GSS Funds for Graduate Tier II Events

This Page is to check funding eligibility:

Start Here:
4 weeks minimum prior to event

Within your Organization, is your Organizatyn recognized as an active, registered Tier II with the University AND Is the roster complete and accurate within UCONNTACT?

Yes

Is this for all eligible UCONN grad students?

Yes

Is this EXCLUSIVE to UCONN grad students meaning there will be NO Undergrads, NO Faculty, NO Staff, NO Family and NO other Non UCONN guests?

Yes

Do all costs stay the same regardless of the number of attendees?

Yes

Approved budget for fiscal year?

Yes

Finance committee meets every 3 weeks, add up to 4 weeks waiting time.

No

Special Allocation (Fill out form)

Stop! GSS can only pay for fee paying UCONN Graduate Students. Tier II group must be prepared to pay for ALL no-shows AND those not documented in attendance records.

No

E-Board AND Senate approval?

Stop! You must resolve any issues with your status with the University and Roster before proceeding.

No

Stop! Event must be open to all fee-paying graduate students.

No

Within your Organization, Is your Org recognized as an active, registered Tier II with the University AND Is the roster complete and accurate within UCONNTACT?

Yes

Understood

Is your group eligible? If so, then proceed to rest of the flow chart. (Next page)

Is the event within budget for each type of expense?

Yes

Is the event within budget for each type of expense?

Yes

Is your group eligible? If so, then proceed to rest of the flow chart. (Next page)

Plan for 4 weeks minimum:
GSS PaymentWorks Process ~ 1 Week
GSS Treasurer Process ~ 1 Week
SABS Process ~ 1 Week
GSS arrange for check pick-up or mailing ~ 1 week
• Be available to answer questions & do so promptly
• Save everything until payment received
• POs provided electronically to provide to vendor(s)
• Checks can be picked up at GSS