



2026 – 2027

**University Funding Board
Handbook**

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Letter from the President

Dear Student Organization Leaders,

As we embark upon another school year, we embrace the opportunities we have to enhance the student experience on campus and facilitate an inclusive environment for all students of all backgrounds. I want to take this opportunity to congratulate and thank all of you for your previous contributions, and I hope to uplift all of you in building another successful school year of collaboration, diversity, and impact.

As a branch of Student Government, the University Funding Board (UFB) is made up of a representative field of students who work alongside the Center of Student Involvement (CSI) staff to ensure that your student organizations are able to accomplish their goals. The board provides numerous resources for student groups, including office hours, workshops, and direct advice to student leaders. I strongly encourage everyone to take advantage of these services to maximize the experience each organization can provide to our students.

UFB exists to assist you and your organization in accessing your funding needs and discovering your untapped potential. We take pride in being part of your experience by funding and promoting your initiatives on campus and across the country.

We model ourselves after the Center for Student Involvement and share their core values:

Community
Leadership
Engagement
Advocacy
Discovery

On behalf of the entire board, I wish you the best of luck in the upcoming year. Please do not hesitate to contact me for any help throughout the upcoming school year. It is our responsibility to make this university grow and embody what it means to be a bearcat. The board and I look forward to collaborating with you all in this effort.

Proudly,

Kareem Sultan

ufb@mail.uc.edu | sultanka@mail.uc.edu

About University Funding Board

The University Funding Board (UFB) is a group of diverse students responsible for ensuring that student organizations are able to get the funding they need to further their purpose and enhance the Bearcat experience in various ways. The purpose of UFB is to allocate the portion of the general fee money that it is granted by the Board of Trustees, who receive suggestions from the SACUB to the undergraduate and university student organizations that promote interaction and awareness through programs that serve to directly benefit the entire student body. UFB is a branch of Student Government.

UFB has several responsibilities, including working with other branches of Student Government, such as the Student Activities Board and Student Senate. UFB shall consider all budgets and funding requests of approved student organizations registered with SAB. UFB ensures that organizations granted funding are holding and attending events that promote interaction and increase awareness among the student body and evaluates the allocated funds according to the UFB rules and procedures as established in the Criteria Governing the Allotment of Funds (Criteria). The Criteria are submitted to the Student Senate for approval yearly.

UFB shall develop rules and procedures governing the:

1. Submission of budgets and funding requests;
2. Accounting and auditing procedures; and
3. Purposes for which money may be allocated.

UFB is one of the main components of the Center for Student Involvement (CSI). The mission of CSI is to promote and guide purposeful student engagement, foster a sense of community, and provide opportunities for student growth and leadership development. We aspire to create an inclusive environment that celebrates diversity and enhances our students' ability to become global citizens.

Values: Growth, Community, Learning, Diversity, Integrity

Motto: Develop as a Leader, Grow as a Person.

Contact Information

UFB GetInvolvedUC Page

Student organizations should refer to the [UFB GetInvolvedUC page](#) for information, office hours, forms, etc. Most forms can be downloaded from the website.

Office Hours

Office Location: Steger Student Life Center, Room 830C.

UFB offers office hours as a service to address questions you may have about the budget request process. We love to help you! We can check your budget and advise you on how it adheres to our criteria. We will recommend any changes that we feel will help the budget get approved, including securing additional documentation.

Consulting a UFB member prior to submitting a budget is highly encouraged; however, any consultation provided by members of UFB, their advisor, or any person associated with UFB is only advice. In no way should consultative advice be taken as a binding agreement on the Board's behalf, as final decisions on funding allotment are always a board decision.

Office hours are posted on the [UFB GetInvolvedUC page](#) and in the Center for Student Involvement space of Steger Student Life Center. If you cannot make one of the scheduled hours, you are encouraged to contact any UFB member to schedule an appointment.

2026-2027 University Funding Board Executive Board Members

- President – Kareem Sultan – sultanka@mail.uc.edu
- Internal Vice President – Nabiha Alam – alamnh@mail.uc.edu
- External Vice President – Griffin Schmidt-Cumberland – schmidgp@mail.uc.edu
- Treasurer – Mack Parrish – parrismd@mail.uc.edu
- Secretary – Yejin No – noya@mail.uc.edu
- Senate Representative – Seth Alexander – alexash@mail.uc.edu
- SACUB Representative – Omar Chaudhry – chaudhom@mail.uc.edu

UFB Advisor, CSI Program Manager for Student Organization Operations

Eric Anderson, ander3ec@ucmail.uc.edu - UFB Advisor

Financial Administrators

The financial administrators review and approve purchase requests and make payments for approved funds. The financial administrators cannot advise on how to fill out budgets – please see UFB members for assistance.

