

# Student Funding Flowchart (Printable Checklist)

## STEP ONE: PREPARATION

- **Register as a CIO (Contracted Independent Organization):**
  - If you plan to request funds through Student Council from the Student Activities Fund (SAF), you will need to register.
  - You can find instructions on how to register as a CIO on <https://www.uvastudco.com/becoming-a-cio>
- **Establish a place to store all your documents for history and future use.**
- **Apply for a Tax ID (EIN)**
  - You can apply for a Tax ID (EIN) number on the IRS website: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-...>
  - When asked what type of organization, please check “view additional organizations”, and select the one that best represents your organization.
- **Identify your CIO “Supplier Number”, or register as a Supplier in the UVA Marketplace**
  - If you have not registered yet email [vpsafinance@virginia.edu](mailto:vpsafinance@virginia.edu) to request that your CIO be registered as a supplier by sending the name of your CIO along with the email of a member of your group who can fill out information regarding your club including your Tax ID (EIN) number
- **Set up a bank account at the UVA Alumni Association, or if you prefer at a commercial bank**
  - UVA Alumni Association: Submit a ticket to request a new account here: <https://uvafund.freshdesk.com/support/solutions/articles/65000120451-how...> and fill out a “New Support Ticket”.
  - For an account at a commercial bank, you will need an IRS Tax ID (EIN) number.
    - Wells Fargo (2033 Ivy Rd, Charlottesville, VA 22903) - You can request a bank fee waiver form here: <https://vpsa.virginia.edu/bank-fee-waiver-request-form>
    - Bank of America (1619 University Avenue, Charlottesville, VA 22903) - Free to open an account, and no fees. (*New for 2020-2021. No Bank Fee Waiver Form needed*)

# STEP TWO: TO BE COMPLETED THREE WEEKS BEFORE THE DAY OF YOUR EVENT

- **Research your costs and create a budget for your event**
- **Acquire quotes and decide which vendors you want to use**
  - Find out if the vendor is registered as a supplier in the UVA system
  - Most vendors that are used by CIOs are most likely already a registered vendor. Email [vpsafinance@virginia.edu](mailto:vpsafinance@virginia.edu) with the vendor name and request the supplier number.
  - If they are not a registered vendor, email [vpsafinance@virginia.edu](mailto:vpsafinance@virginia.edu) with the name and email of the vendor you wish to register. We will forward their information to a separate office that collects and verifies the vendor's information and creates a supplier registration number. Timing depends on the vendor's responsiveness, but in most cases please allow two weeks for this process. Once the vendor is given a supplier number, we will send their supplier number to you.
  - If the vendor declines to register as a supplier, email [vpsafinance@virginia.edu](mailto:vpsafinance@virginia.edu) to apply for an exception. Please include in the email, the vendor's written response to opt not to become a supplier. Please allow three weeks for your request to be reviewed and processed.
  - Please note that during the registration process vendors have the option to negotiate payment terms from the standard UVA payment terms (45 days from when they send in their final invoice, which is usually the day of the event).
- **Request and Acquire Funding**
  - Request Funding from SAF - You can apply for funding via the instructions here: <https://www.uvastudco.com/appropriations>
- **Possible Other Funding Sources**
  - There are many offices and departments across Grounds that might be willing to sponsor events depending on their sponsorship criteria and availability of funding.
    - Some examples of other funding sources are
      - Vice President for Student Affairs Office: <https://vpsa.virginia.edu/funding>
      - Office for Diversity, Equity, and Inclusion: <https://aig.alumni.virginia.edu/ideafund/alumni-connect/office-for-diver...>
      - <https://www.uvastudco.com/funding-resources>
      - When approved for the funding, the employee approving the funding will enter data into a sheet, and give you a "Funding Confirmation Number". (You will use this number when requesting the funds to be used)

- **You will be able to see your Approved Funding and Expenses on @UVA once the Finance Office receives the information and processes it.**
  - <https://vpsa.virginia.edu/how-check-approved-funding-and-expense-transactions-uva>
  - For SAF funding, it can take up to a week from the “Allocation Posted” date (listed here <https://www.uvastudco.com/funding-calendar>); note that this date is after your hearing date.
  - The place to look for your available amount is at the top of your “Account Details” page in the “AVAILABLE FUNDS” section in @UVA. (This amount can be different from the amount approved in your Funding Request document.)
  - For Non-SAF funds, it can take up to a week from when we receive the Funding Confirmation Number.
  
- **Submit Payment Requests (for all expenses incurred three weeks before the event)**
  - Complete the “Payment to Vendors” online form (<https://vpsa.virginia.edu/payment-vendors>) for each vendor and funding source
  - Submit the “Reimbursement to Students and CIOs” online form (<https://vpsa.virginia.edu/reimbursement-students-and-cios>) for any expenses paid out-of-pocket or via CIO funds.
  - It can take up to two weeks for the payment request to be processed from time of submission on your submission confirmation email
    - For “Payment to Vendors” request, the purchase order that initiates the payment to vendors will be processed within two weeks. Subsequent Vendor Payment will be made according to the payment terms agreed upon when registered.
    - For “Reimbursement to Students and CIOs”, the reimbursement payment will be completed and submitted within two weeks.
  - You can check your Approved Funding and Expense Transactions in @UVA (<https://vpsa.virginia.edu/how-check-approved-funding-and-expense-transactions-uva>)
    - Make sure to check your transaction history to confirm your payment requests have been processed. If you have made commitments that don’t yet appear in your transaction history, then those commitments have not yet been deducted from your available balance.

# STEP THREE: STEPS TO BE TAKEN FROM YOUR EVENT TO THE DATE TWO WEEKS AFTER THE EVENT (OR STUDENT COUNCIL'S "PURCHASE REQUESTS DUE DATE" FOR SUBMITTING EXPENSES FOR THAT FUNDING ROUND, WHICHEVER COMES FIRST)

- **Keep any receipts and/or other documentation for expenses that happen during or after the event**
- **Submit Payment Requests (for all expenses incurred less than three weeks before the event or after the event)**
  - Submit the "Reimbursement to Students and CIOs" online form (<https://vpsa.virginia.edu/reimbursement-students-and-cios>) for any expenses not yet submitted.
    - You can submit expenses for an event up to two weeks after the event, or for SAF funds, the Purchase Requests Due date at <https://www.uvastudco.com/funding-calendar>, whichever is earlier.
- **File event descriptions, budgets, and receipts with your organization's shared documents for future use.**
  - Take notes on what did and what did not work for your event. The definition of a "successful" event can be different for different events but consider whether it achieved your original purpose or goals.
  - Consider how to document any useful information for students who perform your role in the future. For example, consider saving planning documents, invoices and receipts, agendas and programs, and any notes on what worked and what didn't work to the folder you created to store your organization's documents.

# QUICK LINKS:

- Downloadable Instructions: <https://vpsa.virginia.edu/sites/vpsa.virginia.edu/files/Checklist.pdf>
- Payment to Vendors online form: (<https://vpsa.virginia.edu/payment-vendors>)
- Reimbursement to Students and CIOs online form: (<https://vpsa.virginia.edu/reimbursement-students-and-cios>)
- How to check Approved Funding and Expense Transactions in @UVA: <https://vpsa.virginia.edu/how-check-approved-funding-and-expense-transactions-uva>
- Bank Fee Waiver Form: <https://vpsa.virginia.edu/bank-fee-waiver-request-form>