

Student Organizations Fund – 21904

Foundation Account 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
- 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 - scholarships, donations & alcoholic beverages

➤ Disbursements

To request funds from a Foundation account an executive officer must submit an online [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
- Link for banking information: [UConn Foundation EFT Form](#)

SABS will submit RFD to the Foundation; processing can take up to 3 weeks.
For additional information or questions please contact sabs@uconn.edu.