For contact information call CSI at (513) 556-6115 or visit the [CSI website](#).

Important Dates and Deadlines

- Budgets must be submitted by **10:00 am on Friday**
- Any budget request sent back for missing documentation is due by **10:00 am on Thursday**
- Budgets should be submitted for events that are at least 21 days prior to the Thursday that they are heard. You are encouraged to submit your budget much earlier though!
- If your budget is returned for follow-up, you must resubmit your budget within 7 days of the budget being returned. Failure to do so will require a new budget submission.

The following deadlines are important for your organization to keep track of:

September 3, 2026: First meeting of Fall semester

November 26, 2026: No meeting, Thanksgiving Break

December 3, 2026: Last meeting of Fall semester

January 14, 2027: First meeting of Spring semester

March 18, 2027: No meeting, Spring Break

April 16, 2027: Budgets for Summer and early fall events must be submitted by 10:00 am

April 22, 2027: Last meeting of Spring Semester

May 15, 2027: Spending Deadline

UFB Deadlines Grid 2026-2027		
Minimum Event Range	Budget Deadline	UFB Meeting
9/25/2026	8/28/2026	9/3/2026
10/2/2026	9/4/2026	9/10/2026
10/9/2026	9/11/2026	9/17/2026
10/16/2026	9/18/2026	9/24/2026
10/23/2026	9/25/2026	10/1/2026
10/30/2026	10/2/2026	10/8/2026
11/6/2026	10/9/2026	10/15/2026
11/13/2026	10/16/2026	10/22/2026
11/20/2026	10/23/2026	10/29/2026
11/27/2025	10/30/2026	11/5/2026
12/4/2026	11/6/2026	11/12/2026
12/11/2026- 12/18/2026	11/13/2026	11/19/2026
-	-	11/26/2026-No Meeting
12/25/2025-2/4/2027	11/27/2026	12/3/2026 (Last Fall Meeting)
2/5/2027	1/8/2027	1/14/2027
2/12/2027	1/15/2027	1/21/2027

2/19/2027	1/22/2027	1/28/2027
2/26/2027	1/29/2027	2/4/2027
3/5/2027	2/5/2027	2/11/2027
3/12/2027	2/12/2027	2/18/2027
3/19/2027	2/19/2027	2/25/2027
3/26/2027	2/26/2027	3/4/2027
4/2/2027-4/9/2027	3/5/2027	3/11/2027
-	-	3/18/2027 - No Meeting
4/16/2027	3/19/2027	3/25/2027
4/23/2027	3/26/2027	4/1/2027
4/30/2027	4/2/2027	4/8/2027
5/7/2027	4/9/2027	4/15/2027
5/14/2027-9/22/2027	4/16/2027	4/22/2027 (Last Spring Meeting)
9/23/2027	8/27/2027	9/2/2027

Summer events are those that begin between the Monday following spring commencement and the Sunday before the first day of fall classes.

Early fall events are those that begin within the first twenty-eight (28) days of the fall semester.

All purchase requests must be approved by the organization treasurer and advisor by this date to be processed.

Helpful Tips

1. **Be prepared.** It will take a lot more time to build a budget from scratch during an office hour than to bring your information and documentation with you.
2. **Be proactive.** You should begin building your budget as early as possible, and organizations have the most ease and success when they work with UFB from the beginning of the process. Budgets must be heard at least 21 days before the event occurs but can be heard months in advance if prepared early.
3. **Be educated.** As a leader, you are responsible for completing any required training and all the material in this document (deadlines, rules, etc.).

Notice of liability: UFB is not liable for any missing documentation after the organization has been notified or the denial of a budget. We offer our best advice to organizations but are subject to and defer to the funding criteria to approve or deny budgets.

Student Organization Responsibilities

The responsibilities listed below should be considered guidelines and not a complete listing of organization duties. Anything pertaining to the relationship between UFB, and the individual organization is the responsibility of the organization's treasurer and president. Each organization must elect, appoint, or designate a treasurer and president to perform the following duties:

