

## Section 6 | Non-Travel/Non-Coach Expenses

*Recent policy changes will appear in hi-lighted and italicized font.*

### QUICK TIPS

#### What type of expenditure am I dealing with?

- One-Time
  - Equipment (Balls, Nets, etc.)
  - Non-recurring Facility Reservation
  - Uniforms
  - League Membership Dues
- Recurring
  - Facility Rental
  - Recurring Equipment Rental

#### What needs to be turned in to make a purchase?

1. Request to Use Club Funds Form (Non-Travel/Non-Coach)

#### Where do I find the form?

You can find the form on Engage under **Forms** on the Sport Club home page.

#### When do I need to turn in the paperwork?

Forms must be submitted prior to placing an order or entering into an agreement that will result in one-time or recurring expenditures.

#### Where do I turn in the paperwork?

The Request to Use Club Funds Form (Non-Travel/Non-Coach) will be completed and submitted on Engage.

#### Why do I have to complete the form?

The *Sport Programs Office* must approve all expenditures to make sure clubs have enough money in their accounts to pay for everything they are trying to purchase/pay for.

## Non-Travel/Non-Coach Expenses | Definitions

### Different Types of Expenditures

#### One-Time Expenditures

A One-Time Purchase is an expenditure made by a club for something relatively common, such as equipment (balls, nets, etc.), a non-recurring facility rental/reservation, uniforms, or league membership dues. These purchases are made with off-campus vendors using money from the club's account. In order to begin the process of making a One-Time Purchase, the Request to Use Club Funds Form (Non-Travel/Non-Coach) must be completed and submitted on Engage.

#### Recurring Expenditures

A Recurring Purchase is an expenditure made by a club that will not be made only once. Such expenditures include recurring facility rentals, recurring equipment rentals, etc. Before you enter into an agreement in which you will be invoiced regularly, you must complete a Request to Use Club Funds Form (Non-Travel/Non-Coach) to get approval to enter into that agreement.

### What Happens After I Turn in the Paperwork to the Sport Club Office?

#### One-Time Expenditures

After the required, and properly completed, paperwork is turned into the Sport Programs Office, the administrative process of ordering can begin. Upon receiving the completed form, your club's assigned Assistant Director will review the form to make sure it is completed properly. Once it is determined the form is completed properly, your Assistant Director will contact you to set-up a time to work on the next steps of this expenditure. A University P-Card should be used whenever possible to place orders or make payments. If, for some reason, the order cannot be placed with a University P-Card, or payment is not due until an invoice comes after the order, facility rental, etc., your Assistant Director will go over with you the process that will be used for payment.

If ordering equipment or uniforms, once that equipment has been received in the Sport Programs office, you will be contacted to come pick-up the equipment. If the request is to pay for something that requires an invoice, it will need to be passed along to the Assistant Director for payment, once the invoice is received.

#### Recurring Expenditures

After the required, and properly completed, paperwork is turned into the Sport Programs Office, the administrative process can begin. Your Assistant Director will contact you to provide approval of the form and go over the next steps of entering into an agreement that results in recurring payments. Your Assistant Director will make sure that your club has the appropriate funds to enter into this agreement, or that there is a plan in place for the club to deposit the appropriate funds into the club's account. The club will be required to pass along any invoices received relating to these payments for the Assistant Director to process.

## **Non-Travel/Non-Coach Expenses | How to Complete the Request to Use Club Funds Form for One-Time Expenditures**

### **How Do I Fill Out the Request to Use Club Funds Form (Non-Travel/Non-Coach) correctly? One-Time Expenditures**

The Request to Use Club Funds Form (Non-Travel/Non-Coach) can be found on the Sport Club home page on Engage by clicking Forms. Provided below are explanations of the different fields required on the forms, what they are, and why they are needed.

**Please note the form will not be approved without ALL of the required fields completed.**

#### **Required Fields**

#### **Name of Person Completing This Form**

Enter your name.

#### **E-Mail Address of Person Completing This Form**

Enter your UIowa email address.

#### **Phone Number of Person Completing This Form**

Enter your phone number.

#### **Sport Club**

The name of the club requesting to use club funds.

#### **What type of purchase/expenditure is this?**

Select "One-Time".

#### **What is the purchase for?**

Provide a brief explanation of what the expenditure is for. (Ex. League dues for Fall 2020, New uniforms needed for club members, etc.)

#### **Please give a detailed description of what needs to be ordered**

This is mostly for something that needs to be ordered from a vendor (equipment, uniforms) rather than league dues. If you have identified the specific items that you want ordered, include that information here, including item name, item numbers, colors, quantity, etc. If it is for league dues or something other than equipment/uniforms, provide an explanation (may be the same as the previous field).

