

- I. CALL TO ORDER – 7:07**
- II. Recognition of Senators**
- III. Guest Speaker – Dr. Kent Holsinger**
 - a. Dean Holsinger addressed the full senate. He began by stating the Graduate School is always here to provide help in anyway they can. Graduate students are almost ¼ of the student population, and as such they are very important. He then opened the floor for questions.
 - i. Tony Patelunas – He stated there was talk of a development company looking into Graduate Student Housing and asked if there was any progress. Dean Holsinger fielded the question to Victoria Blodgett. She indicated that thus far nothing has really come of it. Victoria indicated she has an upcoming meeting to discuss possibly opening up more room in Northwood for Graduate students.
 - ii. Tom Briggs – Tom asked Dean Holsinger to explain why the international student issue has happened, what the process is and how to rectify it. Dean Holsinger wishes he knew but has spent 6 weeks trying to figure out where the communication originated from. It is still unclear but he believes he has narrowed it down to either Student Labor or Student Affairs. Dean Holsinger mentioned that there may have been some sort of audit but it is unclear.
 - iii. Ross – Stated that last year there was language of an audit but then GSS received an email saying it did not apply because we are volunteers.
 - iv. Tom – What is the time frame for rectifying this problem? Dean Holsinger said that he doesn't know. He indicated he made more progress today. He gave them (he did not say who) the info they need to figure out who did this. He thought it was resolved in early October but then hit some kind of road block and doesn't know what it is.
 - v. Chriss – Stated they reviewed SABO policies, and noticed in they outline what workers are and the definition only applies to Ross. See attached policy.
 - vi. Tom – Victoria spoke positively about resolving this issue. It sounds like we all need to be in the same room at the same time to get everyone on the same page.
 - 1. Chriss Sneed stated that we met last week.
 - vii. Tom Briggs – Indicated to the executive committee and Dean Holsinger that entities as powerful and the Graduate School and the GSS should be able to rectify the situation.
 - viii. Matthew Parent – The Executive Committee is running out of time. We appreciate the complexity of the issue, but we need a treasurer. Our terms are almost half over. Additionally, if no one in the university seems to recognize this as a problem, why can we not just fix it.
 - 1. Dean Holsinger said that we don't know how to fix it because we don't know what happened
 - ix. Deepthi – The Graduate School should involve the exec because they know where this started. This is really frustrating because she was voted in as the

treasurer and it is hard to watch the GSS struggle. She would like a resolution by next semester.

- x. Donyeil Hoy – States he is not sitting back; if the bureaucracy is not working we have to do something else. Dean Holsinger replied that activism only works if there is sympathy and it does not seem like there.
- xi. Guyho – He asked about the possibly of funding for travel. Dean Holsinger explained that they graduate school does not have the money to fund travel for its students.

IV. Approval of minutes

- a. Executive meeting minutes, November 02, 2016 - approved by voice vote.
- b. Senate Meeting Minutes, October 26th, 2016 – approved by voice vote.

V. Unfinished Business

- a. Triad Trainings (Matthew) – These should no longer be required, but we are trying to ensure the structure is in place to keep the change in future years.
- b. Quarterly bills (Chriss) – They exist and have not been paid due to our lack of a treasurer.
 - i. Ross also indicated the amounts were wrong on a recent bill as well as the fact that there may have a couple of missing pieces of documentation.
- c. At-large senators (Matthew) – We still have openings for at-large senators. Gyuho Song is interested in filling one position. We are now in the process of getting signatures.

VI. Executive Committee Reports

- a. President – Chriss Sneed
 - i. ISSS International Student Leadership Updates (Chriss)
 - 1. Chriss is personally uncomfortable with the possibility with the possibility of exclusion of international students. They will reconsider GSS service if that is the decision.
 - ii. University Senate Report – The meeting was Monday. The meeting was lively, including discussions of money and the budget. The Athletics Director gave a report with expenditures for athletics. Gross Income for athletics was \$80.2 million and gross expenditures was \$80.2 million. The faculty is concerned about the expense, as well as that for fringe benefits.
 - 1. Matthew stated that athletics used to subsidized by \$5 million and is now \$30 million.
 - iii. Impending provost search – Mun Choi is moving to the University of Missouri system. he is active here until February 1. The new provost will start March 1, with an interim in between.
 - iv. November 11th University Senate Meeting – Chriss will be attending this event.
 - v. Moving office furniture – We will be moving furniture in the GSS office on Friday at 11:00a.m. Please come help us.
- b. Vice President – Matt Parent
 - i. SEC Committee Chair Report – The committee is considering adding days off in October as a fall break, but wants to collect more data, possibly taking years.

