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DEPARTMENT OF ATHLETICS  
NEW HIRE PROCEDURES

I-9  
All new employees must go to the campus Human Resources office (Human Resources Building room 30 M-F 8:30 am-5:00 pm) to complete an I-9.  The I-9 must be completed by the first date of employment. New hire must take appropriate documentation to complete the I-9. An unexpired passport establishes both identity and employment authorization. If you do not have a passport, most common document for identity is a driver’s license and most common employment authorization documents are social security card or birth certificate. See Allison for other acceptable documents.

BACKGROUND CHECK  
University of Illinois Springfield will conduct a criminal background and sex offender’s checks prior to permitting any person to serve as a coach. These checks will be conducted through the University’s Human Resource Department and will remain confidential with the Director of Athletics and be reported only on a “need to know” basis. New employees must go to Human Resources office (Human Resources Building room 30 M-F 8:30 am-5:00 pm) to sign for a background check.

NESSIE NEW HIRE  
All new employees must complete NESSIE new hire. Allison will enter new employees into NESSIE new hire. Employee must give Allison social security number, name as it is listed on your social security card, date of birth, and email address. Once Allison receives this information, employee will receive an email with a link to NESSIE new hire along with a logon and password. Employee will use this information to log in and complete required HR forms. Required forms include: Employment Information Form, Loan Default, Withholding Allowance (W4), Direct Deposit, Ethics Orientation, SSA Form 1945, Drug-Free Workplace, and I-Card Terms and Conditions.

If new employee is benefit eligible, employee should enroll in benefit orientation via NESSIE new hire. Once employee attends orientation, employee will log back into NESSIE new hire to select benefits.

I-CARD  
Once employee has been put into NESSIE, the University Identification Number (UIN) will be generated. Then employee can go to Public Affairs Center room 124 to get picture taken and get I-Card.

EMAIL  
To create your NetID/Enterprise ID to get a UIS email account, go to https://www-s.uis.edu/netid/servlet/Login?redirect=https://www-s.uis.edu:443/netid/servlet/Netid. You will need your UIN, date of birth, and social security number.

KEYS  
The key request and card reader access form (http://www.uis.edu/police/Key%20Request_%20Card%20Reader%20form.pdf) will need to be completed and turned into Lexi to get appropriate signatures. Then the form can be taken to the UIS Police Department to receive keys.
DEPARTMENT OF ATHLETICS
HUMAN RESOURCES

ETHICS
Ethics Training is mandatory for all University of Illinois employees, as defined in the State Officials and Employees Ethics Act (5 ILCS 430). The University develops and administers the program under the guidance of the Inspector General (IG), who is responsible for determining training frequency and standards, and has provided the public universities with several quotes we are required to include in our programs. The training must be conducted and required of employees on an annual basis - a timeline established by the IG through the authority granted within the Ethics Act. Communications regarding training requirements will continue to be made through official University e-mail accounts.

All University employees must complete ethics training in October of each calendar year, as designated by their employee classification.

LEAVE POLICY
Leave policy can be found in NESSIE at: https://nessie.uihr.uillinois.edu/cf/leave/index.cfm. To request time off, complete the ‘REQUEST FOR LEAVE’ form, which can be found on the Athletics General Shared Drive under the Other Forms and Templates folder.

Once you complete the ‘REQUEST FOR LEAVE’ form, please turn it into the Events Administrator. The Events Administrator will have the Athletic Director review and approve. Then the Athletics Master Calendar will be updated and the form will be filed. The Events Administrator will email you indicating the approval of the ‘REQUEST FOR LEAVE’ form.

PERFORMANCE EVALUATIONS
The Performance Evaluation process at UIS is designed to encourage communication between employees and their supervisors.

The program focuses on year-round coaching by supervisors, culminating in a formal annual evaluation. Evaluations are required for all current employees, including those hired during the evaluation period. The evaluation period is April 1 through March 31.

The Director of Athletics will send out a communication annually with evaluation forms and notification to set up a performance evaluation meeting.

REPORTING OF NON-UNIVERSITY ACTIVITIES (RNUA)
Each year you are asked to disclose and request prior-approval for all non-University activities. This disclosure and approval process is required by Illinois state law, federal regulations, and University policy.

The Policy on Conflicts of Commitment and Interest, which is available online at http://research.uillinois.edu/policy/coci provides a general framework against which the propriety and advisability of non-University activities can be assessed. The policy makes every effort to balance
the integrity and interests of the University of Illinois with the integrity and interests of individual academic staff members.

The required online disclosure form is available, along with instructions and answers to frequently asked questions, at http://research.uillinois.edu/rnua/forms-instructions.

Please note that you are also responsible throughout the year for obtaining prior written approval from the Athletic Director for any new or additional external activities (camps, instruction, etc.). You can update your disclosure at any time; simply complete a new RNUA form and route it for approvals whenever changes in external activities occur.

TIME REPORTING
The State Officials and Employees Ethics Act (SOEEA) mandates that all Academic Professional and Civil Service employees document all hours worked (twenty-four hours a day, seven days a week) while conducting official University business. Please see the University Reporting Policy for the State Officials and Employees Ethics Act (SOEEA) page in NESSIE for further information.

Time spent on University business must be recorded daily to the nearest quarter hour and submitted on a weekly basis (Sunday - Saturday).

NOTE: Only report time spent on University business on this form; do not report approved leave time (i.e. vacation, sick or other leave time). This information is used to document compliance with the SOEEA Act only, and is not used for computation of employees' pay or overtime; or any activities associated with grants and contracts reporting.

You will report your time weekly by going to: https://hrnet.uihr.uillinois.edu/PTRApplication/index.cfm.

