

Club Funding

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Funding Types

- **Club Cash**
 - Clubs are granted up to \$100 (first come, first served) that can be used for club related expenses
 - This funding *does not* need prior approval or application
 - These funds *do not* roll over into the next academic year
- **BAC Funding**
 - See “How to BAC”
 - This funding stays in the SGA speedtype. When you want to purchase items, the money comes out of there. This funding *does not* go into your club speedtype
 - These funds *do not* roll over into the next academic year

- **Club Speedtype**

- A speedtype is an on-campus account provided to help clubs keep track of their finances. A club speedtype is where funds raised by or donated to the club are placed.
- To create a club speedtype, please fill out the MLC form “New Speedtype Request Form” (<https://mlc.uccs.edu/submitter/form/start/598806>)
- See “Deposits” section below for how to deposit funds into the speedtype
- To check the balance of your club speedtype, please fill out the MLC form “Speedtype Financial Report Request” (<https://mlc.uccs.edu/submitter/form/start/598896>)
 - You can request two types of reports:
 - Balance sheet (just a total of what you have)
 - Financial Detail (a list of transactions, up to 5 years prior)
- Spending these funds works the same way as spending BAC funds. You cannot receive cash advances.
- These funds *do* roll over into the next academic year
- Club speedtypes remain active so long as the club is active. Club speedtypes are wiped after 3 years of club inactivity

- **Club Fundraising**

- See “Club Fundraising”
- These funds are deposited into your club speedtype

- **Strategic Initiatives Fund**

- This is a grant fund awarded by the Strategic Initiatives Department. The Strategic Initiatives Fund supports programs, events and travel that contribute to the advancement of the [UCCS Strategic Plan](#). Student organizations and their members are welcome to apply for funding to supplement funding already obtained through fundraising, personal investment, and other resources of financial support (i.e., SGA, department support, sponsorship, etc.).
- To apply for this grant, you will fill out the Strategic Initiatives form on MLC
 - Information you will need:
 - Club name
 - Club contact (name/ UCCS email)
 - Describe the event, initiative or reason for travel (ie- conference)

- Outline of the budget
- Describe how this event/ travel contributes to the UCCS Strategic Plan
- Confirm that you have received supplemental funding (ie- club speedtype or SGA funding)
- The spending of the funds works the same as BAC and speedtype spending. And like BAC funding, this money *does not* go into your club speedtype.
- There is an after-funding form to fill out, to tell the Department how you used the funds
- These funds *do not* roll over into the next academic year

Spending

- There are two ways that you can use your funds:
 - **Out of Pocket:** a club member can purchase something out of pocket and fill out a reimbursement form after the purchase is made
 - An itemized receipt is required!
 - Reimbursements are only available *after* funding is secured
 - Please see “Reimbursements: section below
 - **Student Life Purchase:** A student life employee can purchase goods on your behalf using their UCCS issued Procurement Card.
 - This will be charged directly to your club speedtype/specific funding source speedtype
 - Please fill out the MLC form “Club’s & Organization Purchase Order Request Form”
 - Information you will need:
 - Proof of funding (SGA approval letter, Strategic Initiatives Fund approval letter, Speedtype balance)
 - Information for the vendor (ie- website, phone, email, etc)
 - An excel sheet with the following information:
 - Links for each item
 - The quantity
 - Apparel sizes (if applicable)
 - Shipping cost and speed (if applicable)
 - For Amazon, please create a Wishlist and include that link
 - Please give at least 2 weeks for purchasing. If you know shipping will take longer (ie- customized items, international shipping, etc) please take that into account when filling out the form

Reimbursements

- There are two types of club reimbursements, please fill out the MLC form accordingly:
- **Petty Cash Reimbursement:** if your purchase was \$100 or less.
 - To receive a petty cash reimbursement you must:
 - Fill out the MLC form “Petty Cash Reimbursement”
 - Information needed:
 - Club contact (you or whoever the reimbursement is for)
 - Speedtype number or funding source (ie- club speedtype, SGA funds, club cash, etc)
 - Total amount
 - Have the original itemized receipt
 - For online payments, please print the receipt (or Student Life can print it for you)
 - These receipts must include:
 - Date of purchase
 - Vendor
 - Total amount
 - Payment method
 - A Student Life staff member will email you to come pick up the form
 - After the form is filled out with Student Life, you will take the form and the original receipt up to the Bursar’s Office (second floor Main Hall) and receive cash back
 - **Club Reimbursement:** if your purchase was over \$100
 - To receive this reimbursement you must:
 - Fill out the MLC form “Clubs & Organization Reimbursement”
 - Information needed:
 - Club contact (you or whoever the reimbursement is for)
 - Speedtype number or funding source (ie- club speedtype, SGA funds, club cash, etc)
 - Total amount
 - Have the original itemized receipt
 - If you are a student employee at UCCS, a Student Life staff member will reach out to you with further steps.
 - Once the MLC form has been submitted, a Student Life staff member will submit it to the Procurement Services via Concur

- Procurement Services will either approve or deny the reimbursement request based on the document submitted with the form. It is important that you submit your *original, itemized* receipt upon submission
- Once approved, and you are not a student worker, a check will be issued to you within two weeks. If you are a student worker, the reimbursement will be included on your next paycheck.

Deposits

- When you have money to deposit into your club speedtype, a club member should fill out the Deposit form on MLC.
- You will need the following information:
 - Club Name
 - Name of person making deposit
 - Phone number
 - Description of what will be deposited (cash, check, both)
 - The amount deposited
 - The speedtype number of the account funds will be deposited
 - Signature of the person making the deposit
- After the form is filled out with Student Life, you will take the form and the deposit up to the Bursar's Office (second floor Main Hall)