- ii. Internal committee reports – We will soon start having internal committee meetings. When we do, be sure to submit reports.
 - c. Treasurer – Covered by Chriss
 - i. Financial procedures for GSOs – See attached packet.
 - d. Parliamentarian – Donyeil Hoy
 - i. Attendance policy reminder (Don) – Don has sent emails to organizations in danger of being out of compliance.
 - ii. Next semester we will only have 4 meetings instead of 5. Therefore, you may only miss one as a tier II, two if your with a department.
- VII. Communications Director**
 - i. Public Relations Committee – We are still looking for participants.
 - ii. GSS email – These will be one the website this week.
 - iii. Transportation and parking research efforts – these are going well, and the research team from the working group should be ready to go live with a complaint for in a week or so.
- VIII. Activities Director – Bahareh Deljoo**
 - a. Halloween update – The event didn't happen this year but we still have the money and we are trying to plan an event to replace this event.
 - b. Thanksgiving Update – Everything is set, and an email forthcoming. The event is set for 600 people, same as last year. There will be two time slots to accommodate the large number of participants in the ballroom.
 - c. Grad Prom – February 24th - The room is reserved. Bahar is talking with Djs for the best deal. If you have suggestions, email Bahar;
 - d. The DJ has a couple of suggestions for a theme but Bahar will ask people to vote on the most popular ideas. please send emails with suggestions.
- IX. New Business**
 - a. GSS Loan Form language changes (Don) – We are working on feasibility with the Bursar. We were supposed to vote this week on the language change but we want to table so we can establish feasibility
 - b. Special allocations request – ICOU (Don) – see attached request – approved by voice vote
 - i. Tony concerned about it being so far away
 - ii. Monique was concerned about the organization offering rides to people, as this could be a liability.
 - c. Pay for president and treasurer (Matthew) - Approved by voice vote
- X. Other Business**
 - a. Budget review: Workers' Compensation line item (Chriss) – Chriss stated there is a workers' compensation line item aside from the one for Ross, and we aren't sure what it is. Tony was also unsure. We decided to:
 - i. Look at past budgets
 - ii. Contact Greg.

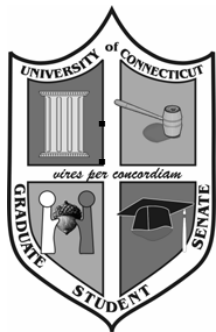
- b. GSO budget targets (Chriss) – Everyone should keep an eye on their budgets, making sure they are on target.

XI. Issues Forum

- a. Tom Briggs– he is the Graduate representative on the external committee for student welfare. The meeting is tomorrow. If people have concerns, share them now or send Tom an email.
- b. Tom Briggs– He attended the TSA and Diwali events and both were fantastic.
- c. Don – the GSCA voting event was also great.
- d. Sometimes there are issues with special allocations and because the events are so close. One she isn't comfortable saying no when the events are so close. How can we change that?
 - i. Ross said that sounds like a good job for the finance committee to make guidelines.
 - ii. Don – Additionally, everyone should also look at the budget so they know what is going on.

XII. Adjournment – 9:07

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 - b. GSO budget targets (Chriss)
- XI. Issues Forum**
- XII. Adjournment**



Special Allocation Request Form

University of Connecticut Graduate Student Senate

Phone: (860) 486-3907
Fax: (860) 486-0203
Email: gssuconn@gmail.com

Student Union, Room 213
2110 Hillside Road, U-3061
Storrs, CT 06269-3008

www.gss.uconn.edu

For Office Use Only:

☐

Approved

☐

Not Approved

GSS Executive
Committee Meeting: ____ / ____ / ____

GSS Meeting: ____ / ____ / ____

Proposition #: _____

Organization: _____ Date Submitted: _____

Contact Person: _____

Phone: _____ Email Address: _____

Is your organization a fully registered and active Tier II organization with the Student Activities Office? Yes
No

Name of Proposed Event: _____

Date(s) of Proposed Event: _____

Location of Event: _____

Please describe the event **and** provide an estimate of the anticipated number of total and graduate student attendees:

How do you plan on advertising your event to the graduate student body? (select all that apply)

Graduate student listserv

Facebook

Other email/distribution lists

Please describe: _____

Flyers around campus

Announcements

Other

Please describe: _____

Please list any contributors to the event (note their financial contributions on the back under the "Revenues" section):

BUDGET**Requested:****Allocated:**

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Total Expenses:

--	--

REVENUES**Expected:**

1.		
2.		
3.		
4.		
5.		