PERSONNEL FOR CAMPS/CLINICS
Please work with the Business Administrative Associate and Compliance to make sure all personnel are eligible to be paid and appropriate paperwork is completed PRIOR to working a camp/clinic hosted by UIS. It is important that you inform Business Administrative Associate and Compliance ASAP of camp staff to make sure paperwork is completed before the camp/clinic. Even if someone is currently employed, additional paperwork may need to be completed.
REQUEST FOR LEAVE

Name: 

Date(s) of Leave: 

<table>
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<th>Type</th>
<th>Day(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Day(s)</td>
</tr>
<tr>
<td>Sick</td>
<td>Day(s)</td>
</tr>
<tr>
<td>Funeral</td>
<td>Day(s)</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Day(s)</td>
</tr>
<tr>
<td>Other (specify):</td>
<td>Day(s)</td>
</tr>
</tbody>
</table>

Employee Signature: ____________________ Date: ______

Director of Athletics: ____________________ Date: ______

Comments:


DEPARTMENT OF ATHLETICS
HELPFUL PERSONAL INFORMATION

Things You Can Find and Do Via NESSIE (Net Driven Employee Self-Service Information Environment)

http://nessie.uihr.uillinois.edu/

View your earnings statement online:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the "Compensation" tab or link.
3. Click on the "Earnings Statement" link.
4. Click on the "Continue" button at the bottom of the Compensation-Earnings Statement screen.
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
7. You should then see your Current Earnings Statement.
8. If you wish to see past earnings statements, click on the "View Historical Earnings Statements" link at top of the form and select which payperiod you wish to see from the drop down provided.

View Benefits Information (including 403b and 457 plans, AD&D, LTD, LTC, access your current Benefits Statement):

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the "Benefits" tab.
3. Click on the tab for which you wish to find out more information or access your Personal Benefits Statement.

View your Notification of Appointment from the Board of Trustees (academic employees only):

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on "Personal Information" tab or link.
3. Click on the "Notification of Appointment" link.
4. Click on the "View both current and past NOAs" link.
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click "Continue."
7. Select the NOA you wish to view from the drop down.
8. Click "Continue" to display the NOA.

View your Civil Service Appointment Information (civil service employees only)
2. Click on the "Personal Info" tab.
3. Click on the "Civil Service Appointment Information" link.
4. Click on the "Civil Service Employment Information" link on the second screen.
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
7. View your Civil Service Appointment information.

Change address information:

2. Click on "Personal Information" tab or link.
3. Click on the "Employee Information Form" link.
4. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
5. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
6. Click on the "Address" link.
7. Click on the "Edit" link next to the address information that needs to be changed.
8. Make the necessary changes.
9. Click "Submit."
10. When finished with NESSIE, click on the "Leave NESSIE" link on the far left side of the screen or simply close your browser.

Change direct deposit bank information:

2. Click on the "Compensation" tab or link.
3. Click on the "Direct Deposit" link.
4. Read the information provided and click "Continue."
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
7. Correct the necessary information. When finished making the changes, click "Continue."

Change your tax withholding information (W-4) (if U.S. Citizen or Permanent Resident and a resident of Illinois):

2. Click on the "Compensation" tab or link.
3. Click on "W-4 Withholding Allowance" link.
4. Click "Continue."
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click "Continue."
7. Make the necessary changes.
8. Click "Submit" when finished.

Access your W-2 electronically:
2. Click on the "Compensation" tab or link.
3. Click on "W-2 Wage and Tax Statement" link.
4. Click on the "Reissue your W-2" link.
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
7. Enter the last four digits of your SSN; click OK.
8. Select the year of the W-2 you wish to view/print.
9. Click on the "W-2" link.

Update Education Information:
2. Click on "Personal Information" tab or link.
3. Click on the "Employee Information Form" link.
4. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
5. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
6. Click on the "Education" link.
7. Click on the "Edit" link next to existing education information that needs to be changed, or click on the "Add Degree" link under an existing institution that you wish to add a degree; or click on the "Add College" link to add degree information from a new College not currently listed.
8. Enter the education information.
9. Click "Continue;" enter your major and/or minor information if you wish.
10. Click "Continue" to update the information in the system.

Complete an Employment Verification for loan purposes:
2. Click on the "Personal Information" tab or link.
3. Click on the "Employment Verification System" link.
4. Click "Continue."
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at (217) 244-7000 if you have not established your login ID or forgotten your password.)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the "Your PIN" link and follow the instructions); click "Continue."
7. Click "Continue."
8. Select "Establish a Vendor Access Number."
9. Click "Continue."
10. Review the two employment verification options by clicking on the links provided.
11. Review "VAN Requirements" and "Instructions for Vendor" by clicking on the links provided.
12. Enter any 4 digit number to be used as a one-time access Vendor Access Number; re-enter the VAN number you created for confirmation.
13. Select either "Employment Verification Only" or "Employment and Earnings Verification" from the drop-down menu.
14. Click "Continue."
15. Note the web address for TIGER on the VAN Created page.
16. Receive email confirmation.

Provide the vendor with the TIGER web address: https://hrnet.uihr.uillinois.edu/tiger, and VAN, so they can access your information immediately. Please inform the Vendor they have only one opportunity to access your information with the VAN provided. They should view and print the information before exiting the system.

Find job information and the application process:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the "Careers" tab.
3. Search under the appropriate section based on job information you are seeking.

Obtain information about leave (vacation, sick leave, holidays, funeral, etc. as well as leaves of absence):

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the "Leave" tab.
3. Click on the link for the topic on which you want information.

