



OSI
Office of
Student
Involvement



FINANCE MANAGEMENT



Office of Student Involvement



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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.



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2. Spending
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CLUB ACCOUNTS & DEPOSITS

- Cash Handling Guidelines
- Club funds vs. ASUCM funds



CLUB ACCOUNTS

1

Registered clubs that collect money may request an on-campus club account to deposit funds and make purchases. Your club account will also include a **COA** (Chart of Account) number, which is required when using campus recharge services.

2

To request a club account, visit the **OSI Business Center Front Desk** or email **cmcbride3@ucmerced.edu**.

3

Important: Unlike a personal bank account, funds cannot be withdrawn directly from a club account.



CLUB DEPOSITS

- Cash and checks collected by your club should be brought to the **OSI Business Center Front Desk** for deposit. Staff will complete a deposit transmittal request and verify the funds before they are taken to the Cashier's Office.
- If depositing cash, **two club members must be present** when transporting the funds.
- All checks submitted for deposit must be made payable to **UC Regents**.
- After the deposit is complete, the Cashier's Office will provide a receipt for your records and send a copy to OSI.



CASH HANDLING GUIDELINES

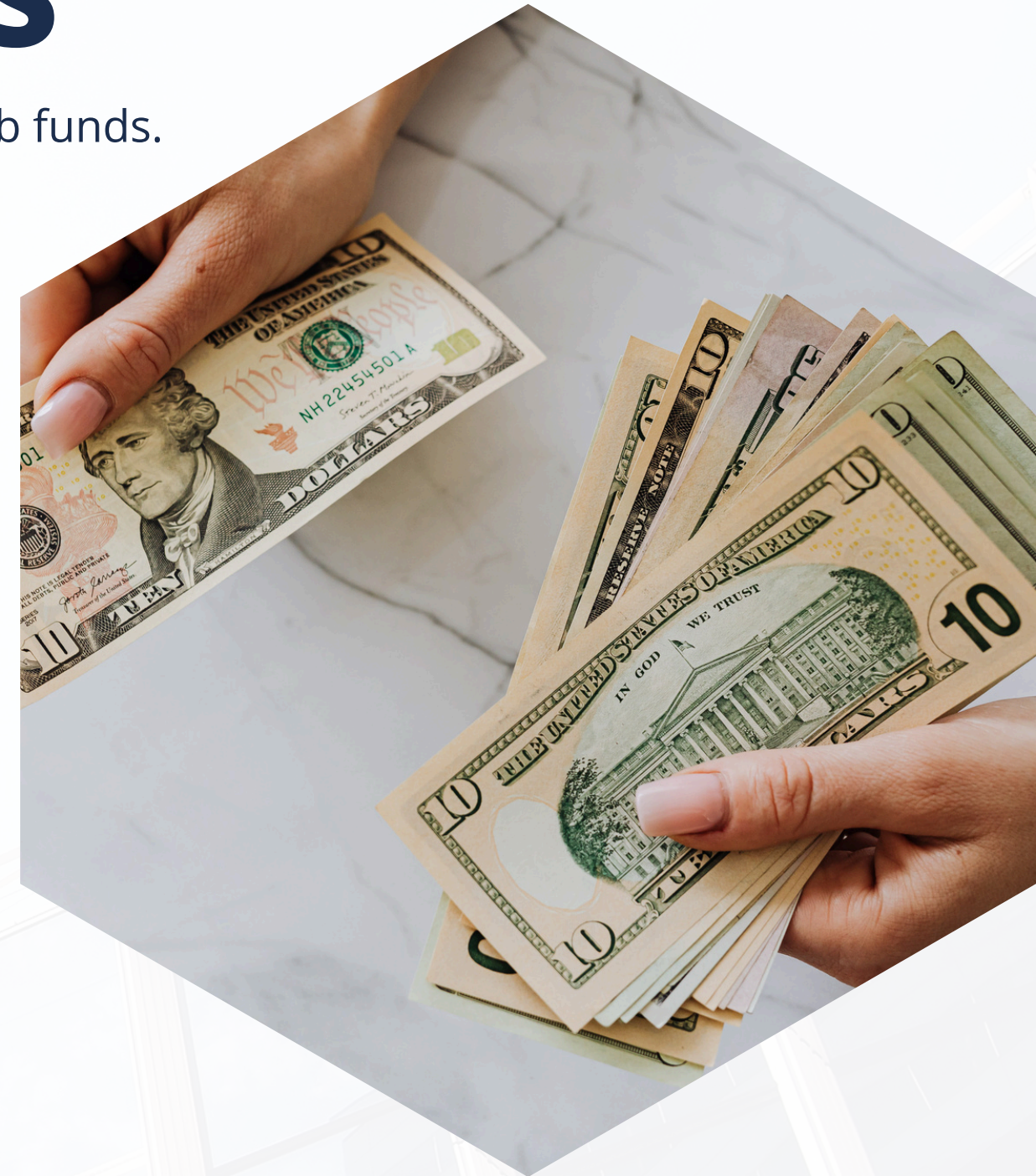
Proper cash handling protects both your club and the students responsible for managing club funds.

