M UCMERCED

OSI

Office of Student Involvement

FINANCE MANAGEMENT

UNIVERSITY OF CALIFORNIA
UCMERCED

Office of Student Involvement

HELLO!

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INTRODUCTION

This training will prepare club officers to manage their club funds through CatLife and learn the OSI Business Center's policy and procedures for purchasing and travel.

TABLE OF CONTENTS

CLUB ACCOUNTS & DEPOSITS

- Cash Handling Guidelines
- Club funds vs. ASUCM funds

CLUB ACCOUNTS

1 All new clubs collecting money can request a club agency account by contacting OSI Front Desk email: osifrontdesk@ucmerced.edu

2 This account will be seen on your club's CatLife page under Finance tab

3 If your club receives funding from Associated Students, that funding will be in a separate account on your Finance tab

CLUB DEPOSITS

- To deposit cash or checks into your club account, bring the deposit to the OSI Front Desk staff and a ServiceNow ticket will be submitted to the Cashier's Office
- All checks for deposits must be made payable to the **UC Regents**
- After depositing the funds, the cashier will give you a receipt for your records and will email a receipt to OSI for your club file
- Businesses and companies can also make online donations using the link below: https://engage.ucmerced.edu/s/1650/20/home.aspx

CASH HANDLING GUIDELINES

- Cash should always be counted with two people present
- Each group should have one designated person responsible for handling cash and checks
- Whenever possible, be prepared to give receipts for any cash received
- Deposit cash and checks by 4 p.m. of the day collected or the next business day
- Keep funds in a lock-protected cash box until you are able to make a deposit
- Clubs collecting a large amount of dues can do so by online payment through the MyBill

SHOW ME THE
MONEY!!!!!!

CLUB FUNDS VS. ASUCM FUNDS

- When ASUCM awards your club funds through the ASUCM budget proposal process, Senator Bill, or the Small Appropriations Board (SAB), those funds do not go into your club's account
- The funds will be spent out of ASUCM's account on your club's behalf
- If your club does not use all the funds that have been awarded, the funds will go back into the ASUCM general fund

SPENDING CLUB FUNDS

- OSI Purchasing Timeline
- Purchase Orders
- Procurement Cards
- Declining Cards
- Reimbursement

SPENDING CLUB FUNDS

- Follow the OSI's Purchasing Timeline to insure your expenditure request can be processed in time for your event
- Before any expenditure request can be submitted for an event, an event notification must be submitted in CatLife

OSI PURCHASING TIMELINE

Type of Purchase:	Timeline need to process:	Next Steps:
Declining Balance Card Request	5-7 business days	Submit Expenditure Request on Catlife; Contact OSI front desk to arrange date & time of pick up (osifrontdesk@ucmerced.edu)
Procurement Card	5-7 business days	Submit Expenditure Request on Catlife; Coordinate a date and time (between 8-5 PM) with Catrina Parr (cparr-abundiz@ucmerced.edu) to process payment.
Purchase Order	5 business days	Submit a Purchase Order request; Include the estimate/ quote for submission.
Purchase Request involving campus recharge units, catering, bookstore. Recreation and TAPS	5-10 business days	Submit Expenditure Request on Catlife; After approval, contact the OSI Business Center for further instructions (same front desk email). .
Purchase Request for Travel Reimbursements	Submit no later than 3 weeks of travel	Submit Reimbursement Request on catlife; Bring original receipts to OSI Business Center (Granite 166); Receipts must be itemized and mileage claims must have mileage printout.
Purchase Request for Non-Travel Reimbursements	Submit no later than 2 weeks after purchase	Submit Reimbursement Request on catlife; Bring original receipts to OSI Business Center (Granite 166). *If possible, please check with OSI before using your own money as we may have a better way to purchase. Any reimbursement over $200.00 must be pre-approved.*
Purchase Request for Vehicle Rental or Bus	2-3 weeks	Drivers must first be pre-approved through taps; Submit DVM pull, student authorization form, and copy of DL to TAPS; Submit PO request on catlife and fill out vehicle rental info sheet.
Purchase Request for performers, speakers or faculties that require a contract agreement	4-6 weeks	Submit Expenditure Request on Catlife; Schedule a meeting with Catrina Parr for further instructions.
Purchase Request for hotel rooms	4 weeks	Submit Expenditure Request on Catlife; Fill out the Group Lodging Form.
Purchase Request for flights	5 weeks	Submit Expenditure Request on Catlife; Fill out the Flight Request info sheet.