Find information about discounts and other services such as cell phone discounts, Barnes and Noble, Computer hardware/software & accessories, i-Card perks, relocation assistance, travel discounts, tuition waivers, vehicle purchase discounts, and others:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the "Benefits" tab.
3. Scroll down to bottom of page to the "Additional Programs and Services" section.
4. Click on the appropriate link for the topic on which you want information.

Find information about parking, public transportation, child care:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the "Personal Info" tab.
3. Click on the appropriate link for the topic on which you want information.
DEPARTMENT OF ATHLETICS
BUDGETS

Head coaches and program directors are asked to submit a detailed budget plan for the fiscal year for approval by the Director of Athletics. This budget plan is used to monitor and control expenditures throughout the year. Each sport’s budget plan shall take into account the following types of operating expenses:

1. Team Travel Costs
   a. Transportation
   b. Food
   c. Lodging
   d. Entry Fee
2. Facility Rental
3. Officiating Expenses
   a. Game Fees
   b. Table Official/Line Judge Fees (if applicable)
4. Recruiting
   a. Transportation
   b. Food
   c. Lodging
   d. Entry Fee
5. Professional Expenses
   a. Coaches Meetings
   b. Memberships
6. Materials and Supplies
   a. Office Supplies
   b. Apparel & Uniforms
   c. Recreation Supplies/Equipment
   d. Laundry Supplies
7. Telephone
8. Postage
9. Printing and Duplicating
10. Assistant Coach Salary and Benefits

**Travel Party** – Only eligible student-athletes are permitted to receive expenses for transportation, food, and lodging. Coaches should include assistant coaches and athletic trainer for transportation, food, and lodging. Also the bus driver for lodging as part of the team travel party when budgeting for away games.

**Administrative Costs** – Normal administrative costs for athletics contests (game management, concessions, athletic training, booster hospitality) are taken from budget lines established for those purposes and are not included in the individual sports budgets.

**Per Diem** – The following standardized per diems are established as a guide for budget planning purposes. Our policy is to provide actual and necessary expenses using these parameters as a guide: $24.00 per player/coach per day maximum
DEPARTMENT OF ATHLETICS
PURCHASING PROCEDURES

1. All requests for goods and services (non-travel related) must be submitted on a Request for Purchase Form (RFP) prior to the purchase.
   a. The Director of Athletics has approval authority for expenditures up to $25,000. Expenditures greater than $25,000 require the advanced approval of the Chancellor.
   b. Requests must have a complete description of goods/services and estimated amount.
   c. Requests must contain complete vendor information (i.e., name, address, phone number).
   d. Requests must indicate the name(s) of the account to be charged.
   e. Requests must indicate desired delivery or service date. Lead-time is recommended to ensure timely processing.
   f. No commitment should be made with vendors regarding any purchase until a Purchase Order is approved.
2. The RFP is given to the Business Administrative Associate, who is responsible for verifying that sufficient funds are available in the account and the method of ordering.
   a. Requests with insufficient funds will be returned.
   b. Requests will be marked as PCard, iBuy, or Banner Requisition to process the order (the 3 ordering procedures are described below).
3. If RFP involves team or recruiting, Assistant Athletic Director for Compliance will review the RFP to confirm the purchase is compliant with NCAA Division II and Great Lakes Valley Conference policies.
   a. Requests that do not meet compliance will be returned.
4. If RFP greater than $250, Director of Athletics reviews the RFP to confirm the purchase is necessary and beneficial to the Department of Athletics.
   a. Requests that are not necessary and/or beneficial to the Department will be returned.
5. Once the RFP is approved by the Business Administrative Associate, Assistant Athletic Director for Compliance, and Director of Athletics, the purchase will continue to the PCard, iBuy, or Banner Requisition process.
Purchasing Card (P-Card)

A University of Illinois Springfield purchase card (P-Card) is issued to designated staff members by the Director of Athletics for non-travel, business-related purchases. All P-Card holders must complete training and follow OBFS Policy Section 7.6 on responsibilities, prohibited, and restricted purchases. To get a P-Card, the Purchasing Card Authorization/Agreement and Application Form (http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=920253) must be completed as well as the P-Card online training and pass the certification quiz (https://apps.obfs.uillinois.edu/Tutorial/index.cfm?tutorial=pcard). Examples of purchases with a P-Card include wearing apparel, recreation supplies, memberships, and convention registration.

1. Once the Request for Purchase Form (as mentioned above) is approved for a P-Card purchase, cardholder can make purchase.
   a. Cardholder must retain itemized receipt of the purchase.
   b. It is cardholder’s responsibility to emphasize the University’s tax exempt status when placing orders.
2. Cardholder submits itemized receipt to Events Administrator for reconciliation.
   b. Submission of receipt is due to Events Administrator within 3 business days of purchase.
3. Events Administrator reconciles receipts within 7 business days of the transaction’s appearance in the P-Card software.
4. Business Administrative Associate approves the transaction within 3 business days of reconciliation.

I-Buy

I-buy is the preferred method of purchasing. As long as the vendor is in I-buy, the order will be processed in I-buy.

1. Once the Request for Purchase Form (as mentioned above) is approved for an I-buy order, the Events Administrator will process the order in I-buy.
2. The Business Administrative Associate reviews the order and account information and approves the order.
3. Purchasing reviews the order and approves a Purchase Order.
4. Purchase Order is faxed to the vendor, so vendor can ship order or provide service.
5. Vendor sends invoice to Payables for payment.

Banner Requisitions

If a vendor is not in I-buy or a standing purchase order is required, a Banner requisition will need to be processed. A standing purchase order is an order that will stay open for an entire fiscal year or until the PO is fulfilled.

