



## **FINANCIAL TRAINING THINGS TO REMEMBER**

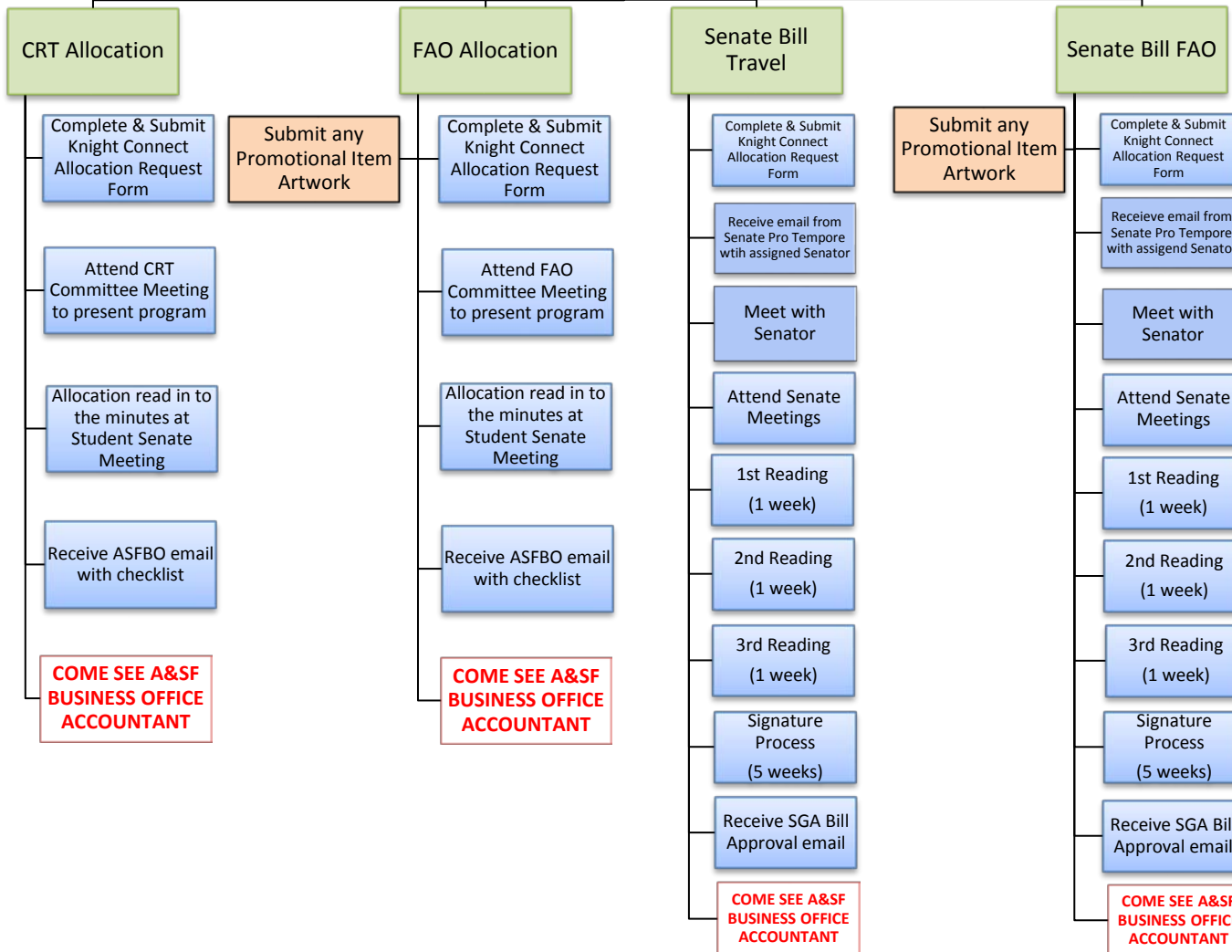
- **Plan ahead**. Consult an Activity & Service Fee (A&SF) Business Office accountant.
- Expenditure of funds can only be requested and processed when an A&SF Business Office Accountant receives approved allocations and/or bill from either the Financial Allocations for Organizations (FAO) Chair, Conference, Registration, and Travel (CRT) Chair, or Student Government Association (SGA) Senate Secretary, depending on the type of Allocation.
- **IMPORTANT:** There will be **no reimbursement** for items purchased prior to receiving approval from the A&SF Business Office. **DO NOT** purchase anything. **See an accountant first. There will be no reimbursement for an “after the fact” purchase.**
- Funding provided by SGA does not imply or express liability. Students and Registered Student Organizations (RSO) utilizing A&SF funds for travel are not covered by University of Central Florida (UCF) insurance unless travel is for official SGA business. (CRT Allocation, Senate Bill, etc. is not official SGA business).
- A&SF Business Office requires **written quotes from two (2) different vendors** when requesting **\$10,000 - \$25,000**, and quotes from **three (3) different vendors are required for requests greater than \$25,000**.
- Students do not have the authority to sign a contract and/or obligate the University.
- RSO should be in an active registered status with the Office of Student Involvement (OSI) in order to request the expenditure of funding.
- Each student organization should update its registration information and names of newly elected/appointed officers at the beginning of each **Spring and Fall semester** with Office of Student Involvement (SU 208).
- Individuals or RSO officers should familiarize themselves with all Student Government Statutes and use for their reference **Title VIII: The Finance Code**, which is on the SGA and A&SF Business Office websites.
- Title VIII: The Finance Code stipulates that failure to comply with the policies of the Activity & Service Fee Business Office and or Student Government may result in the financial authorization privileges of an individual or group of individuals being suspended.