- A. Complete the RESET process each academic year.
 - a. If you have officer elections in the middle of an academic year, **the new president and treasurer are required to complete the RESET process** as well.
- B. Complete RSO 101 (April 13th, 2026, August 20th, 2026, or September 2nd, 2026)
 - a. This is a required training offered by the Center for Student Involvement for all student organizations utilizing on-campus funding. An RSO's president AND treasurer must attend and complete the attendance form at the end of the session. If unavailable for any of these sessions, a proxy may be sent in their place from the RSO's executive board.
- C. Manage all funding available to your organization in partnership with your advisor.
 - a. You and/or your organization are accountable for any overspending and will owe the university money if this occurs.
- D. Request funding using the GetInvolvedUC online budget submission system
 - a. Only officers who have completed RESET may submit budget requests. RESET prepares you to know how to complete and submit a budget, but please do not hesitate to ask UFB members to help you during their office hours (see [Office Hours](#)).
- E. Make sure your organization **submits ALL documentation and funding requests by the required deadline**; these are hard deadlines and exceptions will not be made.
- F. Once a budget is approved, it is your responsibility to follow through the purchase request process and work with a financial administrator to spend approved funds.
- G. **All Purchase Requests must be approved by your organization's treasurer and advisor** to be processed. This is done online through GetInvolvedUC.
- H. Inform other members of your organization about UFB policies, procedures, expectations, and other regulations and ensure all organization events follow these requirements.

Important Information Regarding Changes in Policy

Please note: Policies and procedures are subject to change based on changes with UC policy and/or policies within the Center for Student Involvement. Please visit GetInvolvedUC for the most up to date versions of the UFB handbook.

University Funding Board Criteria for RSO Funding 2026-2027

Purpose: The University Funding Board (UFB) serves as the financial backbone for the undergraduate student body by enhancing the Bearcat experience through educational value and positive community engagement. We function to equitably allocate the general fee to approved organizations to foster a diverse and inclusive environment through events and essential investments.

Eligibility for Funding

Organizations eligible for UFB funding:

- A. Must be a registered RSO with the Student Activities Board (SAB) via GetInvolvedUC and remain in good standing with SAB and the university.
 - a. An RSO organization is defined as a group of university students who unite to promote or celebrate a common interest.
- B. Organization president and treasurer have completed an RSO 101 required training through the Center for Student Involvement.
- C. Newly formed RSOs must wait two (2) weeks after SAB approval and attending SAB's New Organization Workshop if RSO 101 was not attended before receiving any funding.

Organizations not eligible for UFB funding:

- A. Any organization that does not have an elected president and treasurer. Organizations cannot have the same student operating as president and treasurer per UC policy.
- B. Any organization that receives a consistent allocation from other areas of the general fee (i.e. student government, SACUB, academic departments, etc.)
- C. Any organization that has outstanding bills with the university and/or one of its offices/partners.
- D. Any organization eligible for Graduate Student Government Association (GSGA) funds.
- E. Any organization that has selective membership (i.e. applications or member fees)
- F. See Organizations Eligible for Funding Item D for exceptions.

General Funding Guidelines

- A. All budget requests must align with the organization's primary purpose/mission as registered with SAB.
- B. Organizations must use the online GetInvolvedUC system to submit all budget requests.
 - a. Budget and purchase requests can be found in the Finance tab of the organization's GetInvolvedUC page.
 - b. Budget and purchase requests must be submitted by a student member of the organization.

Description of Funds Available to Registered Student Organizations

Each RSO eligible to receive UFB funds may request funding for Operating, On-campus events, Off-campus events, and/or essential investments. **All funds are allocated on a first-come, first-served basis.** There is always a chance that we will exhaust our funding before the end of the academic year; thus, we encourage you to start planning as early as possible.

Operating Funds

Each RSO eligible to receive UFB funds may request up to \$500 each academic year for operating expenses. A Purchase Request can be submitted to access these funds from the first day of the fall semester until May 15. Your advisor must approve of each expense.

Operating funds are intended to be used for the general management of the organization at their discretion. Funds can be used to help purchase any supplies or other materials that a student organization may need to hold a productive meeting or event.

To access operating funds, organizations must submit a purchase request through the online GetInvolvedUC system. The [How to Submit a Purchase Request Guide](#) is a great resource when requesting these funds.

Appropriate Uses of Operating Funds

- A. Food for recruitment events and meetings
- B. Organizational Apparel (including graduation cords)
- C. Office supplies
- D. Materials for programs (decorations, reusable items, costumes, etc.)
- E. National chapter registration fees
- F. Prizes/giveaways
- G. Contingency funds for budget overages

Inappropriate Uses of Operating Funds as outlined by [Items Not Funded by UFB](#)

- A. Anything in violation of university policies (alcohol, etc.)
- B. Food for a limited number of organization members
- C. Unethical or excessive purchases
- D. Gift cards
- E. Bake sale supplies
- F. Seed money
- G. Fundraising money
- H. Any purchases made after the operating fund's deadline

On-Campus and Off-Campus Events

Each RSO eligible to receive UFB funds may request up to \$5,000 each academic year for on-campus events, off-campus events, and essential investments. Organizations cannot request their full eligible allotment in one budget request unless using the full eligible allotment without clearly outlined purchases. Only one budget request can be submitted per event (Exceptions are made on a case-by-case basis)

On-Campus Event:

An on-campus event is defined as any event that is held at UC's Uptown West Campus, UC's Medical Campus, or 1819 Innovation Hub that does not require the organization to stay overnight to attend.