#### **Estimated total amount requesting to be spent**

Enter the amount that you are requesting to spend. The Sport Programs Office will check your club's account to make sure you have enough funds before approving this expenditure.

#### **Vendor Name**

Name of company/organization that will be paid.

**Vendor E-Mail Address**

E-Mail address of company/organization that will be paid. An email address of a sales rep or individual contact at that company/organization is more beneficial than a general email address.

**Vendor Phone Number**

Phone number of company/organization that will be paid. A phone number of a sales rep or individual contact at that company/organization is more beneficial than a general phone number.

**Vendor Address**

Address of company/organization that will be paid.

**Vendor Website/URL (Not Required)**

If you know the website for the vendor, please include it here.

**Does this vendor accept credit card payment?**

Contact the vendor to determine if it accepts credit card payments. University credit card is the preferred method of payment, if possible.

**How will you be paying?**

Select how you plan to pay for this expenditure. Payment with University credit card or check is the preferred method whenever possible. If, for some reason, this is not possible, a club member can pay the charges and be reimbursed by the University using club funds.

**Please upload a quote from the vendor if you have one**

If you have a quote for this expenditure, please upload it here.

**Request to Use Club Funds Agreement**

Read the statement on the form and click "I Agree" to confirm that you understand.

**Add Reviewers**

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

**When Do I Need to Turn in the Information I Just Read About?**

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all the properly completed paperwork is turned in, and approved by a second officer, the administrative process of making a purchase can begin. Most orders will be placed, with items received, within 2-4 weeks of the proper paperwork being turned in. However, forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four weeks is recommended. If the University must reimburse a club member with a check, or pay the vendor with a check, the process will take significantly longer.

## **Non-Travel/Non-Coach Expenses | How to Complete the Request to Use Club Funds Form for Recurring Expenditures**

### **How Do I Fill Out the Request to Use Club Funds Form (Non-Travel/Non-Coach) correctly?**

#### Recurring Expenditures

The Request to Use Club Funds Form (Non-Travel/Non-Coach) can be found on the Sport Club home page on Engage by clicking Forms. Provided below are explanations of the different fields required on the forms, what they are, and why they are needed.

**Please note the form will not be approved without ALL the required fields completed.**

#### Required Fields

##### **Name of Person Completing This Form**

Enter your name.

##### **E-Mail Address of Person Completing This Form**

Enter your Ulowa email address.

##### **Phone Number of Person Completing This Form**

Enter your phone number.

##### **Sport Club**

The name of the club requesting to use club funds.

##### **What type of purchase/expenditure is this?**

Select "Recurring".

##### **What is the expenditure for?**

Provide a brief explanation of what the expenditure is for (ex. Monthly payments for facility rental).

##### **How often will payments be required? How many total payments will there be?**

Include information on how often payments will need to be made, and how many total payments there will be. The Sport Programs Office uses this information to help determine if the club has enough funds and knows what to expect in terms of recurring expenditures.

##### **What is the estimated amount of each payment?**

Enter the estimated amount of each payment. The Sport Programs Office uses this information to help determine if the club has enough funds and knows what to expect in terms of recurring expenditures.

##### **Vendor Name**

Name of company/organization that will be paid.

**Vendor E-Mail Address**

E-Mail address of company/organization that will be paid. An email address of a sales rep or individual contact at that company/organization is more beneficial than a general email address.

**Vendor Phone Number**

Phone number of company/organization that will be paid. A phone number of a sales rep or individual contact at that company/organization is more beneficial than a general phone number.

**Vendor Address**

Address of company/organization that will be paid.

**Vendor Website/URL (Not Required)**

If you know the website for the vendor, please include it here.

**Does this vendor accept credit card payment?**

Contact the vendor to determine if it accepts credit card payments. University credit card is the preferred method of payment, if possible.

**How will you be paying?**

Select how you plan to pay for this expenditure. Payment with University credit card or check is the preferred method whenever possible. If, for some reason, this is not possible, a club member can pay the charges and be reimbursed by the University using club funds.

**Please upload a quote from the vendor if you have one**

If you have a quote for this expenditure, please upload it here.

**Request to Use Club Funds Agreement**

Read the statement on the form and click "I Agree" to confirm that you understand.

**Add Reviewers**

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

**When Do I Need to Turn in the Information I Just Read About?**

You need to submit the Request to Use Club Funds Form (Non-Travel/Non-Coach) before you enter into an agreement that requires recurring payment. Once the properly completed form has been submitted, and approved by a second officer, the Sport Programs staff will review the form, and will contact you to go over the next steps.

