**APPROPRIATIONS APPLICATION**

This document is intended to outline the distribution of funds set aside by the Dean of the College of Pharmacy for student organizations that serve the College.

1. **Student organizations** only may submit the “Appropriation Application” for financial support of a particular project. This form will be made available by the PSC Treasurer, on the PSC website.
2. The Appropriations Committee shall evaluate all requests for funding. The Committee will make recommendations and vote on each application. The committee will require 1 week to review and vote on the application. This does not include the time needed by OSA or the office of the Dean of Students to order the approved supplies. Organizations will need to plan for additional time for shipping from the Chicago to Rockford campus.
3. Organizations receiving an appropriation award shall be notified via email. Organizations will be directed to pick up supplies once they arrive either from OSA or the Office of Dean of Students (1200 West Harrison Street 3030 Student Services Building) during regular business hours. Appropriations for Rockford will be shipped to OSA in Rockford.
4. Organizations may receive all of the funding for which they applied or a partial amount. It is possible that no award will be given.
5. The following guidelines must be met in order to receive funding:
	1. Appropriation requests must be made via email to the PSC treasure Jeffrey Yoshihara jyoshi2@uic.edu by the announced deadline for each semester. Only completed forms will be considered. The committee does not complete forms for student organizations. PSC will announce via list serve the deadline for the upcoming semester.
	2. Appropriations money cannot be used to purchase food or beverages. No awards will be made to supply lunch or dinner for any event.
	3. Appropriations money cannot be used for travel/airfare to meetings, seminar dues, or membership fees.
	4. UIC garage parking passes for UIC ALUMNI speakers are now processed through appropriations applications. The same process and deadlines apply.
	5. **No reimbursement will be given.** Do not pay for items out-of-pocket or from organization accounts.
	6. The OSA must be able to make the purchase(s) with their department credit card. If the vendor selected by your organization cannot accept this form of payment, the award will be retracted. The OSA cannot make a purchase requiring a credit card to secure a contract. (i.e.: reserving a banquet room)
	7. Taxes are not covered in appropriations awards. The vendor selected by your organization must accept UIC’s tax exempt status. If your organization is awarded a partial amount, the vendor must be able create a separate bill for OSA. If the vendor does not accept tax exempt purchases, your award will be retracted.
	8. OSA reserves the right to purchase items from any vendor, not necessarily a vendor chosen by your organization. If your appropriations award is for office supplies, they will be purchased through Office Depot.
6. After receiving an appropriations award, the PSC Treasurer will simultaneously notify Val in OSA and the appropriate members of the organization who submitted the appropriations application. Ample time must be given for OSA to complete the transaction. **A minimum notice of two to three weeks is needed once the appropriations application is approved by the committee**. However, depending on your purchase, this may not be enough time. It is recommended that a notice of two weeks or more be given to complete the transaction. If, for any reason, OSA is unable to pay for your purchase, the award will be retracted.
7. Any changes to the appropriations process will be announced via email to the PSC list serve. Appropriations guidelines are subject to change before and after awards have been made.
8. Please contact the PSC treasurer, Jeffrey Yoshihara, at (jyoshi2@uic.edu) with any questions regarding this application.

**PLEASE ITEMIZE EVERYTHING YOU WISH TO BE CONSIDERED FOR APPROPRIATIONS. DO NOT LIST MISC ITEMS OR GENERIC TERMS LIKE “OFFICE PRODUCTS”.**

**NOTE: Below is the rating of Appropriations Requests. These are the items that the committee will use in order to determine potential and amount of funding. This is a tool to help the orgs get the most allocations of appropriations.**

**Rating of Appropriations Requests**

**NOTE: *Appropriations applications, discussions and decisions are a highly confidential matter. Criteria for funding and funding decisions themselves may not be discussed with students outside the appropriations committee.***

In rating applications for appropriations, use the following scale:

Number of people being served (Scale of 1-5)

1 = 0-10

2 = 10-30

3 = 30-50

4 = 50-100

5 = 101 +

Probability/Feasibility of project happening (Scale of 1-5)

 1 = Not Ever

 5 = Will happen/has already been held

Project promotes the profession of Pharmacy (Scale of 1-5)

 0 = Hinders

 5 = Max promotes

Number of students attending (Scale of 1-5)

1 = 0-10

2 = 10-30

3 = 30-50

4 = 50-100

5 = 101 +

Name of Organization:

Contact Person:
Name of Project:

Expected date of project:

Has this project been done in the past (Y or N):

 If so, how much was spent last year on the project? $

 Has this project received appropriations in the past (Y or N):

Description of Project:

*(Please be very specific regarding what the money is going to be used for.)*

Estimated Budget for the Event(s):

Appropriations Amount being Requested:

**(Please type this form)**

**APPROPRIATIONS ITEM REQUEST FORM**

Request Date:

Name:

Student Organization:

Email:

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Vendor:

Phone:

Web address:

Detailed Description (provide all details needed to place order for same or similar products including item #’s , manufacturer, color, quantity, website links, etc.)

 Quantity Amount

|  |  |  |  |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

  **TOTAL =**

\* Please allow at least 2 weeks for ordering. You will be contacted via email when items arrive.

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*For Office Use :*

Ordered:

Picked-up: