



AUXILIARY
SERVICES

GUIDELINES

UAS PROGRAM FUNDS & SUPPLEMENTAL PROGRAM FUNDS

Filing Deadlines

- There are two filing deadlines each year, one in early April and one in late September. Please check the UAS Program Fund webpage for specific dates: http://www.albany.edu/uas/program_funds.php
- Supplemental applications can be submitted at any time. See the guidelines and restrictions noted below (Applying for Supplemental Program Funds).

Applying for Program Funds

1. You must submit a fully and clearly completed electronic application. The link to the application is on the UAS Program Fund webpage: http://www.albany.edu/uas/program_funds.php
2. The event must be open to all members of the University community, and held at the University at Albany (Main Campus, Downtown Campus, East Campus, or Dippikill property). Program Funds will not be awarded for events that are private in nature (i.e. retirement parties) or events that are by invitation only.
3. The program, activity, or event should affect a broad sector(s) of the University community, or respond to the needs of an otherwise under-served or under-represented campus community.
4. The program should enhance the education, research, learning and living experiences of the University Community.
5. 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 UAlbany Dining/Catering (managed by Sodexo), Pepsi (beverages), Prestige (snacks) and AcaDamien's Bookstore.
6. Extra consideration will be given to groups who demonstrate collaborative efforts, support and funding from other campus constituencies.
7. Funding will not be provided for staff or student salaries.
8. Funds may not be used for the purchase of equipment (i.e. computers, projectors, amplifiers, etc.).
9. Funds may be used for office supplies only to the extent those supplies are used in direct support of the event.
10. It is prohibited to use funds for the purchase or distribution of alcohol and tobacco.

Applying for Supplemental Program Funds

A limited amount of funds is set aside each year for events that may arise unexpectedly after the main deadlines for UAS Program Funds submission have past.

1. All of the above guidelines in “Applying for Program Funds” apply to supplemental requests.
2. Applications can be submitted at any time during the school year using the Program Funds Supplemental Application on the UAS Program Funds webpage:
albany.edu/uas/program_funds.php.
3. Applications must be received *at least* 2 weeks prior to the event to be considered.
4. Supplemental awards are limited to no more than \$1,000.

When you receive an award - *Important things to do before the event*

1. Groups awarded Program Funds or Supplemental Program Funds agree to **recognize UAS in all advertising, promotional materials and printed programs for the event**. Prior to your event, copies of promotional materials must be sent to UAS for approval. Send electronic copies to UAS to uas@albany.edu. For more information about UAS branding and logos, please go to our webpage - <http://www.albany.edu/uas/Logos.php> .
2. If your event includes serving food, contact UAlbany Catering (442-5986 or on-line <https://ualbanydining.com/catering/index.html>) to arrange for food service. Requests for payment from your award to other food service providers will not be honored.

Arranging for payment using your award money

1. All payments must be processed by completing a UAS Disbursement Form. An electronic copy of the disbursement form can be obtained online (http://www.albany.edu/uas/program_funds.php). Completed documents should be sent or delivered to the ICard Office (CC B-52) or emailed to UASAP@albany.edu, and must include:
 - a. Completed, signed disbursement form
 - b. Original invoices or receipts
 - c. Promotional materials from the event showing UAS sponsorship.
2. Completed UAS Disbursement Forms submitted by Monday at noon will be processed in that same week. Checks will be issued and mailed directly to the payee listed on the UAS Disbursement Form
3. **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 UAS fiscal year (May 31st), whichever comes first. Failure to submit the required disbursement materials within 60 days following the event (or before May 31st of the fiscal year in which the event takes place) will result in a forfeiture of the UAS Program Fund grant.

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 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. If you are making a purchase of \$10,000 or more, please contact UAS for more information.
6. Groups awarded Program Funds or Supplemental Program Funds must also abide by all of the University at Albany’s policies and procedures.
7. Funds are to be used for the event and purpose indicated on the original application. Groups wishing to use funds for a different purpose must submit a new application.

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.

Appeals

Groups wishing to appeal a decision made by the Program Committee may do so by submitting a formal request. Send appeals by email (nharrigan@albany.edu).

~~~~~

### **Purchasing items at the University Bookstore using UAS Program Funds.**

In order to use UAS Program Funds or Supplemental Program Funds at the University Bookstore, you are required to follow the process below:

1. Choose the items you would like to purchase and proceed to check-out.
2. Inform the cashier that your items are being paid for via UAS Program Funds.
  - a. The associate will ring the selected items into the cash register and print a receipt.
  - b. Your items will be bagged with a copy of the receipt and stored **for future pick up**.
3. Submit a completed UAS Disbursement Form and the Bookstore receipt to the UAS office (Campus Center B-52) or by email to [UASAP@albany.edu](mailto:UASAP@albany.edu).
4. **Include a request on the UAS Disbursement Form to have the check mailed to the ID Card Office and to notify you when the check is ready for pick up in the ID Card office.**
5. Take the check to the University Bookstore and pick up your items. Please allow ample time from the time of purchase to the date of your event to allow for processing.