfeited and re-awarded to another group.

13. Groups awarded Program Funds agree to recognize UAS in all advertising, promotional materials and in all printed programs of the event. We appreciate the efforts that organizations have made to recognize UAS funding. We encourage you to send us copies of your promotional materials highlighting UAS' contribution to your event along with your invoices when you submit them for payment.
14. Funds will not be approved for expenditures for goods and services supplied by outside vendors or organizations if UAS or any of its contractors has the ability to supply similar or identical goods and services. These contractors currently include Chartwells, Coca-Cola, and Barnes and Noble University Bookstore. Exceptions to this policy must receive advance approval.
15. 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.
16. If a purchase from an outside service provider between the amount of \$1,500.00 and \$10,000.00 is necessary, the grant recipient must notify UAS for the issuance of a Purchase Order. Unless the purchase is from a preferred vendor, the grant recipient must obtain three written price quotes from different sources. Preferred vendors can be found at: <http://www.albany.edu/purchasing/state/preferredsource.shtml>

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.shtml>.
17. It is prohibited to use Program Funds for the purchase of alcohol.
18. 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.
19. The Program Committee will accept for consideration only those applications that are received before an event is held on campus.
20. 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.