When handling money:

- Establish clear procedures for collecting and managing funds.
- Always count cash with two people present.
- Whenever possible, be prepared to give receipts for any cash received
- Designate one individual to oversee cash and check collection.
- Keep accurate records of all money received.
- Store money in a locked cash box until it can be deposited.

If your club needs to deposit more than **\$2,500.00** in cash, contact the Police Department upon arrival to campus for an escort to the OSI Business Center and Cashier's Office.

Clubs that collect membership dues may do so through **MyBill**. Contact Connie McBride to set up this option.



CLUB FUNDS VS. ASUCM FUNDS

- Club account funds and ASUCM allocations are managed differently.
- When your organization received funding through **Budget Call, Senate Bill, or the Small Appropriations Board (SAB)**, those funds are not deposited into your club account. Instead, the expenses are paid directly from ASUCM accounts on behalf of your organization.
- Any unused ASUCM funds are returned to the ASUCM General Fund and cannot be carried over by the club.



SPENDING CLUB FUNDS

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



WARNING

- All funding must be secured before any purchasing can be completed or travel arrangements made.
- Do not use personal funds without checking that there are funds available for reimbursement.
- Always consult with the OSI Business Center if unsure.



SPENDING CLUB FUNDS

- There are several ways to spend club funds and ASUCM allocations. Planning ahead is essential to ensure your purchases are completed before your event date.
 - Before any purchase request can be processed, your event must be approved through a **CatLife Event Request Form**.
 - Students should also review the **OSI Business Center Purchasing Timeline**. Requests submitted too close to the event date may be delayed or denied.
- 
-

PURCHASE ORDERS

A Purchase Order (PO) is the university's official commitment to pay a vendor for goods or services. Vendors receive a PO number and submit an invoice to the university for payment.

Most vendors send invoices directly to Accounts Payable. In some cases, the vendor may provide the invoice to your club, which must then submit it to OSI for processing.

When requesting a purchase order through CatLife, attach:

- A vendor quote or estimate
- Artwork proof (if purchasing customized items)

For food purchases, an attendee list and event flyer or agenda are required.

**Allow five business day to process.*

PROCUREMENT CARD

- OSI has a university purchasing card that can be used for approved online purchases.
- To request a procurement card purchase, submit a CatLife expenditure request and attach a copy of the shopping cart or item listing.
- Students may be asked to complete the purchase with OSI staff or provide a direct purchasing link.



**Allow five to seven days to process*

DECLINING BALANCE CARD

- OSI offers declining debit cards for approved purchases at local retailers.
- Students must submit a CatLife expenditure request and schedule an appointment with Connie McBride to pick up the card.
- Original itemized receipts must be submitted to OSI by the next business day after the purchase
- 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



**Submit five to seven busidays before your event.*

REIMBURSEMENT

Reimbursements occur when students spend their own money on behalf of their organization and request repayment from club funds or approved allocations.

Because reimbursement payments can take up to four weeks, this method is discouraged whenever possible. Students should always consult with OSI before making purchases using personal funds.

Reimbursement requests require:

- Original itemized receipts
- A Concur Sponsored Guest Setup Request Form
- A CatLife expenditure request

Food and event reimbursements require an attendee list and an event flyer/agenda.

*Request should be submitted within 45 days of last date traveled.



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-ACTIVITY

**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

Students should make reservations directly with the hotel and use a personal credit card only to secure the reservation and cover incidental expenses.