PURCHASE ORDERS

- A purchase order is a means the University uses to order supplies and services through an accounts payable system
- Approved vendors receive a specific numbered purchase order which is a promise to pay the vendor within 60 days from the expenditure date
- If you receive a quote or estimate from the vendor, attach it to the expenditure request
- After items are purchased, the vendor will either give you an invoice or bill the University directly
- If your event involves food please submit a flyer/agenda and an attendee list
- Trademark vendors only include the UCM Bookstore and ImageMasters

PROCUREMENT CARD

- OSI has a credit card that can be used to purchase items that cannot be purchased by other means, such as in town stores or online purchases
- To use a Procurement Card, submit a Procurement Card request in CatLife
- If it is an in-store purchase, make arrangements with Connie McBride, so she can go to the store to do the shopping
- If the purchase is online, print out the shopping cart page and attach it to the purchase request on CatLife

DECLINING BALANCE CARD

- OSI has a declining credit card available for students to check out for purchases in town, for stores that do not accept a purchase order
- A declining credit card expenditure request must be submitted in CatLife, then arrange an appointment with OSI for pick up
- Students will sign a responsibility agreement and will need to return the card and all receipts by the next business day
- These cards are on a first come basis, the office only has so many. Always remember to plan accordingly and allow yourself enough time to make purchases

REIMBURSEMENT

- Reimbursements will be made when a club member has used their own money to purchase something for their club
- This method is **discouraged**, since reimbursement checks can take between four to six weeks to process
- A **Sponsored Guest Form** will need to be completed when submitting the reimbursement
- Complete the highlighted sections and sign at the bottom of the form
- Always ask before purchasing on your own, OSI may have a better method
- The **original itemized receipt** must be dropped off at the OSI Front Desk after the Reimbursement is submitted
- Reimbursements for food must have an attendee list and agenda/flyer turned within 2 days of the event

UC Merced
Travel and Expense
Management

CONCUR SPONSORED GUEST SETUP REQUEST

Sponsoring Department: _____ M357 _____

Expense Report Approver: ____ Connie McBride _____

Business Purpose: _____
_____
_____

Delegate(s): CBS2 generalists _____

Sponsored Guest Information

Full Legal Name: _____

Sponsored Guest Affiliation: _____

Email Address: _____

Mailing Address (where check will be sent): _____
_____

Reimbursement Method: Check   Direct Deposit

*Sponsorship Start Date: _____   Sponsorship End Date: _____

**Chart of Accounts:

ENTITY	FUND	HR UNIT	FUNCTION	PROGRAM	PROJECT	TASK	PHYSICAL LOCATION	SUB-ACTIVIY

**Sponsorship start and end dates indicate how long the profile will be active in the Concur system.
**Please note, if an expense report needs to be split between multiple CoA's the allocation will need to be entered at the line item.

Delegate(s) _____

Sign below to authorize the identified Center for Business Services and Solutions(CBS2) personnel, located in the Delegate(s) section of this form, to act as a delegate for this and all future request during the identified guest sponsored start and end date.

_____   _____
Signature   Date

TRAVEL

- Flights
- Hotels
- Rental Vehicles

HOTEL ARRANGEMENTS

- Make a reservation with the hotel of your choice and hold it with your personal credit card
- Ask for an electronic copy of the hotel reservation. Ask the hotel for a credit card authorization form for the UC to pay for the room and taxes only (the personal credit card will stay on file for incidentals)
- Provide a list of student room assignments using the **Student Group Lodging Form**
- Attach all three items to the CatLife expenditure request
- Before leaving the hotel, ask the front desk for a copy of the portfolio (bill)

UC Merced
Travel and Expense Management

Group Lodging Request Form

This form is to be completed by the requester to authorize 3rd party charges to the UC Merced Travel Management Event Card. Please return this completed form, along with a copy of the hotel reservation confirmation(s), complete list of attendees and a credit card authorization form from the hotel at least two weeks prior to the hotel arrival date. All reservations will be considered non-guaranteed until this form is completed and received with required documentation.

Hotel/Venue Name:_____ Hotel/Venue Location: _____

Hotel/Venue Phone:_____ Hotel/Venue Fax:_____

Deposit Required? Yes/No Amount:_____ Amount:_____

Group Name/Reservation Held Under:_____

Purpose of Hotel Stay:_____

Name of Guest(s):

_____ _____ _____

_____ _____ _____

Reservation Confirmation Number(s): _____

Arrival Date: _____/_____/_____ Departure Date:_____/_____/_____

Number of Rooms:_____ Room Rate:_____USD

Event card for group lodging will only authorize coverage of Room/Tax and self-parking charges for hotel. The hotel guest will need to provide a credit card at the time of check-in to cover all incidentals.