1. Once the Request for Purchase Form (as mentioned above) is approved for a Banner requisition, the Business Administrative Associate will process the order in Banner.
2. The Director of Athletics reviews and approves the order.
3. Purchasing reviews the order and approves a Purchase Order.
4. Purchase Order is faxed to the vendor, so vendor can ship order or provide service.
5. Vendor sends invoice to Payables for payment.
# Request for Purchase (RFP)

(Apparel, Equipment, Supplies, Memberships, Training, Etc.)

Must be completed and approved PRIOR to purchase.

## Requestor Information

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th></th>
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<tbody>
<tr>
<td>Name:</td>
<td>Sport:</td>
</tr>
</tbody>
</table>

## Vendor Information

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>Requested Delivery Date:</th>
</tr>
</thead>
</table>

## Estimated Expenses

<table>
<thead>
<tr>
<th>Catalog #</th>
<th>Description</th>
<th>Quantity</th>
<th>Price Each</th>
<th>Total</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Freight</td>
<td>1</td>
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</tr>
</tbody>
</table>

**TOTAL ESTIMATED EXPENSES ($):**

**ACCOUNT:**
- State
- Operating
- Gift
- Guarantee
- Camp

## Explanation/ Reason for Purchase:

Attach quote, if applicable.

## Approvals

**Ordering Method:**
- [ ] PCard
- [ ] iBuy
- [ ] Requisition
- [ ] JV

<table>
<thead>
<tr>
<th>Athletic Business Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Compliance Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>NA if purchase does not involve team or recruiting</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic Director Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA if purchase under $250</td>
<td></td>
</tr>
</tbody>
</table>
Qualifications for Purchasing:

Purchasing must serve the best interest of the University.
Purchasing must be authorized and approved in advance by the Department.

Procedures:

1. Complete **Request for Purchase** form.

2. Submit Request to Purchase form to Allison Thornley to determine method of ordering (Pcard, iBuy, or Banner requisition) and confirm sufficient funding available.

3. Allison will submit **Request for Purchase** form to Hayley Ross, if purchase involves team or recruiting.

4. Hayley Ross will submit **Request for Purchase** form to Kim Pate if purchase is over $250.

   - If PCard, you will get approved **Request for Purchase** form returned and you will make purchase with Pcard.
   - Allison will review.
   - Lexi will complete Pcard order log and reconcile PCard order.
   - Allison approves PCard order.

   - If iBuy, Lexi will process the order.
   - Allison will review.
   - Kim will review.

   - If Banner requisition, Allison will process order.
   - Purchasing Department will review and approve order.
   - Purchasing Department will review and approve order.
Illinois Department of Revenue
Office of Local Government Services
Sales Tax Exemption Section, 3-820
191 W. Jefferson Street
Springfield, IL 62702
217 782-6881

January 2, 2010

TERRY THOMPSON
209 HENRY ADMIN BLDG RC 359
506 5th WRIGHT ST
URBANA/SPRINGFIELD/CNCD IL 61801-3691

Effective January 1, 2010, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

89589-9779-08

To

UNIVERSITY OF IL (ALL CAMPUSES) of
URBANA/SPRINGFIELD/CNCD, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
Illinois Department of Revenue
DEPARTMENT OF ATHLETICS
TEAM TRAVEL PROCEDURES

CHARTER BUS

If you are traveling by charter bus, charters are booked prior to the start of your season. In order to book charters, you need to send your travel schedule to the Business Administrative Associate as soon as the schedule is set. The travel schedule needs to include your departure date and time, destination, and return date and time. When all schedules are set for Fall Sports, Winter Sports, and Spring Sports, the Business Administrative Associate will work with Purchasing on sending out a bid. Purchasing will award the bid to the lowest bidder. Specifications currently include:

- All busses are to hold a minimum of 55 passengers (unless otherwise indicated), and must be 2006 model year or newer.
- The following conditions or services are to be provided on trips listed:
  1. All busses must be equipped with operable DVD player so the teams may view game tapes and/or movies during the trip.
  2. A working restroom, air-conditioning and heat will be provided on all bus trips.
  3. Operable sound system is available.
  4. Coach (bus) must be in good working mechanical operating condition and clean throughout.
  5. Shuttling of teams as deemed necessary by the UIS coaching staff during each trip.
  6. On overnight trips requiring lodging, the UIS head coach will take care of room responsibilities and room accommodations for the bus driver on the trip. The bus driver on the trip is responsible for all other expenses.
  7. All UIS athletic teams will return to UIS campus following each trip.
  8. Prefer to have wireless internet on the busses.
  9. The departure site will be Parking Lot I, the south parking lot at The Recreational and Athletic Center (TRAC).

The charter company will be paid by check once you return from travel and the Business Administrative Associate receives an invoice from the vendor. NOTE: No tips should be given to bus driver.

MOTOR POOL

If you are traveling by van or car, you need to reserve the vehicle as early as possible by contacting motor pool with specific dates and times. (Phone 217-206-6531, Hours M-F 8 am-12 pm, 1 pm-4 pm). Rate is 28 cents per mile for cars and 30 cents per mile for vans.

Prior to picking up the car, you need to complete the Springfield Car Release Order Form at: [http://www.uis.edu/facilitiesandservices/motorpool/documents/CarReleaseOrderUIS-2009.doc](http://www.uis.edu/facilitiesandservices/motorpool/documents/CarReleaseOrderUIS-2009.doc) and turn into the Business Administrative Associate to add the account number and approve.

Departure Time - At the time of departure, pick up the keys, vehicle trip ticket, gasoline credit card, and the vehicle from the motor pool office. Inspect the vehicle for any physical damage. Check that there is enough gas in the tank before departing. Obtaining gas from the pumps at the motor pool is preferred. Outside gas purchases are more costly to UIS. Please confer with the motor pool staff for vehicle fill-up.