Off-Campus Event:

An off-campus event is defined as any off-campus event and/or event in which any member of the organization will stay overnight as a part of the event.

- A. All off-campus events require you to submit an [Online Travel Authorization & Roster](#).
- B. For trips over 100 miles from the University of Cincinnati Uptown Campus, or overnight, it is required that organizations rent vehicles through the university or purchase flights. Use of personal vehicles is allowed on a case-by-case basis and must be approved by the Center for Student Involvement.
- C. Funding off-campus food will be considered if an organization can ensure and offer transportation for UC students to attend.
- D. Off-campus events with selective attendance will need to demonstrate how attendance was fairly selected.
 - This can only be demonstrated by Microsoft forms, Google forms, or GroupMe forms.

On and off-campus events funded by UFB must provide educational value as determined by the board. The educational value must be related, but is not limited, to one of the following categories: Community Engagement, Creativity, Professional Development, Leadership, or Cultural Exchange. These events must align with the organization's primary purpose/mission as registered with SAB.

All events must be open and free of charge to all UC students; however, this rule does not apply when requesting off-campus funds for an event not hosted by the student organization such as a conference.

Essential Investment Funds

An essential investment is defined as physical equipment that is essential to the fundamental purpose of the organization and will be used consistently in events/meetings throughout the year. For these requests, a [UFB Essential Investments Request Form](#) must be completed and attached to your budget request as a pdf.

Items Not Funded Per University Financial Policy

- A. Anything in violation of university policies (alcohol, weapons, controlled substances, open flame, etc.)
- B. Items for personal use and items for non-university purposes
- C. Honoraria for current University of Cincinnati students, faculty, staff, administrators and alumni that have graduated within the past 2 years
- D. Honoraria for family of members of the student organization requesting funding
- E. Goods and services including software or hardware requiring an agreement to be signed
- F. Costs relating to fundraising including any item that will be sold at a fundraising event.
- G. Donations to charitable organizations
- H. No rewards cards (e.g., Kroger Plus, Amazon Prime, hotel rewards programs, etc.) can be used with any purchases made using university money either directly or through reimbursement
- I. Purchases and reimbursements through mobile payment systems (e.g., Venmo, PayPal)
- J. Gift cards and/or
- K. Any purchase not made in US dollars

Items Generally Not Funded by UFB

- A. **UFB cannot fund competitions in any capacity.** All organizations that will be participating in competitions must be registered as a Competitive Organization with the Center for Student Involvement office and work within the allocation system set for competitive organizations.
- B. Any item deemed excessive by UFB and/or not fully justified by the organization to be essential to the primary purpose, operations or programming of the organization
- C. Any student participating in an on or off-campus program for monetary prizes
- D. The cost of shipping cannot exceed half the cost of all items being purchased
- E. Programming events centered on social entertainment that lack sufficient educational value and are not accessible to the student body (i.e. retreats)
- F. Insurance, national or state membership fees/dues for individuals
- G. Web conferencing subscriptions (e.g., Zoom. Subscriptions for other opportunities may be considered if there is a clear cancellation policy, the organization does not utilize an auto-renew option, and the subscription aligns with the mission of the organization. Our Financial Administrators would need access to the subscription login information to cancel subscriptions at any time. This information can be submitted with your Purchase Request. RSO's will be required to reimburse Center for Student Involvement for any recurring charges past the approved budget.)
- H. Advisor costs will be assessed on a case-by-case basis
- I. Meetings without a centralized theme/activity where food is the main component (i.e. general body meetings).
- J. Giveaways that do not align with the mission of the event/organization (i.e prizes, entertainment items, raffles)

- K. Organizational apparel (including graduation cords) (operating funds may be used for these purchases)
- L. Funding support for events supporting non-UC affiliated attendees. (i.e. family members/partners of UC students)

All purchases must align with the regulations set forth by the University of Cincinnati.

This list is not exhaustive and is subject to change.