Total Revenues:

--

Total Requested:

--

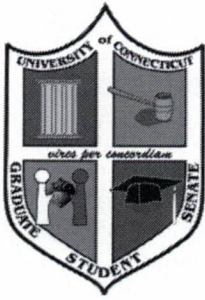
INVOICE MUST BE SENT TO GSS OFFICE & INCLUDED IN
THIS PACKET

ASSEMBLE ALL FORMS AND DROP THEM AT THE OFFICE
BEFORE YOUR EVENT

SO THAT SIGNATURES CAN BE MADE BY THE PROPER
DEADLINES

IF YOU DO NOT SUBMIT DIRECT PAYMENT REQUESTS,
YOU WILL BE REQUIRED TO GO THROUGH THE
REIMBURSEMENT PROCESS. **THIS WILL BE SLOWER.**

- ALL FORMS MUST BE SUBMITTED
FOR EACH VENDOR & TRANSACTION
- IF YOU ARE USING MULTIPLE
SERVES IN ONE EVENT,
YOU HAVE TO FILL THIS OUT
MULTIPLE TIMES



Payment Request Form

University of Connecticut Graduate Student Senate

Phone: (860) 486-3907
Fax: (860) 486-0203
Email: gssuconn@gmail.com

Student Union, Room 213
2110 Hillside Road, U-3061
www.gss.uconn.edu

*In order for the GSS Office to process this payment request, the submitter **must** include the appropriate information for numbered items (1)-(10) on Page 1 and at least one numbered item on Page 2. Payment requests and all supporting materials must be submitted to the GSS Office **within 30 days of the date of the expense**.*

Organization Information

- (1) Organization Name: _____
- (2) Contact Person: _____
- (3) Phone and/or Email Address: _____
- (4) Date Submitted to GSS: _____

Event Information

- (5) Name of Event: _____
- (6) Date(s) of Event: _____
- (7) Number of graduate attendees: _____
- (8) Number of total attendees: _____

(9) Method of Advertising - Required*

(select all that apply)

- | | | | |
|-----------------------------------|--------------------------|----------------------|--------------------------|
| *Graduate student listserv | <input type="checkbox"/> | Flyers around campus | <input type="checkbox"/> |
| Other email distribution list(s) | <input type="checkbox"/> | Announcements | <input type="checkbox"/> |
| Other electronic (Facebook, etc.) | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Description of "Other": _____

(10) Event's Success:

(select one)

- 1 ☐ Not at all successful
- 2 ☐
- 3 ☐
- 4 ☐
- 5 ☐ Extremely successful

How would you improve your event?

*This form may **NOT** be used to request payment for travel, honoraria, awards/prizes, etc. without additional documentation (as appropriate for that specific type of reimbursement).*

In order for GSS to process this payment request, either a valid email address or phone number must be listed for each payee. Additionally, an **original copy** of each expense receipt/bill/invoice must be submitted, along with other documentation as appropriate (copy of credit card, copy of bank statement, canceled check, etc.).

*As of January 2016 the GSS requires that an **attendance list** is provided with all reimbursements, this can either be handwritten or collected via OneCard Reader. If handwritten, it the GSS template must be used.

	Payee	Email Address	Phone Number	Amount
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				
(14)				
(15)				

Total amount of reimbursement request: \$ 0.00

Check Disbursement

- Allow two weeks for check disbursement. Incomplete reimbursement requests will delay the issuing of checks.
- Payees will be notified by phone and/or email when checks are ready to be picked up from the GSS Office.
- A payee may send someone to pick up a check on his or her behalf.
- For your convenience, checks under \$20 in value may be cashed directly at the Student Activities Business Office (Student Union, Room 314) during business hours with a valid UConn student or government ID card.



University of Connecticut

Purchasing Department Vendor Application Form

Please submit this form **along with your W-9** to the University of Connecticut Purchasing Department with the following information so that we may add your company to our vendor file.

1. Your Legal Business Name: Name as it should appear on checks issued to you. Per IRS regulations, if a sole proprietorship, this is the owner's name; if there is also a company name; enter it in the first address line as "DBA . . ." (Doing Business As . . .)