Returning a Vehicle – After returning from the trip, bring the vehicle to the motor pool lot promptly because others may be waiting for it. Complete the trip ticket (with beginning and ending mileage), lock the vehicle, turn in keys and gasoline purchase receipts to the motor pool office. If the vehicle is returned after working hours, deposit the keys and other materials in the "after hours" drop box in Parking Lot B.
AIRFARE
All airfare purchases MUST be made through a University Contracted Travel Agency listed on the OBFS website (http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=914772) with your T-Card.
You can EITHER work directly with a travel agent OR go through the travel agency’s web site to book online. NOTE: Booking fees are lower when booking online through the travel agency. Each travel agency uses technology to simultaneously search multiple web sites to find the best fare, including the most popular web travel sites such as Travelocity, Expedia, Orbitz, as well as direct airline web sites. First-time users to each agency web site must create a new account prior to searching for travel-related services by establishing a user login and password. It is recommended that employees use their email address as the login. Follow the guidelines on the agency Web site for information regarding the minimum amount of characters required for logins and passwords, and other relevant information. Travelers will be asked to provide preferences such as airline carriers, frequent flier numbers, seating, hotel chains, etc., to be stored in their individual profile. This information will be accessible to the travel agents and assist them in providing better service to University travelers.
The Events Administrator already has an account with Franklin Travel, so you may want to work with her to book your team flights.

MEALS
It is the coach’s responsibility to provide meals during team travel. Meals should be provided for coaches, athletic trainer(s), and eligible student-athletes per NCAA and GLVC regulations. The UIS Department of Athletics policy is to provide actual and necessary meals. The maximum per diem amount is $24.00 per player/coach per day. However, it is also the coach’s responsibility to control expenses to stay within budget, so it is probably not reasonable to spend maximum per diem amount. The Department of Athletics encourages coaches to be fiscally reasonable for team meals. An example would be to take advantage of breakfast provided at hotel.

Meals are to be purchased with T-Card. NOTE: It is cardholder’s responsibility to emphasize the University’s tax exempt status when paying with T-Card. Itemized receipts along with individuals who were included on each receipt must be turned into Business Administrative Associate within 3 days upon return from travel.

LODGING
Employees must always request the lowest available rate when making hotel reservations. Before making a reservation, check the list of allowable rates (http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=914791) to be sure the cost meets these requirements.
The University of Illinois has partnered with Hotels.com Collegiate Marketing to offer a hotel reservation program designed exclusively for Colleges and Universities. Use Hotels.com Collegiate Reservation Program to gain access to the best rates available with major hotel chains like Marriott, Hilton, Hyatt, Holiday Inn, La Quinta, etc. University travelers now have access to over 145,000 hotels around the world.
Use your T-Card to make reservations and pay for University business travel lodging. Itemized receipts along with individuals in each room must be turned into Business Administrative Associate within 3 days upon return from travel.
# UIS Team Travel Form

(Within 3 days of return from travel, submit this form with receipts.)

<table>
<thead>
<tr>
<th>Sport:</th>
<th>Destination:</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date Left:</th>
<th>to</th>
<th>Return Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Travel Party (May attach current team roster):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Athletes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel Cost:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry</td>
<td>$</td>
</tr>
<tr>
<td>Gatorade/Fruit:</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

| Breakfast | $ |
| Lunch     | $ |
| Dinner    | $ |

<table>
<thead>
<tr>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Breakfast | $ |
| Lunch     | $ |
| Dinner    | $ |

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Breakfast | $ |
| Lunch     | $ |
| Dinner    | $ |

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

| Breakfast | $ |
| Lunch     | $ |
| Dinner    | $ |

| Misc: | Entry Fee | $ |
|       | Laundry   | $ |
|       | Gatorade/Fruit: | $ |

| Total Amount Spent: | $ |

| Reimbursement: | $ |
| (If expense NOT paid with Tcard, please note above with *) | Coaching Staff |

Each itemized receipt will need to include individuals that were part of the meal. Support Staff
If same party for each meal, only need list once. If each meal is different, you will need to note on receipt.
T-CARD
A University of Illinois Springfield travel card (T-Card) is issued to designated staff members by the Director of Athletics for University business travel related purchases. Head Coaches will use T-Card for team meals, team lodging, water/snacks for team travel, recruit official visits, and professional travel lodging. Administrative staff will use T-Card for professional travel lodging and candidate interviews.

All T-Card holders must complete the Travel Card Authorization/Agreement and Application Information Form (http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=1070190). Please return the form to the Business Administrative Associate to complete the Department Card Manager section on page 2 and get Athletic Director approval. Then T-Card holder must complete T-Card online training and pass the certification quiz (https://apps.obfs.uillinois.edu/Tutorial/index.cfm?Tutorial=tcard).

It is the cardholder’s responsibility to emphasize the University’s tax exempt status when using T-Card. Also the cardholder must the retain itemized receipt of the purchase.

TEM
The Travel and Expense Management (TEM) is a web-based system for submitting, approving and tracking requests for T-Card purchases and travel reimbursements.

To get access to TEM, complete the security compliance form at: http://www.aits.uillinois.edu/common/pages/DisplayFile.aspx?itemId=951467 and return to the Business Administrative Associate.

Once you receive access to TEM, you can login at: https://travelexpense.admin.uillinois.edu/. You will need to work with Business Administrative Associate to set up proxy.

Within 3 days of return from travel or charge is made to your T-Card, the itemized receipt(s) along with the individuals that were included as part of the meal, lodging, etc. must be turned into Business Administrative Associate. The Business Administrative Associate will complete/reconcile the charges. Once the transaction is complete, the Business Administrative Associate will send T-Card holder an email indicating that the transaction is ready to submit.

