

TO: Tier II Graduate Organization Financial Points-of-Contact
FROM: Ian Yue, GSS Treasurer
SUBJECT: Proper procedure for placing orders with University of Connecticut internal vendors
DATE: Originally prepared on October 8, 2012; Revised on January 25, 2013
CC: File, GSS Executive Committee, Bethany Desjardin, Rachel Arpin (University Catering), Lori Nye (Document Production Center), Bing Xu

The below procedure outlines how Tier II graduate organizations are to place orders with University of Connecticut internal vendors (e.g. University Catering, Document Production Center) when intending to request reimbursement or direct payment for such orders from GSS:

1. Tier II graduate organizations are to place orders *directly* with the internal vendor

Under no circumstances may a Tier II graduate organization use the GSS KFS (Kuali) number for internal vendor orders.

2. If required, Tier II graduate organizations are to sign for orders *directly* with the internal vendor

If you are asked to sign for an order with the expectation that GSS will pay for all or part of the order, please note that the signature of a Tier II representative on the invoice is not equivalent to a binding financial agreement or obligation between GSS and the internal vendor. If the vendor requires you to make a promise-of-payment and you are not able to do so, please contact the GSS Treasurer directly with specific details about the situation.

3. Tier II graduate organizations may request reimbursement *or* direct payment from GSS for an internal vendor order *after* the event, for which the order is placed, has occurred

GSS will only reimburse a Tier II graduate organization up to the allowable amount given by that organization's remaining budget allocation, subject to the GSS Finance Policies and Procedures; this policy also applies to any direct payment GSS makes to fully or partially pay for an order placed by a Tier II graduate organization. GSS cannot guarantee full coverage of an internal vendor order before the event, for which the order is placed, occurs. Any remaining amount of an order due to the internal vendor, after GSS has made its financial contribution, is strictly the responsibility of the Tier II graduate organization. Tier II graduate student organizations must ensure that the invoices of internal vendor orders, for which reimbursement is being requested, are received by the GSS Office; this responsibility does not lie with the internal vendor.

Please note that the above information may change, subject to the policies, procedures, and preferences of any internal vendor. You will be notified of such changes, should they occur.

Any questions or concerns regarding the above information can be forwarded directly to the GSS Treasurer.