2. Mail Purchase Orders to:

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Web Page _____

Sales Contact Name/Email: _____

3. Remit Payments to:

City _____ State _____ Zip _____

Phone _____ Fax _____

Accounts Receivable Contact Name/Email: _____

4. Your Payment Terms: _____

The University's standard payment terms are 2% 15 days Net 45 days. If these terms are acceptable to you, initial above, otherwise, enter alternate terms for our consideration.

5. Your Federal Employer Identification Number (FEIN) or

Social Security Number if Sole Proprietor: _____

Note: This is not a state or federal tax-exempt number. It must be nine (9) digits.

6. Type of Business (select one)

Corporation ☒ Sole Proprietor ☐ State/Federal Agency ☐ Partnership ☐ Limited Liability Co. ☐ Non-Profit ☐

7. Special Certification: Are you CT DAS Certified YES ☐ NO ☐

8. Vendor Type:

Black (BL) ☐

Hispanic (HI) ☐

Iberian Peninsula (IP) ☐

Asian (AA) ☐

American Indian (AI) ☐

Disabled Person (DI) ☐

N/A ☐

Woman (W) ☐

Woman Black (WB) ☐

Woman Hispanic (WH) ☐

Woman Iberian Pen. (WP) ☐

Woman Asian (WA) ☐

Woman Am Indian (WI) ☐

Small Business (SB) ☐

Woman Disabled (WD) ☐

Disabled Black (DB) ☐

Disabled Hispanic (DH) ☐

Disabled Iberian Pen (DP) ☐

Disabled Asian (DA) ☐

Disabled Am Indian (DN) ☐

9. Would you like to receive purchase orders from the University electronically by email? YES ☐ NO ☐

10. Attach a description of the commodities/services that you wish to provide to the University of Connecticut.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Exempt
☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

Tier-II Organization

Location

[illegible]

Last Updated:
February 7, 2013



Required Documentation for Reimbursement or Direct Payment by GSS

GSS is able to pay for Tier II graduate organization expenses in two ways:

1. Reimbursement
2. Direct Payment

Regardless of the form of payment you are requesting, you must **ALWAYS** submit a *GSS Payment Request Form*¹, along with all the necessary documentation, in order to receive payment for expenses.

Please refer to the below sections to determine the documentation required to receive reimbursement or direct payment for an expense.

REIMBURSEMENT

If you are requesting reimbursement for a purchase of goods or services, a **proof-of-payment** must be provided. Proof-of-payment includes an itemized receipt that indicates that the payment was made, plus one of the following:

If the purchase was paid by credit, debit, or benefits card...

- A photocopy of the card used to make the purchase (with all but the last four digits of the card number and the individual's name redacted)
- or*
- A printed bank/credit card statement that shows the transaction (with the matching date, vendor, and amount) and the purchaser's name. **This is required for all purchases in which a "tip" is written on the receipt.**

If the purchase was paid by check...

- A copy of the canceled check used to make the purchase

If the purchase was paid in cash...

- Signature of and written statement by the vendor, verifying that the purchase was paid in cash by the payee (if the vendor has an ink stamp, please also include the stamp)
- Printed name and signature of the payee, verifying that the purchase was paid in cash by the payee

If you are requesting reimbursement for mileage driven, please provide the following documentation:

- Google Maps or MapQuest map of the distance traveled
- Proof of automobile insurance coverage including the amount (ID card is not sufficient)
- Written statement indicating the purpose of travel (if not already noted elsewhere)

Please note: A rental car or plane ticket purchase falls under a purchase of goods or services.

¹ This form, along with all other forms mentioned on this worksheet (W-9, Letter of Agreement template, and Vendor Application Form) are available on the "Funding" page on the GSS Website (<http://gss.uconn.edu/funding.html>)

If you are requesting reimbursement for contractual services (e.g. honorarium, DJ, rental), please provide the following documentation in addition to the proof-of-payment:

If the contractual service does not involve an invoice (e.g. honorarium)...

- Completed and signed W-9 Form
- Completed Letter of Agreement², signed by your organization's CFO
- Completed Vendor Application Form

Please note: A signed contract from the vendor can be substituted for the Letter of Agreement.

If the contractual service involves an invoice (e.g. rental)...

- Completed and signed W-9 Form
- Completed Vendor Application Form

Please note: Contractual services provided by vendors affiliated with the University (e.g. Nathan Hale Inn, UConn Alumni Association) do not require W-9 or Vendor Application Forms.