Preparing a Funding Request

Types of Requests

Budget Requests

All On-campus events, Off-campus events, and Essential Investments require the submission of a Budget Request that must be heard and approved by UFB to receive funding. Operating funds do not require a budget request. [How To Submit A Budget Request.](#)

Purchase Requests

Purchase Requests are required for any purchase made with allocated funds (i.e., operating funds and approved budgets)

General Information for UFB Funding Requests

- A. UFB hears budget requests at 6 PM on Thursdays when school is in session during fall and spring semesters except for the first week of the fall semester, any day the university is closed, AIC weeks, and every final exam week. Meetings are almost always held in TUC 423. Location changes will be posted on the UFB GetInvolvedUC page and/or UFB's Instagram account @ucfundingboard.
- B. Only one budget request per event may be submitted (See [Co-Sponsorships](#) and [Appeal Process](#) for exceptions). Events are distinguished by their date, name, general purpose, and discretion of the board.
 - a. While not required, it is recommended that organizations review budget requests with UFB members during office hours (See [Office Hours](#)).
- C. All funding requests require an event purpose, description, and agenda outlining the schedule of the event, except standalone requests for essential investments.
- D. All events must have an event created on GetInvolvedUC, and the event must be open to the public at the time of the Thursday UFB budget hearing.
- E. Funding requests must be received by **10:00 am on Friday** to be heard at the next Thursday's meeting. UFB members will check funding requests and notify organizations of outstanding requirements. Any outstanding documentation must be submitted by **10:00 am that Thursday** via GetInvolvedUC unless requested otherwise by a board member. Any documentation submitted after 10:00 am on the Thursday the budget is to be heard will not be included with the budget request.
- F. All budget requests must be heard on a Thursday no fewer than 21 days prior to the event.
- G. Budget requests cannot be submitted for line items that have already been purchased. (i.e.

reimbursements)

- H. Make sure you review the [Preparing a Funding Request](#), [Items Not Funded Per University Financial Policy](#) and [Items Generally Not Funded](#) when preparing to use funding and submitting a budget.

Early Fall/Summer Requests

Summer Semester Requests

- A. Organizations are eligible for funding for two events in the summer semester and these events must be unable to be held during the fall and spring semesters.
- B. Summer funding requests must be submitted by the fifteenth (15th) week of the spring semester.
- C. For UFB's purposes, the summer semester will be defined as follows:
 - a. Beginning the first Monday following Commencement and ending the day immediately prior to the first day of classes for the fall semester the following academic year.
- D. These funds are allocated from the fiscal year in which the event occurs. The new fiscal year begins on the first of July.

Early Fall Semester Requests

- A. Requests for funding during the first twenty-eight (28) days of the fall semester must be submitted by the fifteenth (15th) week of the spring semester of the previous year.
 - a. Student organizations approved for these funds will not have access to them until they complete RESET, are approved for that year by SAB, and president and treasurer complete RSO 101.
 - b. These funds are allocated from the fiscal year in which the event occurs. The new fiscal year begins on the first of July.

Requirements for On and Off-Campus Funding Requests

Documentation

- A. All expenses included within the budget request must be justified by supporting documentation that is submitted via GetInvolvedUC.
 - a. If the documentation provided shows a higher price than that of the line item, then the line item can be adjusted during the meeting only if approved by a member of the organization.
 - b. Only email correspondence will be acceptable for documentation.

Advertising

- A. If requesting funds for advertisements, a copy of the advertisement must be included.
- B. For food and beverage events, a flyer indicating free food is available. A GetInvolvedUC link is not an acceptable flyer.

Food and Beverages

- A. Generally, funds for food and beverages should go towards UC students. However, funding for non-UC students will be left to the board's discretion. This decision will be determined based on how closely the event aligns with the organization's mission and/or

- purpose.
- B. All service, delivery, and wait staff charges are to be included in the “Other” line item.
 - C. If food is provided at the event, organizations must provide an advertisement for the event indicating the availability of free food. A GetInvolvedUC link is not an acceptable flyer.
 - D. See [Conference Registration Article B](#) for food at conferences.
 - E. See On-Campus Events, Off-Campus Events, and Essential Investment Funds Article A for food at off-campus events.
 - F. See [Performer & Performer-Related Expenses Article E](#) for food for performers.