It is then the cardholder’s responsibility to submit the transaction in TEM. Once the cardholder submits the transaction, it will go to Compliance for review. Once Compliance reviews and approves, transaction will go to Athletic Director for review. Once Athletic Director reviews and approves, transaction will go to University Payables to be processed.
DEPARTMENT OF ATHLETICS
PROFESSIONAL TRAVEL PROCEDURES AND POLICIES
(OFF-CAMPUS RECRUITING TRIPS ALSO FOLLOW THESE POLICIES, ONLY THE OCRA FORM IS COMPLETED)

MOTOR POOL
If you are traveling by van or car, you need to reserve the vehicle as early as possible by contacting motor pool with specific dates and times. (Phone 217-206-6531, Hours M-F 8 am-12 pm, 1 pm-4 pm). Rate is 28 cents per mile for cars and 30 cents per mile for vans. Prior to picking up the car, you need to complete the Springfield Car Release Order Form at: http://www.uis.edu/facilitiesandservices/motorpool/documents/CarReleaseOrderUIS-2009.doc and turn into the Business Administrative Associate to add the account number and approve. Departure Time - At the time of departure, pick up the keys, vehicle trip ticket, gasoline credit card, and the vehicle from the motor pool office. Inspect the vehicle for any physical damage. Check that there is enough gas in the tank before departing. Obtaining gas from the pumps at the motor pool is preferred. Outside gas purchases are more costly to UIS. Please confer with the motor pool staff for vehicle fill-up. Returning a Vehicle – After returning from the trip, bring the vehicle to the motor pool lot promptly because others may be waiting for it. Complete the trip ticket (with beginning and ending mileage), lock the vehicle, turn in keys and gasoline purchase receipts to the motor pool office. If the vehicle is returned after working hours, deposit the keys and other materials in the "after hours" drop box in Parking Lot B.

AIRFARE
All airfare purchases MUST be made through a University Contracted Travel Agency listed on the OBFS website (http://www.obfs.uiu.edu/cms/one.aspx?portalId=909965&pageId=914772) with your T-Card. You can EITHER work directly with a travel agent OR go through the travel agency's web site to book online. NOTE: Booking fees are lower when booking online through the travel agency. Each travel agency uses technology to simultaneously search multiple web sites to find the best fare, including the most popular web travel sites such as Travelocity, Expedia, Orbitz, as well as direct airline web sites. First-time users to each agency web site must create a new account prior to searching for travel-related services by establishing a user login and password. It is recommended that employees use their email address as the login. Follow the guidelines on the agency Web site for information regarding the minimum amount of characters required for logins and passwords, and other relevant information. Travelers will be asked to provide preferences such as airline carriers, frequent flier numbers, seating, hotel chains, etc., to be stored in their individual profile. This information will be accessible to the travel agents and assist them in providing better service to University travelers. The Events Administrator already has an account with Franklin Travel, so you may want to work with her to book your team flights.

MEALS
University employees on approved business travel are eligible to receive meal per diem reimbursement for the time spent in travel status. The cost of actual meals purchased while in travel status is not reimbursable and receipts for such meals should not be submitted with the expense report. Per diem amounts may not exceed maximum allowances established for domestic travel by the Illinois Higher
Education Travel Control Board. The current daily allowance is $28.00 for travel within the State of Illinois and $32.00 for travel outside of Illinois.

Per diem is a daily travel meal allowance and includes taxes and tips. The Travel & Expense Management system (TEM) automatically calculates the per diem reimbursement amount based on number of travel days, the time that travel status starts, and the time that travel status ends. The University Travel Card (T-Card) may not be used for meal purchases when in travel status, except when hosting an allowable business meal.

You can use the Per Diem Calculator at: [http://apps.obfs.uillinois.edu/perdiem/dsp_index.cfm](http://apps.obfs.uillinois.edu/perdiem/dsp_index.cfm) as an aid for travel within the United States.

University employees must deduct the following amounts from the per diem allowance when a meal is provided during travel status.

<table>
<thead>
<tr>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>$5.50</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>$5.50</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>$17.00</td>
</tr>
</tbody>
</table>

Examples of meals provided include, but are not limited to, breakfast provided during a conference or a dinner business meal hosted by the traveler.

**LODGING**

Employees must always request the lowest available rate when making hotel reservations. Before making a reservation, check the list of allowable rates ([http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=914791](http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=914791)) to be sure the cost meets these requirements.

The University of Illinois has partnered with Hotels.com Collegiate Marketing to offer a hotel reservation program designed exclusively for Colleges and Universities. Use [Hotels.com Collegiate Reservation Program](http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=914791) to gain access to the best rates available with major hotel chains like Marriott, Hilton, Hyatt, Holiday Inn, La Quinta, etc. University travelers now have access to over 145,000 hotels around the world.

Use your T-Card to make reservations and pay for University business travel lodging. Itemized receipts along with individuals in each room must be turned into Business Administrative Associate within 3 days upon return from travel.

**PROFESSIONAL TRAVEL AUTHORIZATION**

1. Traveler completes professional travel authorization (PTA).
2. Traveler turns PTA into Business Administrative Associate.
3. Business Administrative Associate reviews and approves PTA.
4. Business Administrative Associate sends PTA to Athletic Director.
5. Athletic Director reviews and approves. PTA is returned to traveler.
6. Professional travels.
7. Traveler turns in PTA to Business Administrative Associate along with receipts within 3 days of return from travel.
8. Business Administrative Associate completes TEM transaction for trip and files PTA.
PROFESSIONAL TRAVEL AUTHORIZATION (PTA)
(Conventions, meeting with donor, etc.)
Must be completed and approved PRIOR to travel.