The hotel should provide:

- An electronic reservation confirmation
- A third-party credit card authorization form

Students must also complete a Group Lodging request Form and provide an event flyer/agenda before submitting a hotel expenditure request in CatLife.

University payment is limited to room charges and taxes.\$333 per night is the approved university rate.

***The university cannot make Airbnb reservations. If your group wants to reserve an Airbnb, they must pay out of pocket and request reimbursement after the trip.**



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-ACTIVY

Requester Name:

Requester Signature:Date:

Budget/CAO Signature :

AIR TRAVEL

Students should allow at least five weeks for airline reservations.

To request airfare, submit:

- A completed Group Travel Spreadsheet
- Conference flyer/agenda
- An Airline Ticket expenditure request in CatLife

Flights purchased personally may be reimbursed, but travel package deals cannot be reimbursed. Reimbursement requires itemized costs and tax breakdowns for each travel component.

UCMERCED  Group Travel Spreadsheet 7-20-2022.xlsx

	A	B	C	D	E
	Title (Dr. Mr. Mrs. Ms. Etc)	First Name	Middle Name	Last Name	Gender as appeared on ID
2					
3					
4					
5	erwertwer				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

< > ≡ Group Travel Information Preferred Flight +

RENTAL VEHICLES

Students must be approved drivers before renting through the university.

To become approved:

- Visit the OSI Business Center
- Present a valid driver's license
- Complete a DMV Pull Notice Form

Approval typically requires **5-7 business days**.

For Enterprise rentals, students should make reservations directly with Enterprise and submit a Vehicle Rental expenditure request.

***TAPS has a very limited number of vehicles and requests should be submitted no later than 30 business days.**



PERSONAL VEHICLE TRAVEL

Mileage is reimbursed, not gasoline expenses.

The current reimbursement rate is **\$0.76 per mile**.

Mileage reimbursement requests must include:

- Departure address
- Destination address
- Event flyer or agenda
- Completed Sponsored Guest Setup Request Form

INTER-DEPARTMENT RECHARGES

Several campus departments provide services that can be charged directly through a club account. Common recharge departments include:

- Dining Services (Catering)
- Hospitality
- Facilities Services
- Transportation and Parking Services
- Mail and Copy Services
- Police and Public Safety
- Recreation

To use a recharge service, submit a Campus Recharge expenditure request in CatLife and include documentation such as a quote, estimate, or confirmation email.

PERFORMERS, SPEAKERS AND FACILITY USE AGREEMENTS

When bringing a speaker or performer to campus, complete a Speaker/Performer expenditure request and a **Preliminary Information Form (PIF)**. The PIF is used to initiate the contracting process.

Depending on the event, additional documentation may be required.

For facility rentals, obtain all available contract information from the vendor and submit those materials with the PIF and CatLife request.

Students should never sign contracts or agreements. Only authorized university officials may sign documents on behalf of UC Merced.

**Allow eight weeks to process.*

QUICK REMINDER

The most common causes of purchasing delays are:

- Missing event requests in CatLife
 - Missing documentation
 - Requests submitted after OSI timelines
 - Students signing contracts or making purchases before consulting OSI
-

HOW TO CREATE AN EXPENDITURE REQUEST ON CATLIFE



DASHBOARD

+

CREATE

DASHBOARD

FORMS

ORGANIZATIONS

EVENTS

\$

FINANCE

ANALYTICS

PEOPLE

University of California Merced

Good morning,
!

Something.

days since you've created an event. [Create one now.](#)

you haven't made a form yet. [Create one now.](#)

you haven't made a poll yet. [Create one now.](#)

FINANCE TAB → CREATE FORM

CREATE ▾

Budget

Allocation

Deposit

Transfer

Expenditure

Reconciliation

CREATE EXPENDITURE FORM

Create Expenditure

Details

Organizations *

Title *

Provide a short description of the request.

Which funding will be used? *

CLUB FUNDINGASUCM FUNDING

Contact phone number *

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 ORDERPROCUREMENT CARDECLINING BALANCE CARDREIMBURSEMENTGROUP HOTEL FORMAIRLINE TICKETVEHICLE RENTALSPEAKER OR PERFORMERCAMPUS RECHARGE

Purchase Order

THANK YOU.

