

Student Activities Banking Services – Foundation Account
Student Organizations Fund – 21904
Policies & Procedures

Student Activities Registered Student Organizations (RSO) can use the Student Organizations Fund (SOF) foundation account to receive donations. Donations to this account may be eligible for tax benefits.

➤ **Donations**

- A 5% fee is applied to all donations made to the UConn Foundation
- Donations by check payable to: **University of Connecticut Foundation**, 2390 Alumni Drive, U-3206, Storrs, CT 06269
 - ❖ Check must list organization receiving the donation, i.e., 21904 SOF – Org. Name
- Online donations at: [UConn Foundation - Student Organizations Fund](#) select organization from drop-down list

➤ **Allowable & Non-Allowable Expenses**

- Allowable - for the stated FUND PURPOSE which is: To support the activities of the student organization and improve the quality of student life
- Non-Allowable - cannot be used for scholarships, donating to a charity or purchase of alcoholic beverages

➤ **Disbursements**

- To request funds from their foundation account RSOs must submit an online foundation [Request for Disbursement](#) (RFD) form, with approvals & supporting documentation. Non-SABS account holders also need to complete a [Foundation Signature Sheet](#).
- **Reimbursement** to an individual or a Student Activities Banking Services (SABS) account
 - ❖ Required Supporting Documentation
 - Itemized invoice or receipt showing proof of payment and who made the original purchase
 - Full organization roster from UConncontact
 - If purchase was for an event attach event notice & attendees/invitees
- **Purchase Order** issued to a vendor in advance of receiving goods or services
 - ❖ Required Supporting Documentation
 - Vendor W-9
 - Itemized quote for goods or services
 - Itemized invoice to pay vendor after receipt of goods or services
 - Full organization roster from UConncontact
 - If purchase was for an event attach event notice & attendees/invitees
- **Direct Payment** to vendor after receipt of goods or services with no PO or promise to pay needed in advance
 - ❖ Required Supporting Documentation
 - Vendor W-9
 - Itemized invoice for goods or services rendered
 - Full organization roster from UConncontact
 - If purchase was for an event attach event notice & attendees/invitees

➤ **Vendor/Payee information needed to set up profile**

- Payee Name
- Payee Full Permanent Home Address
- Payee Email
- Payee Phone Number
- Bank Account Number
- Bank Routing Number
- Bank Name
- Checking or Savings account?
- W-9 (**not needed for reimbursements**)

SABS will submit RFD to the Foundation; processing can take up to 3 weeks.

For additional information or questions please contact sabs@uconn.edu.