Transportation

- A. All student group travel requires a completed and signed [Travel Authorization and Roster](#). This document should also be uploaded in a budget request including travel costs.
 - a. At least 51% of students traveling must be undergraduates as verified by the travel roster and organization roster on GetInvolvedUC.
 - b. In the event the travel roster changes, organizations must provide the financial administrator with an up-to-date copy prior to departure.
 - c. The selection process for students attending an off-campus event must be added into the description for the line item for the travel roster and authorization form.
- B. For funded student travel more than 100 miles from UC’s Uptown West Campus (except for Columbus, Lexington, Louisville, and Indianapolis), organizations must utilize UC Transportation.
 - a. To rent a vehicle, organizations must:
 - i. Contact the University’s AAA agent at 513-762-3200
 - ii. Let the agent know that they are renting vehicles as a student organization through CSI.
 - iii. Receive a confirmation and itinerary to be uploaded as documentation in their budget request submitted at least 21 days prior to travel.
 - iv. Budget and purchase requests must be approved prior to travel, or the rental will be cancelled.
 - b. For more information on student organization travel and vehicle rental, refer to the [Student Organizations website](#).
 - c. Exceptions of travel radius are determined by the Center for Student Involvement (CSI).
- C. If an organization requests gas reimbursement, a cost of \$0.25 per mile of travel will be assigned for UC vehicles.
- D. For transportation services such as Uber and Lyft, UFB will honor the highest estimate provided by the service per documentation.
- E. Citations and other violations are the responsibility of the organization.
- F. UFB will fund airline tickets on a case-by-case basis when it is safer and more cost-effective for organization members. Selected flight information is up to the discretion and

approval of the UFB advisor and CSI financial administrators. All attendees requesting funding for conference travel requiring flights must have all flight amounts paid by UFB or another funding source not required of student's personal finances.

- G. Any request involving international travel must be approved by UC International before funds can be allocated.

Conference Registration

- A. All conference funding requests (in-person and virtual) must include:
 - a. An agenda to support the educational value of the event.
 - i. If the current year's agenda has not been published, a previous year's version will be accepted.
 - b. A [Travel Authorization Form & Roster](#)
 - i. A minimum of one-half (1/2) of members attending must be undergraduate students. Organizations will be asked to clarify how the selections of attendees was achieved.
 - ii. A minimum of two students must attend a conference to receive UFB funding (exceptions can be made on a case-to-case basis per board approval)
 - iii. Funding for conferences cannot be used for individuals not currently enrolled at UC at the time of the conference (ex. If graduating in Dec. 2025, you cannot attend a conference in Feb. 2026)
- B. UFB will not fund food for students at conferences. However, if an organization cannot opt out of the cost for meals included in the conference registration, no deduction from the registration line item will be made.

Hotel/Lodging

- A. Incidental charges are the responsibility of the funded organization.
- B. Organizations cannot spend more than \$300 per night per room/person excluding tax (exceptions can be made on a case-to-case basis per board approval)
- C. Lodging may not be purchased through third-party sites (e.g., Expedia, Travelocity, etc.)
- D. Organizations are responsible for all follow-ups on hotel payment authorizations and will be provided with steps regarding follow-up when making payments with the financial administrator.
 - a. Organizations are responsible for making sure their bill is tax-exempt when checking out of the hotel and can find all related tax-exempt forms on the Office of the Treasurer website. Any tax charged to the organization is the responsibility of the organization to cover.
 - b. If an organization is having rooms held before coming to see the financial administrator, they must include the financial administrator in the email to ensure receipts are received in a timely manner.

Essential Investments

- A. Organizations can submit either a standalone essential investments request or include

- essential investments as a line item in a funding request for an on-campus event.
- B. When requesting funding for essential investments the following documentation is required:
 - a. [Essential Investments Request Form](#) (available on GetInvolvedUC); and
 - Submit one form listing all essential investment items unless they are stored in different locations
 - b. Documentation of the item price(s).
 - C. Once investments are approved, quality assurance will be implemented in the following ways:
 - a. If materials and/or equipment are damaged, lost, or stolen, then an [Incident Report Form](#) (available on GetInvolvedUC) must be submitted immediately to UFB for traceability. If stolen, a police report must be filed and included with the Incident Report Form as documentation.
 - b. Audits, based on random selection, will be conducted before the conclusion of the Spring semester. Audits will ensure that there are no unreported discrepancies between the approved request and the current condition of the investments.
 - c. If discrepancies during an audit are found, the organization will not be able to request new materials and/or equipment for the subsequent Fall semester.
 - D. Organizations are responsible for informing UFB of the new storage location and contact person during re-registration.
 - E. Organizations must request all merchandise with the UC name through an [approved internal vendor](#) such as Associated Premium, Consolidus, or Munoz Brands.
 - a. Any designs for merchandise that include the UC logo must be approved by the UC Licensing Department through the [approval of the Name, Brand, or Logo Form](#).