## **Non-Travel/Non-Coach Expenses | How to Complete the Request to Use Club Funds Form for Event Registration**

### **How Do I Fill Out the Request to Use Club Funds Form (Non-Travel/Non-Coach) correctly?** Event Registration

The Request to Use Club Funds Form (Non-Travel/Non-Coach) can be found on the Sport Club home page on Engage by clicking Forms. Provided below are explanations of the different fields required on the forms, what they are, and why they are needed.

**Please note the form will not be approved without ALL the required fields completed.**

#### Required Fields

##### **Name of Person Completing This Form**

Enter your name.

##### **E-Mail Address of Person Completing This Form**

Enter your Ulowa email address.

##### **Phone Number of Person Completing This Form**

Enter your phone number.

##### **Sport Club**

The name of the club requesting to use club funds.

##### **What type of purchase/expenditure is this?**

Select "Event Registration".

##### **Event Name**

Enter the name of the event for which you are registering.

##### **Address of Event**

Include the address at which the event will be held. This information is required for the Sport Programs Office to process payment through University purchasing.

##### **Date of Event**

Enter the date(s) of the event for which you are registering.

##### **Request to Use Club Funds Agreement**

Read the statement on the form and click "I Agree" to confirm that you understand.

**Add Reviewers**

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

**When Do I Need to Turn in the Information I Just Read About?**

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all the properly completed paperwork is turned in, and approved by a second officer, the administrative process of paying for the event registration can begin. Your club's Assistant Director will contact you for next steps. Most payments can be made within a week of receiving a properly completed form. However, forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four weeks is recommended. If the University must reimburse a club member with a check, or pay the vendor with a check, the process will take significantly longer.



## Non-Travel/Non-Coach Expenses | Paying Officials or Guest Speakers

### Paying Officials or Guest Speakers

All officials/guest speakers must be paid through your sport club account, you cannot pay officials in cash. Below are the steps to pay an official or guest speaker:

1. Submit the Request to Use Club Funds Form (Non-Travel/Non-Coach).
2. Once the Request to Use Club Funds Form is approved by the Sport Programs Office, download and print the Officials Payment Form. This form is found by clicking **Documents** on the Sport Club home page on Engage. Print one for each official.
3. Print blank copies of a W-9 for each official. These can be found by clicking **Documents** on the Sport Club home page on Engage.
4. Have each official complete and sign the payment form and the W-9 prior to leaving the event.
5. The club treasurer should sign the form and make sure all information is completed.
6. Bring the W-9 and completed form to the Sport Programs Office for a signature and submission.
7. Submitting properly completed paperwork ahead of time will expedite the payment process.

Example of a Properly Completed Officials Payment Form



Recreational Services

**SPORT CLUBS – SERVICES eVOUCHER PAYMENT REQUEST**

**TO SUBMIT PAYMENT REQUEST:**

1. Submit this completed form to Mary Gillette, Recreational Services: E230 CRWC or [Uss-rec-svcs@uiowa.edu](mailto:svcs@uiowa.edu).
2. Attach a completed W-9 (US Citizen), or W-8BEN (Non-US Citizen).

**CONTACT INFORMATION**

Name:	Jeff Smith		
Address:	1234 Hawkeye Drive		
City, State, Zip:	Iowa City, IA, 52242		
Phone: ( 319 )	123-4567	Email:	iowahawkeyes@uiowa.edu
Social Security # (Required by IRS)	123-45-6789		

**PAYMENT DETAILS**

Name of Sport Club for which services were provided: Men's Basketball Club

Description of Service: Officiating basketball games

Items that are routinely paid for using a services eVoucher are: • Officials • Guest Speaker

Dates of Service: 10/20/2021 to 10/21/2021

Amount to be paid: \$150.00

**Check to provide at event. Contact to notify when check is ready:**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** This option is only possible if completed documents are submitted two weeks prior to event.

**PAYEE TYPE**

Please check the following that apply:

- UI Student
- Relative of a Recreational Services Employee; \_\_\_\_\_
- UI Part-time Employee
- UI Full-time Employee; Supervisor's Name \_\_\_\_\_
- Employee of State of Iowa Agency (examples include Regent Institution, Iowa DOT)

**NOTE:** If ANY of the above options are selected, please submit this form to Recreational Services HR at E230 CRWC.

**SIGNATURES**

Independent Contractor Signature: Jeff Smith Date: 10/21/2021

Signature of Club Officer: Bob Jones Date: 10/21/2021

Signature of Assistant Director of Sport Programs Hecky Hawkeye Date 10/22/2021