

Department of Student Activities Financial & Program Support – Foundation Account  
**Student Organizations Fund – 21904 Policies & Procedures**

Organizations fully registered with the Department of Student Activities may use the Student Organizations Fund (SOF) foundation account to receive tax deductible donations. The SOF Foundation Account is managed and tracked by Student Activities Financial & Program Support (FPS).

➤ **Donations/Deposits**

- A 5% fee is applied to all donations made to the UConn Foundation
  - ❖ Fee is taken directly out of the donation, reducing the spendable balance
- Donations by check payable to: **University of Connecticut Foundation**  
2390 Alumni Drive, U-3206, Storrs, CT 06269
  - ❖ Check must state organization receiving the donation. i.e., 21904 SOF – Club Name
- Online donations at: <https://give.communityfunded.com/o/university-of-connecticut-32/i/support-students-at-uconn/s/uconn-student-organization-fund>

➤ **Allowable Expenses**

- Funds must be used for the stated FUND PURPOSE which is: To support the activities of the student organization and improve the quality of student life
  - ❖ For the benefit of the organization as a whole, not for the benefit of an individual

➤ **Non-Allowable Expenses**

- Donations cannot be used for scholarships
- Donations cannot be used to donate to or support a charity
- Donations cannot be used to purchase alcoholic beverages

➤ **Disbursements**

- Organizations must submit an online ***Foundation Request for Disbursement*** (RFD) form with appropriate approvals and supporting documentation
- Supporting documentation:
  - ❖ **Reimbursements** - Original itemized receipt/invoice showing proof of payment for items purchased or services rendered, flyer/program/brochure, roster and agenda as needed
  - ❖ **Purchase Orders** - Itemized quote/invoice for goods or services rendered, flyer/program/brochure, roster and agenda as needed. Payment is made after receipt of goods or services
  - ❖ SABS will submit RFD to the foundation; processing can take up to 2 weeks
- Non-SABS account holders also need to complete an online ***Foundation Signature Sheet***

➤ **Link to RFD and Signature Sheet**

- [Financial and Program Support – Banking Services - Foundation Account Support](#)

➤ **Information needed for payment via Electronic Funds Transfer (EFT)**

- Payee Name
- Payee Permanent Home Address
- Payee Email
- Payee Phone Number
- Account Number
- Routing number
- Bank Name
- Indication as to whether it is a checking or savings account