Co-Sponsorships

- A. Co-sponsorship requests should be submitted as follows:
 - a. Each organization involved must submit a separate funding request with the same event name and indicate in the title that the budget is a co-sponsorship.
 - b. Each organization will specifically request the funds they intend to cover the event in their individual budget.
 - c. All organizations serving as a host for a co-sponsored event must be listed as a host organization on the event's GetInvolved page.
- B. If the co-sponsoring organization is not UFB-funded, documentation of commitment to co-sponsor the event must be provided.
- C. The purpose of the event must align with the purpose of each co-sponsoring UFB funded organization.
- D. More than one (1) organization may apply for funding for organizations attending the same conference.

Performer & Performer-Related Expenses

- A. Funding requests for events based around a performer/speaker, that is not a member or

advisor of the organization must include the following:

- a. Credentials for how the performer fits with the event and the purpose of the organization (e.g. resume, CV, biography, LinkedIn screenshot, etc.).
 - b. For career fairs and similar events, in place of intent and credentials of the specific company representative that will be attending, credentials of the company and any sort of confirmation of attendance from the company are acceptable.
 - c. Request for honorarium by speaker and official invoice from speaker.
 - i. Budget requests seeking payment for a speaker/performer should include the speaker's legal first and last name, date of birth, and email address.
 - ii. If the speaker is not receiving honorarium, treasurers must submit an intent to perform from the speaker (must be email).
 - d. These requirements still apply if the performer is a UC student.
 - e. These requirements apply for all speaker-related events, regardless of honorarium requests.
- B. Funding requests for events based around performances or speeches given by organization members and/or advisor(s) must include the following:
- a. Names of the members and/or advisor(s).
 - b. Credentials for how the members and/or advisors(s) fit with the performance and event.
- C. For performer transportation, organizations may assign \$0.55 per mile for gas expenses.
- D. Airline tickets for speakers or performers may not be purchased through third-party sites (e.g.: Expedia, Travelocity, etc.).
- a. Vehicle rentals for non-UC students cannot be funded.
- E. Per-diem costs and honorariums for performers will be funded only if requested by the performer in the form of an official invoice.
- F. Anything not explicitly stated as honorarium in documentation will be included in "Other Performer Related Expenses." This includes hotel/lodging costs.
- G. See "Items Not Funded" for honoraria for UC-affiliated performers and family members.

Facility & Equipment Rentals

- A. All costs associated with security must be requested under the Facility/Equipment Rental budget line item.

Appeal Process

- A. To appeal a UFB decision, an organization must submit an appeal through GetInvolvedUC, selecting the "Appeal for Funding" budget request category. The appeal should also include a typed letter of explanation stating why the organization is appealing, listing the line item(s) and article(s) that are being appealed.
 - a. Appeals must be submitted by 10:00 am Thursday following the budget decision.
 - b. Organizations may not appeal to the board more than once per budget.
 - c. Appeals for additional funding must be requests for already approved line items in the original budget
- B. Lack of Appealable Documentation

- a. If missing documentation is discovered at a meeting and the student organization has not been properly contacted beforehand (or was not contacted in a timely manner), the board can deny the budget due to lack of appealable documentation. This budget decision can be appealed by the organization to submit the missing documentation to approve the budget.
 - b. The missing documentation must be submitted no later than 10:00 am on Thursday following the hearing.
- C. Lack of Educational Value
- a. If a budget does not meet UFB criteria and/or does not display how it meets the Educational Value criteria, UFB may deny the budget based on lack of educational value. This budget decision can be appealed by the organization to submit rationale for why the budget meets [the criteria for educational value outlined in the UFB handbook](#).
- D. Appeal Decisions
- a. UFB will review appeals during their weekly meeting and vote to hear and/or approve appeals based on organizations presented information.
 - b. If an organization's appeal is approved with additional documentation and/or information, UFB will approve the original budget and allocate additional funds if applicable.
 - c. If an organization's appeal is denied, no funds will be approved or allocated from the original budget.
 - If an organization disagrees with the decision to deny their appeal, they have the right to contact the Staff Advisor to UFB for additional review. The Staff Advisor to UFB will review the appeal and make a decision based on the information provided in the budget request, the appeal letter, and discussion with the student organization after the appeal has been denied in a budget meeting. Organizations MUST appeal to the Staff Advisor to UFB at least 10 days prior to the proposed event date.

Accessing Funds/Purchase Request Process

To access approved funds, organizations must create a purchase request through the Finance tab of the organization's GetInvolvedUC page. All purchase requests should be submitted and approved by your treasurer and advisor at least 10 days prior to your event. All approved budget funding that is not utilized 30 days after the event will be returned to the UFB Allocation Fund for further use. For Essential Investments, funding that is not utilized 30 days after the budget request has been approved will be returned to the UFB Allocation Fund for further use.