Chart of Accounts:

FUND	HR UNIT	FUNCTION	PROGRAM	PROJECT	TASK	PHYSICAL LOCATION	SUB-ACTIVIY

Requester Name: _____

Requester Signature:_____ Date:_____/_____/_____

Budget/CAO Sigature :_____

AIR TRAVEL

- Allow at least five weeks to make arrangements
- Submit an airline request expenditure request in CatLife, be sure to fill out the Group Travel Spreadsheet for all travelers
- Flights purchased with personal funds can be reimbursed; however, *we cannot reimburse for travel package deals.* All segments (flight, hotel, rental car) must have tax breakdown to be reimbursed
- **All travelers will sign documentation that cancellations are to be reimbursed by the traveler**

RENTAL VEHICLES

- Students must be approved to rent vehicle through campus
- To get approved, fill out the DMV Pull Notice Form, and bring to the OSI Business Center, along with your driver's license. The process takes several days to complete so plan ahead
- Save all gas receipts to submit for reimbursement

REIMBURSABLE TRAVEL EXPENSES

- If a purchase order cannot be used, hotel accommodation as well as meals are out of pocket and must be reimbursed after travel
- **Sponsored Guest Form** must be submitted with your request
- You must bring in the hotel bill (portfolio) $0.00 balance showing you paid the hotel
- Submit a travel reimbursement in CatLife and attach all justification for the trip. For example, if you traveled for a conference, we must have an agenda from the conference
- Travelers using their own vehicle will be reimbursed for mileage, not gas. The current rate is $0.677/mile. Please print out mileage calculator backup, such as Google Maps to verify miles driven
- Meals are only reimbursed if travel includes an overnight stay, submit original itemized receipts
- Alcohol is not considered part of a meal and cannot be reimbursed

INTER-DEPARTMENT RECHARGES

- Several departments on campus have been approved to be recharge units. Currently they include:
  - Catering (dining service)
  - Facilities
  - Transportation and Parking Services - TAPS
  - Mail/Copy Services
  - Police and Public Safety
  - Recreation
  - Cat Card Office
- Attach a copy of the quote or email verifying the items ordered to the CatLife expenditure request
- Departments issuing the recharge will ask OSI for your club's COA (club account number) and verify funds are available

PERFORMERS, SPEAKERS AND FACILITY USE AGREEMENTS

- Complete a Speaker or Performer expenditure request in CatLife. Be sure and attach the Preliminary Information Form (PIF) along with the resume, event flyer, and invoice from speaker/performer
- Plan ahead as the contract takes time to complete and get signatures from both parties. We need the packet submitted at least 6 to 8 weeks prior to the performance date
- If you are renting a facility provide the contract, but do not sign anything

HOW TO CREATE AN EXPENDITURE REQUEST ON CATLIFE

OSI Front Desk

osifrontdesk@ucmerced.edu

View Profile

Coming Up

Brunch

Ask Me Anything Fe...
📅 08/01/2022 - 2:00 PM

CATLIFE

Welcome to CatLife!

Have questions about CatLife? Please review the Office of Student Involvement's CatLife "How-To" Website.

Please email studentinvolvement@ucmerced.edu and clubsandorgs@ucmerced.edu with your questions and concerns.

Featured Organizations
Get involved in student organizations on campus.

DASHBOARD

FINANCE TAB → CREATE FORM

CREATE EXPENDITURE FORM

Create Expenditure

Details

Organizations *

Title *

Provide a short description of the request.

Contact phone number *

Which funding will be used? *

CLUB FUNDING   ASUCM FUNDING

Date Items needed by *

Approval Number

This field is for administrators only

The Expenditure request should be made two to five weeks before the items or service is required in order to allow sufficient time for processing. This OSI Purchasing Timeline will help guide you on how long different types of expenditure request can take. Your request could be turned down if the timeline is not followed.

What type of transaction will this be? *

PURCHASE ORDER   PROCUREMENT CARD   DECLINING BALANCE CARD   REIMBURSEMENT   GROUP HOTEL FORM   AIRLINE TICKET   VEHICLE RENTAL   SPEAKER OR PERFORMER   CAMPUS RECHARGE

Purchase Order

FUNDRAISING TIPS

Plan early, Plan often

- **The more you plan with your organization, the greater likelihood your fundraiser will succeed**
- **Set clear, manageable, and REALISTIC goals**

Partner with Local Businesses

- **Fundraisers at restaurants can draw more students in (something they like) as well as community members**
- **Can cater to more diverse groups**

Leverage Social Media

- **Stay active on social media to keep your presence up and other accounts engaged**
- **Post consistently about your fundraiser. Make your posts eye catching yet easy to understand**

FUNDRAISING TIPS

Host unique, creative events

- Host events that are fun and engaging, include opporunity drawings or a "ticket" based approach
- Bingo, Karaoke Nights, Game tournaments
- Be mindful of UC Merced and California Gambling Law

Sell Merchandise

- Research trends/popular items to align with the demographic you're targeting
- Croc charms, stickers, small items are cheap to buy in bulk and can be resold at a higher price

Engage the Campus Community

- Attend campus events, engage with the community and network
- This can get more people to know about your club and support fundraisers, events

Financial Management + Fundraising Training Attendance Quiz

THANK YOU.