

Spending Guidelines for Student Group Allocations (updated 6/2022) **(PMSC, SIGs, and Special Programs)**

Student fees are managed in accordance with State of Illinois policies. The rules governing the use of state funds are complex and subject to change.

Purchases can only be made from vendors who honor the University's IL tax-exempt status. We have an official letter that can be given for that purpose. For many kinds of purchases, prospective vendors must be registered with the State of Illinois. Cash advances are not available.

How to Make a Purchase for your Group

Whenever a group is contemplating a purchase, the group should contact Jaymi Belcher (jaymib@uic.edu) in Student Affairs **well in advance** to make arrangements for the purchase.

What does "well in advance" mean? It means consulting with us at least two business days ahead for a simple food order, and two or three weeks ahead for other purchases, such as event registrations, facility rentals, or the purchase of supplies or services.

Food for Meetings/Events

The most common purchase by interest groups is food for meetings.

Please contact Jaymi Belcher, jaymib@uic.edu, before placing any food orders.

All events involving food purchases must be documented with an *itemized receipt and an attendance record*. The receipt and the attendance list for the event (including students & faculty) should be submitted to the Student Affairs office within 24 hours of the event using this online form: <https://forms.uofi.uic.edu/sec/685449702>

Student Affairs's staff hours are 8:30 am – 5:00 pm Monday through Friday, so plan your ordering and arrangements accordingly. All ordering and purchasing must be handled by Student Affairs staff in accordance with State of Illinois policies. **STUDENTS WILL NOT BE REIMBURSED FOR OUT OF POCKET EXPENSES.**

Important Regulations for Using State Funds

Student fee money **CAN** be used:

- To purchase refreshments and food for students and advisors who attend group events and meetings.
- To pay for honoraria for non-University speakers, equipment, room rental, printing, artwork, postage, and supplies.

Student fee money **CANNOT** be used:

- To purchase alcoholic beverages.
- For community service projects*, donations or gifts to non-student individuals, groups or organizations – charitable or otherwise.
- To provide food, goods or services to non-students, *except* food for invited speakers, guests and faculty advisors at events where the majority of attendees are students.
- For curricular or instructional programs or purposes, such as textbooks, parking, co-op notes, teaching assistant stipends, AV equipment for classes, expenses associated with away rotations, etc.

***Community Service Projects**

1. A special University of Illinois Foundation account, the Medical Student Community Outreach Fund, has been established to accept and disperse donations and funds raised expressly for community service projects conducted by student groups. The account is managed by the Office of Student Affairs.
2. Donations received by SIGs for the purpose of Community Service Projects may be deposited into this account. Such donations cannot be deposited into a SIG's student fee allocation account.
3. Because there are strict state and university guidelines related to use of Foundation account monies, groups interested in engaging in community service activities must consult with the Assistant Dean for Student Affairs and/or the UICOMP Office of Advancement before embarking on any project that involves funding or fund-raising through this account.