

Club & Org Funding

Funding Sources

Club Cash

- Clubs/orgs are granted up to \$100 that can be used for club/org related expenses.
- This funding does not need prior approval or application. These funds do not roll over into the next academic year.

SGA Funding

- See “SGA Budget Advisory Committee (BAC) Funding Guidelines and Procedures” document for additional information.
- This funding stays in the SGA speedtype. This funding does not go into your club/org speedtype.
- These funds do not roll over into the next academic year and must be spent by Spring Commencement.

Club Speedtype

- A speedtype is an on-campus account provided to help clubs/orgs keep track of their finances. A speedtype is where funds raised by or donated to the club/org are placed.
- To create a speedtype, please fill out the MLC form “New Speedtype Request.”
- See “Deposits” section below for how to deposit funds into the speedtype.
- To check the balance of your speedtype, please fill out the MLC form “Speedtype Report Request”.
 - 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 SGA funds. You cannot receive cash advances.
- These funds do roll over into the next academic year.
- Club/org speedtypes remain active so long as the club/org is active. Club/org speedtypes are wiped after 3 years of inactivity.

Club & Org Fundraising

- See “Club & Org Fundraising”
- These funds are deposited into your speedtype through a Deposit Request form (see below).

Deposits

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

Spending

- There are two ways that you can use your funds:

Reimbursement Request

- A club member can purchase something out of pocket and fill out a Club and Organization Reimbursement Request form on MLC.
- If the purchase is less than \$100, once approved, you will be able to receive funds immediately from the University Bursar Cashier's desk.
- If the purchase is more than \$100, 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 in your next paycheck.
- Regardless of the reimbursement requested, or your employment status, the MLC form (Club and Organization Reimbursement Request) will request the following information:
 - An itemized receipt, which includes:
 - The cost and name of each item purchased
 - The total amount due
 - The name and contact of the vendor
 - The purchase date
 - Payment confirmation/total amount paid
 - Confirmation of adequate funding sources
 - SGA Approval Letter (if applicable)
 - Speedtype Report (if applicable)

Purchase Order Request

- A Student Life & Leadership employee can purchase goods on your behalf using

their UCCS issued Procurement or Travel Card.

- Regardless of the funding source, the MLC form (Club and Organization Purchase Order Request) will request the following information:
 - Confirmation of adequate funding sources
 - SGA Approval Letter (if applicable)
 - Speedtype Report (if applicable)
 - Information for the vendor (e.g., website, phone, email, etc.)
 - An excel sheet with the following information:
 - Links for each item
 - The quantity and cost for each item
 - Sizes/Colors/Styles (if applicable)
 - Shipping cost and speed (if applicable)
- Please allow at least 2 weeks for purchases. If you know shipping will take longer (e.g., customized items, international shipping, etc.), please take that into account when filling out the form.