<table>
<thead>
<tr>
<th>Travel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler name:</td>
</tr>
<tr>
<td>Sport:</td>
</tr>
<tr>
<td>Purpose of Trip:</td>
</tr>
<tr>
<td>Destination:</td>
</tr>
<tr>
<td>Departure Date &amp; Time:</td>
</tr>
<tr>
<td>Return Date &amp; Time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Amount ($)</td>
</tr>
<tr>
<td>Lodging Amount ($)</td>
</tr>
<tr>
<td>Per Diem Amount ($)</td>
</tr>
<tr>
<td>Flight Amount ($)</td>
</tr>
<tr>
<td>Rail Amount ($)</td>
</tr>
<tr>
<td>Motor Pool Vehicle Amount ($)</td>
</tr>
<tr>
<td>Personal Vehicle Mileage Amount ($)</td>
</tr>
<tr>
<td>Rental Car Vehicle Amount ($)</td>
</tr>
<tr>
<td>Parking Amount ($)</td>
</tr>
<tr>
<td>Misc.Expense (specify) Amount ($)</td>
</tr>
<tr>
<td>TOTAL ESTIMATED EXPENSES ($)</td>
</tr>
</tbody>
</table>

| ACCOUNT: | □ Operating □ Gift □ Guarantee □ Camp □ APAC |

<table>
<thead>
<tr>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler’s Signature</td>
</tr>
<tr>
<td>Athletic Business Signature</td>
</tr>
<tr>
<td>Athletic Director Signature</td>
</tr>
</tbody>
</table>

Please review University travel regulations on the OBFS website (http://www.obfs.uillinois.edu/manual/central_p/sec15-1.html). The University may deny reimbursement of travel-related expenses for failure to comply with University policies and procedures and applicable state and NCAA regulations.
OFF-CAMPUS RECRUITING AUTHORIZATION (OCRA)

**THIS FORM MUST BE GIVEN TO COMPLIANCE COORDINATOR 24 HOURS BEFORE DEPARTURE**

Any off-campus contact with prospects or parents and any off-campus evaluation of prospects athletically or academically count as off-campus recruiting. If trip will be for more than two days, please attach a travel itinerary detailing destination each night. Only authorized coaching staff members may recruit off-campus.

(Must have passed the NCAA certification Test and be designated off-campus recruiter by the Head Coach)

Sport:

Name(s) of Coach on Trip:

Date of Departure: Time:

Date of Return: Time:

Destination (City, State):

Destination (School/Venue):

Event Name (Game participants/tournament name):

Reason for Trip: □ Evaluation* □ Contact □ School Visit** □ Home Visit

*If an unplanned contact occurs, please update accordingly after your return.

**Must show proof of High School Administrator permission.

Names of Prospects (If multiple, attach roster):

Travel Details

Lodging: □ Yes □ No # of Nights: Estimated Expense:

Method of Transportation: Estimated Expense:

□ Personal Vehicle (.51/mile) Approximate Mileage:

□ University Vehicle (.28/mile-car, .3/mile-van) Approximate Mileage:

□ Other

Tolls: □ Yes □ No Estimated Expense:

Food Reimbursement: □ Yes □ No # of Days: Estimated Expense:

Account Type: □ Operating □ Gift □ Guarantee Total Trip Expenses:

Signature of Head Coach

Date

Hayley Ross, Assistant AD for Compliance

Date

Allison Thornley, Athletic Business Associate Signature

Date
Process for Professional Travel

1. Decision to Travel for Business
2. Traveler completes Professional Travel Authorization (PTA) Form
3. Coach turns in PTA to Business Office
4. Business Office reviews estimated expenses for financial purposes
5. Business Office sends PTA to Athletic Director
6. Athletic Director reviews trip to assure that it is beneficial for Athletic Department
7. Athletic Director returns PTA to traveler
8. Professional travels
9. Professional turns in PTA to Business Office along with receipts from travel
10. Business Office completes TEM transaction for trip and files PTA.
DEPARTMENT OF ATHLETICS
CASH CONTROL PROCEDURES

DONATIONS/GIFTS
The Business Administrative Associate is responsible for the collection and depositing of all UIS Athletics gifts and donations.

1. When coaches/administrators receive gifts and/or donations they are to be turned into the Business Administrative Associate with an explanation of the gift and the donor’s information using the Report of Money Received form.
   a. Coaches/administrators should turn in gifts as soon as they receive them.

2. The Business Administrative Associate will complete a gift transmittal form [Appendix H] for the gift that will include the donor name and address for UIF tracking purposes.
   a. The Business Administrative Associate will turn in gifts as soon as they are received.

3. The gift transmittal form along with the cash or check will be deposited by the Business Administrative Associate in the Office of Development.
   a. A copy of gift transmittal form will be given to the coach/administrator as a receipt.
   b. A copy of the gift transmittal form will be kept in the Business Administrative Associate’s office for reconciling.

4. Each gift transmittal form will be recorded in the Office of Development Gift Binder when delivered.

5. The Business Administrative Associate receives a receipt for cash at the time of deposit from the Office of Development and attaches it to the copy of the gift transmittal form in the athletic files.

GAME GUARANTEES
The Business Administrative Associate is responsible for the collection and depositing of all UIS Athletics game guarantees.

1. When coaches/administrators receive guarantees they are to be turned into the Business Administrative Associate with an explanation of the guarantee using the Report of Money Received form.
   a. Coaches/administrators should turn in guarantees as soon as they receive them.

2. The Business Administrative Associate will complete a Report of Cash Sales/Money Received, which will include the check number, name of institution, and amount.
   a. The Business Administrative Associate will turn in game guarantees as soon as they are received.

