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| STAFFREGISTERED CAMPUS ORGANIZATIONS |

You should have received our funding notice, this is a quick resource guide to accompany your Staff RCO Funding Notice for 2019-2020.

We will publish an updated Staff RCO Orientation on September 1st, 2019, which will be reflected of the new system called the Group Portal (Campus Groups).

Staff RCO Funding Guidelines

► Funding Policies

* Staff Organizations may apply for funding and must be in the following categories: Cultural events, Artistic events, Professional development, Recruitment & publicity, Organizational meetings.
* All eligible expenses must conform to [university policies & procedures](https://ucop.edu/student-affairs/policies/student-life-policies/pacaos.html)
* Expenses that are ineligible include: off-campus events, Alcohol, Payments & Honorariums for UC Faculty, staff or students, Parking fees for UCSF Faculty, staff or students
* Must submit all Events (funded and non-funded) in Group Portal (Campus Groups)

►Funding Reimbursements

* For approved funding reimbursements, staff organizations are required to assign a CLS delegate to submit their Staff RCO reimbursement request in **MyExpense**. All itemized receipts (not just a total credit card receipt), payment requests, invoices must be submitted within **30 days of purchase.**
* MyExpense request
	1. Log into **My Access>MyExpense**
	2. Follow the Pathway: **Profile>Profile Settings>Expense Delegates>Add Delegate**
	3. Add a Delegate: submit **Yolanda Marquez**
	4. Email delegate (Yolanda) itemized receipt and include Staff RCO name, name of event, date, flyer or marketing material and attendance list.
* **Funding allocations for food and beverages will be contingent upon the actual number of participants**, verified from an attendance list (provide list to Yolanda).

► Facility Requests (Table, Chairs, etc.)

Staff RCOs are responsible for requesting all facility requests (e.g. tables, chairs, custodial services, unlocking doors, etc).

* + To submit a facility request, please log into [Facilities Services](https://www.cpfm.ucsf.edu/myfs/login.cfm)
	+ Under *Description of Work* please add “contact wellnessandcommunity@ucsf.edu for COA funding”

► Food Orders (BearBuy/America To Go)

Once funding is approved, staff organizations are required to submit their own food requests in **BearBuy/America To Go**

Requests need to be submitted at least **two weeks** in advance of event date

Request as follows:

* Log in to **My Access>Bear Buy>** **America To Go**
* Make sure to include detailed building, address, room number, etc. in *Delivery Instructions*
* Provide onsite contact name and phone number

**Bear Buy**

* Title the Cart with RCO Name, Event, Date: Ex. “LHTS Visuals Arts Club-Art Show-2019\_10\_03”
* Click on *Proceed to Check out*
* Remove any previous Funding
* In Internal Notes and Attachments
* Attach names of attendees Excel or CSV.
* Publicity: Ex. Flyer
* Click on *Assign Cart*
* Select Search for an Assignee button and click on Search for Assignee, input last and first name: **Marquez, Yolanda** and submit cart. This will route to Yolanda for funding and approval. Please send an email to Yolanda.Marquez@ucsf.edu whenever you have submitted orders so she can make sure to process in a timely manner.

For all other inquires please review the updated RCO Orientation Presentation, which will be published in Group Portal (Campus Groups) on September 1st.