[How to Submit a Purchase Request](#)

Once a purchase request has been submitted, organizations will work with a financial administrator to make the purchase in one of two ways:

University Purchasing Card

- A. Student organizations have the option of using a Financial Administrator's University-issued purchasing card with the assistance of that Financial Administrator to make necessary purchases and book travel on behalf of their organization.
 - a. Depending on the purchase, organizations may be required to be present (in-person, phone, video call) at the time the purchase is made.
- B. The University Purchasing Card cannot be used to make purchases with sales tax. It is the responsibility of the student organization to provide their vendor with the UC Tax Exempt Form to have tax removed on items prior to purchase.
 - a. Any purchase made to Dominos, Kroger, Walmart, and Target will need to go through the reimbursement process. No tax will be reimbursed.

Reimbursement

- A. Student organizations can make purchases using an individual's credit or debit card and receive reimbursement by completing the following steps:
 - a. Submit a purchase request with the category set to Reimbursement
 - b. **Purchase requests must be approved by the organization treasurer and advisor BEFORE any purchases are made with personal funds.** Failure to submit a purchase request and get approval for purchase may result in not getting reimbursed.
 - c. Include itemized, paid receipts and a screenshot of the transaction including the vendor/item name, date of purchase and transaction total
- B. **All reimbursement requests must be submitted within 15 days** following the purchase to receive reimbursement.
 - a. Per University of Cincinnati policy, any receipts older than 30 days will not be accepted for reimbursement.

Audits and Sanctions

- A. Any organization found to have exceeded their budget, forged documents or signatures, or to have purchased any item with UFB funds without explicit approval could have their funds frozen for a determined amount of time, be suspended, and/or will be ordered to repay the funds. Any of the above infractions may lead to proceedings with Judicial Affairs which can be outlined in the Student Code of Conduct
- B. UFB reserves the right to audit any organization for any reason. Organizations found to have infractions will be reported to The Center for Student Involvement for further review.

Additional Funding

- A. Based on the availability of funds, groups will be notified if they can request additional funding from the initial cap set based on UFB's allocation at the start of the academic year.

- a. The funding request process will be maintained for these additional funds, and funds will continue to be allocated on a first-come, first-served basis.

RSO Budget Submission Timeline

To request funding for on and off-campus events and essential investments, submit a budget request online through GetInvolvedUC. Use the timeline below to plan ahead:

1. Plan Your Event

- a. Plan early! UFB requires your budget be heard at a meeting that occurs no less than 21 days prior to your event. For events that require a lot of planning, we suggest preparing and submitting your budget even further in advance.
 - i. For On-Campus Events, see [Conference & Event Services Event Policies](#)

2. Prepare Your Request

- a. Submit your budget online with supporting documentation by **Friday at 10:00 am.**
 - i. Review our [How to Submit a Budget Request](#) document on GetInvolvedUC.

3. Come to an Office Hour

- a. Visit our office at 830C Steger Student Life Center to have your budget reviewed by a UFB member ahead of the Thursday meeting for budget editing suggestions.

4. Make Any Edits

- a. In the event UFB returns your budget for revisions, attach any additional documentation and **resubmit your budget by 10:00am on Thursday. (Budgets that have been withdrawn within the system will count as a new budget on the next timeline)**

5. Do Not Buy Anything Yet

- a. Do not pay for anything on your personal credit card prior to budget and purchase request approval. If your budget is denied for any reason, you cannot be reimbursed for those funds.

6. Come to the UFB Meeting

- a. UFB encourages all organizations to attend the UFB meeting at which your budget is heard. This meeting will occur at **6:00pm on Thursday** of the week when your budget is submitted. Budgets are heard in the order they were submitted. **Be prepared to answer questions** UFB members may have about your budget and event.
- b. Regardless of whether you attend, you will receive an email on Friday with the budget decision and next steps from the University Funding Board's Secretary or designated proxy if the secretary is unavailable.

7. If Approved

- a. Upon budget decisions, UFB will send an email with the next steps.
 - i. **Submit a purchase request for your budget as soon as possible and no later than 10 days prior to your event.** Step-by-step instructions can be found on UFB's GetInvolvedUC page in the [How to Submit a Purchase Request](#) document.
 - ii. After submitting the purchase request, **schedule an appointment with the financial administrator.**

8. If Denied

- a. Organizations can submit an appeal to a UFB decision through GetInvolvedUC, selecting the “Appeal for Funding” budget request category. The appeal should also include a typed letter. **Appeals should be submitted by 10:00 am the Thursday following the budget decision.** For more information, see [Appeal Process](#).