If you are requesting reimbursement for purchases of awards and prizes³, please provide the following documentation for each award or prize in addition to the proof-of-payment:

- The printed name, PeopleSoft ID number, and phone number/email address of the award/prize recipient
- A signed statement by the award/prize recipient that he or she received the award/prize and is a currently-enrolled University of Connecticut graduate student
- Description of the selection criteria used to determine who would receive the award/prize

DIRECT PAYMENT

If you are requesting direct payment for goods or services, please provide the following documentation:

- Bill or invoice from the vendor

If you are requesting reimbursement for contractual services (e.g. honorarium, DJ, rental), please provide the following documentation:

- Completed and signed W-9 Form
- Completed Letter of Agreement, signed by your organization's CFO
- Completed Vendor Application Form

Please note: Contractual services provided by vendors affiliated with the University (e.g. Nathan Hale Inn, UConn Alumni Association) do not require W-9 or Vendor Application Forms.

² Your organization may choose to use the GSS Letter of Agreement template or draft your own Letter of Agreement.

³ Please note that "awards and prizes" are different from "raffles". Prizes (specifically, door prizes) are items that are given away either to everyone who attends an event or to certain individuals who are selected randomly. Awards are items given to individuals who win a legitimate "game of skill". Raffles connote that individuals had to purchase a ticket — or otherwise provide some form of payment — to be eligible to receive the item. *There are no circumstances in which GSS funds may be used to reimburse raffles.*

TO: Tier II Graduate Organization Financial Points-of-Contact
FROM: Ian Yue, GSS Treasurer
SUBJECT: New procedure for submitting financial-related requests to GSS
DATE: Originally prepared on January 25, 2013; Revised on February 7, 2013
CC: File, GSS Executive Committee, Bethany Desjardin, Bing Xu

Among the Tier II graduate organizations that the Graduate Student Senate (GSS) financially supports, there are some that assign specific group members the responsibility of coordinating events on behalf of their organizations. In the past, GSS has received various financial-related requests — including those concerning reimbursement, direct payment, budget allocation, and budget re-allocation — from such individuals. However, when such an individual does not hold the position of his or her organization's Chief Financial Officer (CFO), it is not always clear to GSS whether these requests have been made with the approval or knowledge of the organization's CFO.

As part of a continuous attempt to enhance fiscal oversight, effective today, GSS will require that all reimbursement, direct payment, budget allocation (including both fiscal year and Special Allocation), and budget re-allocation requests submitted to GSS by a Tier II graduate organization be done so by the organization's CFO.

For reimbursement and direct payment requests, GSS will deem the person listed as the "Contact Person" — numbered item (2) on the GSS "Payment Request Form" — as the one submitting the payment request and thus the one ultimately responsible for all paperwork enclosed with the Form. Therefore, the name listed under numbered item (2) on the "Payment Request Form" must be that of the Tier II graduate organization's CFO.

If a "Payment Request Form" is submitted via email, the Form must likewise be submitted by the Tier II graduate organization's CFO.

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

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.

TO: Tier II Graduate Organization contacts
FROM: Ian Yue, GSS Treasurer
SUBJECT: Reimbursement Request Limitation
DATE: June 19, 2012
CC: File, GSS Executive Committee

It has been brought to my attention that some Tier II Graduate Organization contacts were unaware of a reimbursement request limitation set in place by the University of Connecticut Graduate Student Senate (GSS) "Finance Policies and Procedures" (FPP), as ratified by the GSS on September 21, 2011. This memo serves an official notice and clarification of this limitation.

According to Section 7.5 of GSS FPP,

"All disbursement of Senate funds will be made according to policies set forth by the Campus Activities Business Office."

As a Tier III Organization, the GSS is bound by the "Policies and Procedures for Tier III Organizations" (PPTTO), set forth by the University of Connecticut Student Activities Business Office (SABO), effective August 24, 2011. According to the PPTTO Part II, Section III.B.9, with regards to reimbursements,

"Properly completed check requests and supporting documentation demonstrating proof of payment for out of pocket expenses by representatives of the organization must be submitted to SABO within 30 days of the date of the expense."

What this means for any individual or entity seeking reimbursement from GSS: GSS will not process any reimbursement request that is received by the GSS Office beyond 30 days of the date of the expense.

If there exists extenuating circumstances that would disallow an individual or entity to abide by this limitation, the individual or entity must contact the GSS Treasurer within 30 days of the date of the expense, explaining such circumstances. In these situations, the GSS Treasurer will make a final decision regarding the outcome of the reimbursement request.

Please be advised that GSS will hold to a strict interpretation of this policy beginning July 1, 2012, 12:00am EDT. Please ensure that all reimbursement requests submitted to GSS on or after this date adhere to this policy.