3. The Report of Cash Sales/Money Received along with the cash or check will be deposited by the Business Administrative Associate in the Cashier Operations Office.
   a. A copy of Report of Cash Sales/Money Received will be given to the coach/administrator as a receipt.
   b. A copy of the Report of Cash Sales/Money Received will be kept in the Business Administrative Associate’s office for reconciling.

4. The Business Administrative Associate receives a receipt at the time of deposit from the Cashier and attaches it to the copy of Report of Cash Sales/Money Received in the athletic files.

5. Events Administrator reconciles the Report of Cash Sales/Money Received with Banner and files.
APPAREL/MERCHANDISE FUNDRAISER
The Business Administrative Associate is responsible for the collection and depositing of all UIS Athletics fundraising funds.

1. When coaches/administrators receive fundraising funds they are to be turned into the Business Administrative Associate with an explanation of the fundraising funds using the Report of Money Received form and the Apparel/Merchandise Fundraiser Record.
   a. Coaches/administrators should turn in funds as soon as they receive them.

2. The Business Administrative Associate will complete a gift transmittal form for the funds that will include the donor name and address for UIF tracking purposes.
   a. The Business Administrative Associate will turn in gifts as soon as they are received.

3. The gift transmittal form along with the cash or check will be deposited by the Business Administrative Associate in the Office of Development.
   a. A copy of gift transmittal form will be given to the coach/administrator as a receipt.
   b. A copy of the gift transmittal form will be kept in the Business Administrative Associate’s office for reconciling.

4. Each gift transmittal form will be recorded in the Office of Development Gift Binder when delivered.

5. The Business Administrative Associate receives a receipt for cash at the time of deposit from the Office of Development and attaches it to the copy of the gift transmittal form in the athletic files.

6. The Business Administrative Associate calculates sales tax on all apparel/merchandise sales monthly and reports sales tax to Accounting.

7. Events Administrator reconciles the gift transmittal form with Banner and files.

FUNDRAISING FOR CHARITY
The Business Administrative Associate is responsible for the collection and depositing of all UIS Athletics fundraising funds. Athletics hosts specials events and/or sells goods (t-shirts, blankets, etc.) for net proceeds to go to charity.

1. When an event or fundraiser is conducted for a charity, the Business Administrative Associate works with Accounting to create an agency account to isolate the revenue and expenses from other Athletic activity.
   a. The agency fund must be set up in advance of the fundraising event.

2. When coaches/administrators receive fundraising funds they are to be turned into the Business Administrative Associate with an explanation of the fundraising funds using the Report of Money Received form.
   a. Coaches/administrators should turn in funds as soon as they receive them.

3. The Business Administrative Associate will complete a Report of Cash Sales/Money Received form, which will include the check number, name of donor, and amount.
   a. The Business Administrative Associate will turn in fundraising funds as soon as they are received.

4. The Report of Cash Sales/Money Received along with the cash or check will be deposited by the Business Administrative Associate in the Cashier Operations Office.
   a. A copy of Report of Cash Sales/Money Received will be given to the coach/administrator as a receipt.
   b. A copy of the Report of Cash Sales/Money Received form will be kept in the Business Administrative Associate’s office for reconciling.

5. The Business Administrative Associate receives a receipt at the time of deposit from the Cashier and attaches it to the copy of Report of Cash Sales/Money Received form in the athletic files.

6. Events Administrator reconciles the Report of Cash Sales/Money Received form with Banner and files.
7. After all revenues have been received and expenses pertaining to the fundraiser have been paid, a check will be made to the designated charity.

CAMPS/CLINICS
The Compliance Office is responsible for the financial records of all UIS Athletics camp/clinic income. Coaches/administrators are to follow UIS camp/clinic policies and procedures.

1. Coaches/administrators receive camp/clinic funds and turn it into the Business Administrative Associate along with the Institutional Camp/Clinic Participant Payment Ledger and Report of Money Received form.
   a. Coaches/administrators should turn in camp/clinic funds as soon as soon as they receive them.

2. The Business Administrative Associate will complete a Report of Cash Sales/Money Received form, which will include the check number, name of check, and amount.
   a. The Business Administrative Associate will turn in camp/clinic funds as soon as they are received.

3. The Report of Cash Sales/Money Received form along with the cash or checks will be deposited by the Business Administrative Associate in the Cashier Operations Office.
   a. A copy of Report of Cash Sales/Money Received form will be given to the coach/administrator as a receipt.
   b. A copy of the Report of Cash Sales/Money Received form will be kept in the Business Administrative Associate’s office for reconciling.

4. The Business Administrative Associate receives a receipt at the time of deposit from the Cashier and attaches it to the copy of Report of Cash Sales/Money Received form in the athletic files.
5. Events Administrator reconciles the Report of Cash Sales/Money Received form with Banner and files.
REPORT OF MONEY RECEIVED
Must be completed and turned in with cash and/or checks.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
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<tbody>
<tr>
<td>Today's Date:</td>
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<tr>
<td>Prepared By:</td>
</tr>
<tr>
<td>Sport:</td>
</tr>
<tr>
<td>Description/Details of Deposit:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Information</th>
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</thead>
<tbody>
<tr>
<td>ACCOUNT: □ Operating □ Gift □ Guarantee □ Camp □ Charity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Denominations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Currency</td>
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<tr>
<td>$100</td>
</tr>
<tr>
<td>$50</td>
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<tr>
<td>$20</td>
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<td>$10</td>
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<tr>
<td>$2</td>
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<tr>
<td>$1</td>
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CASH TOTAL ($):

<table>
<thead>
<tr>
<th>Check Totals:</th>
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<tbody>
<tr>
<td>Check/Description</td>
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</table>
| CHECK TOTAL ($):

CASH AND CHECK TOTAL ($):