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- **Purchase Request Form (PRF)/Purchase Information**
  - Complete PRF and attach quote(s) and/or any pertinent information that will facilitate processing. Each vendor requires a separate PRF.
  - Completed forms must be submitted **at least ten (10) business days** prior to the date or event date. All contracts will need prior approval from UCF General Counsel and Procurement Services, please allow a **minimum of three (3) business weeks** for this process.
  - When delivery is made to the A&SF Business Office for any purchase request, the accountant will contact the PRF initiator for pick-up.
  
- **Travel Request Form (TRF)/Travel Information**
  - Complete TRF and attach all obtained travel information. FOR GROUPS, also attach a completed Group Travel Roster(s).
  - All completed TRF's must be submitted to the A&SF Business Office, **at least ten (10) business days** prior to travel date. Forms must be submitted **at least fifteen (15) business days** prior to travel date if traveler(s) are Non-U.S. Citizen(s).
  - A TRF is needed to request a purchase order number (P.O. #) from Finance & Accounting (F&A). After F&A has issued P.O. #, requested travel arrangements will be processed by the accountant. **It is important to indicate on the TRF any funding from other UCF source(s) for the travel requested.**
  - After the travel is completed, submit all travel documentation **within five (5) business days** to the A&SF Business Office.
  - Hotel room rates that exceeding **\$200** per night will require justification. Examples of justification may be conference hotel, peak period travel, or expensive area.
  - Lodging expenses are not reimbursable and cannot be paid by the accountant for stays at hotels that are **less than 50 miles** from the traveler's campus headquarters (UCF Main Orlando Campus, Rosen, Brevard, etc.) or home, whichever is farther, unless it is approved by the University President or his designee.
  
- **Promotional Items** - All promotional material must be approved through the Financial Allocations for Organizations (FAO) Committee prior to it being purchased/processed in the A&SF Business Office.
  
- **Office Supplies** - Use **Staples**. Please go online to check Staples website. (**DO NOT** pay, commit, and/or obligate UCF to pay.) Office supplies are delivered to A&SF Business Office. The accountant will contact PRF initiator to pick up item(s).

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**Complete A&SF  
Financial  
Training**



## **Contact and Accountants**

Physical Address: 12715 Pegasus Drive. SU Bldg. 52 Room 215, Orlando, FL 32816

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## **Helpful Links**

### **A&SF Business Office Website**

<http://asf.sdes.ucf.edu/>

### **SGA Website**

<http://ucfsga.com/>

### **Forms (PRFs, TRFs, Group Travel Roster, W-9 Form, etc.) – A&SF Business Office**

<http://asf.sdes.ucf.edu/forms>

### **Forms (FAO Allocation, CRT Allocation, ORC Promotional Approval, etc.)**

<https://ucf.collegiatelink.net>

### **Find Your Senator – SGA Website**

<http://ucfsga.com/branches/legislative>

### **Staples**

<http://www.staples.com/>

### **UCF Office Plus**

<https://officeplus.ucf.edu/index.html>

### **Student Union**

<http://studentunion.ucf.edu>