To All SAES Recipients:

As a student organization/club that receives funding from the Student Alumni Engagement Sponsorship (SAES), it is stated that all reimbursement procedures must follow SAES and University policies. Below you will find all the policies and requirements when turning in a check request.

If your check request fails to meet all of the requirements in correspondence to SAES and University policies, the request will be declined until properly adjusted.

Amendments to the policy can be made and students will be notified as they are. The following policies regulate general purchases for programs, events, and etc.

**University Student Reimbursement Policies and General Information**

To get reimbursed for your allotted funding, you must submit a completed check request form with all required paperwork attached. Check requests must be submitted to April Hul, the Student and Alumni Engagement Manager at the Newkirk Alumni Center during normal business hours (Monday to Friday, 8 a.m. – 5 p.m.).

Once submitted, we will review the check request form to ensure accuracy and completion. We will contact you if adjustments and/or additional information are required. Once the check request is approved, it will be sent to the Student Government Business Office for processing of the check. Please allow three to five days for your check to be processed. The requester will receive an e-mail notification once their check is ready for pick up or has been mailed out.

**A) Check Request Forms (AKA Reimbursement Forms)**

1) Check request/reimbursement form templates can be found on the ASUCI website.
   i) [https://www.asuci.uci.edu/forms/checkrequest/](https://www.asuci.uci.edu/forms/checkrequest/)

2) All check requests must have the standard reimbursement form with all additional paperwork attached.
   i) Information on the form must be correct in amount and spelling. Please be as detailed as possible in your description.

3) All reimbursement forms must have two signatures located on the designated spaces on the bottom.
   i) First signature comes from the requester.
ii) Second signature comes from the Alumni Association staff member.

4) All check requests must be turned in within 30 days of program or event date.
   i) Any events that occur in May or at the end of the academic year must turn in all
      check requests by fiscal close (Friday of Spring Quarter finals week).

B) Receipts
1) All receipts must be original copies. Scanned or photos of receipts will not be accepted.
2) All receipts must clearly show items bought, store/company name, and final amount. Any
   receipts that are faded and hard to read will not be accepted.
3) All receipts must be taped to a separate piece of paper that will be stapled to the
   reimbursement form. Stapling receipts directly to the form might cause rips and tears.

C) Food Reimbursements
1) Any reimbursements that involve food, drinks, and snacks in any way must provide
   additional paperwork. Note: Alcoholic beverages are non-reimbursable.
   i) A sign-in sheet of all attendees with authentic signatures and printed names (typed
      out names will not be accepted)
      (1) See page 5 for sign in sheet template
   ii) A copy of the event advertisement (i.e. flyer, poster, Facebook event page, printed
       copy of mass email)

D) Speakers
1) Honorariums must be accompanied with a signed contract between both parties (club
   and speaker/agency). The contract must state the services being provided and the
   amount being given.
2) Any gifts for speakers must come with a completed verification sheet (see page 6 for
   template) and proof that they attended the event.
3) Any additional accommodations for the speakers such as transportation or travel must
   be specified in the contract by SAES.

E) Internal Transfers
1) All items that were paid for using club funds, may request an internal transfer from the
   SAES account to the ASUCI club account.
   i) All original receipts must be provided along with a print out of the ASUCI online
      accounting. Please highlight specific items that were purchased.
2) The “Payee Name” should be the club name and have the club account number
   referenced in the description.

F) Student Center Bookings
1) If SAES funding is allocated before event takes place, please reference the SAES account number on the event contract with the Student Center and Event Services coordinators.

2) If SAES funding is allocated after the event takes place, we may do an internal transfer to the club or issue a check.
   i) To request an internal transfer, please create a check request with the original event contract and a printout of the ASUCI online accounting. The Student Center charge must have been deducted from the club funds in order to initiate the internal transfer.
   ii) To request a check, please create a check request with the student center contract and original receipt of payment or a printout of the student’s Zot Account.

3) The “Payee Name” should be the club name and have the club account number referenced in the description.

G) Bren Events Center Bookings
1) When booking events with the Bren Events Center using SAES funds, please provide the SAES account number to the event coordinator when creating your contract. The SAES account number should also be referenced on any purchase orders being requested.

2) Any expenses that exceed the SAES allocated amount will automatically be deducted from the club account funds or charged to the student’s Zot Account directly.

H) Raffle Prizes/Giveaways/Gifts/Prizes
1) All items that were purchased must come with a verification sheet.
   i) The verification sheet must consist of the name of the person receiving the item in print, their signature, date of item pick up, and item specification.

   (1) See page 6 for verification sheet template
   ii) Any gifts that are being given as an appreciation for a speaker must come with an advertisement of their attendance.

2) Items being given away to staff/faculty cannot exceed $75 per item.
   i) Items given away to students must follow the guidelines as stated in the accounting policies using this link: https://policy.ucop.edu/doc/3420354/BFB-G-42

3) Items of monetary value (Visa or American Express gift cards, etc.) or gift certificates for services (spas, facials, lessons, day care, etc.) are not permitted regardless of the recipient.
I) Additional Information

1) The Alumni Association holds the right to deny any check request that does not follow the policies written above.

2) Non-reimbursable items include alcoholic beverages and gifts/prizes over $75.

3) Rushed checks are no longer offered at the Student Government Business Office. If there are any time-sensitive payments to be made, please plan your check request accordingly.

4) If there are any questions regarding reimbursement checks or policy, please contact us at ucisaa@uci.edu.
Sign In Sheet (template)

Event Title: __________________________________________________

Event Date: ___________________

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<th>Full Name (Print)</th>
<th>Signature</th>
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<th>Class Year</th>
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Verification Sheet

Student Organization: __________________________________________________________

Item Description: ____________________________________________________________

Event Title: _________________________________________________________________

Date of Pick-Up: _____________________________________________________________

I, ________________________________, acknowledge that I have received the item(s) listed above from the event and ORG NAME HERE stated on this verification form. By signing this form, I agree that the ORG NAME HERE listed on this verification form is no longer held responsible and will not replace any lost, stolen, or broken items.

Signature: _________________________________________________________________