

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

Student Activities Registered Student Organizations (RSO) may use the Student Organizations Fund (SOF) foundation account to receive tax deductible donations.

➤ **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: [Funds Search - UConn Foundation](#), 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 2 weeks.

For additional information or questions please contact [sabs@uconn.edu](mailto:sabs@uconn.edu).