

**TO:** Tier II Graduate Organization contacts  
**FROM:** Ian Yue, GSS Treasurer  
**SUBJECT:** Guideline regarding Tier II expenses paid in cash  
**DATE:** February 7, 2013  
**CC:** File, GSS Executive Committee, Bethany Desjardin, Bing Xu

---

As part of a continuous attempt to enhance fiscal oversight, the University of Connecticut Student Activities Business Office (SABO) has requested that any individual Tier II graduate organization expense

- equal to or greater than \$100 and
- submitted to GSS for reimbursement

be paid for by the Tier II organization only in the form of check or card (debit/ATM, credit, or benefits).

GSS strongly advises that Tier II graduate organizations abide by this guideline, as failing to do so may result in a delayed, reduced, or denied reimbursement. If a Tier II graduate organization feels the need to pay \$100 or more in cash for an expense that is anticipated to be reimbursed by GSS, it is in the organization's best interest to inform the GSS Treasurer prior to making the expense to avert any potential problems.

Please note that this guideline does not apply to direct payment requests made to GSS by Tier II graduate organizations.

Any questions regarding this guideline can be forwarded directly to the GSS Treasurer.