The SAPFB office made changes to the 2016 Accessing Funds Packet, the packet is now separated into 2 different files: direct payment and reimbursement. In an effort to help streamline the process and to help awardees access their funds quickly, we have highlighted important points below. Please note that this is not intended to replace the packets but to supplement it. Thus, you will still be responsible for going through the packets and retaining the information contained within it.

**Check off the items that MAY APPLY to your reimbursement/direct payment and keep this page as a reminder and for reference. You are not required to submit this form.**

- SAPFB **REQUIRES** that you submit **One (1)** “Outside Funding” form per SAPFB funded event. The “Outside Funding” form can be found on our website and in both of the 2016 Accessing Funds Packets. This form is due WITH your reimbursement or direct payment request documents. A reminder of this requirement is listed in the check lists we provide in both the direct payment and reimbursement Accessing Funds Packets.

- SAPFB **REQUIRES** that you submit a “Fees Collected” form if your organization/department collected fees from its members/non-members to attend your event. The “Fees Collected” form can be found in both of our 2016 Accessing Funds Packets. A complete list of names and amounts collected must be submitted with your packet. In certain circumstances, proof of costs not related to the award may be required via receipts, card images and statements to show that income made does not exceed expenditures.

- If someone else will be paying for costs in relation to your awarded event (i.e. if your parents will pay for your airfare), they MUST be willing to submit the required documents needed for reimbursement (e.g. card images and bank statements) or reimbursement CANNOT be processed to them.

- Due to liability issues, SAPFB is unable to process a direct payment to a vendor for hotel lodging charges. If awarded for lodging, SAPFB can ONLY process payment as a reimbursement.

- **In order to process a reimbursement to an organization, SAPFB requires a W-9 tax form with an active EIN# and appropriate federal tax classification on it. Please do not wait till the last minute to obtain an EIN # and confirm your organization’s federal tax classification.** SAPFB and our SLD Fiscal Office is unable to confirm or obtain this information for you. Failure to provide this information on the W-9 form will result in an incomplete packet which could lead to forfeiture of awarded funds. The name on your W-9 should also match the name on your bank account, this will prevent issues with cashing the check at your bank.

- SAPFB cannot reimburse an individual/organization when they did not originally pay for the items being reimbursed. For example, organizations cannot collect a registration fee from their students, use that money to pay for the fees and then seek reimbursement from SAPFB with the intent of distributing the funds later. If the organization does not have the ability to pay for the students to attend prior to the event, students must pay individually from their personal funds and be reimbursed separately after the event ends.

- The 24 hour airfare grace period only applies to mainland and foreign flights. For those flying interisland, airfare itineraries must show that you arrived on the day the event starts and depart on the day the event ends.

- If you will be contracting or procuring services from a UH Department, (e.g. renting rooms from CC Meeting and Events or printing from CC Marketing and Graphics, etc). SAPFB can process an IDO to them to pay for the items ordered. This is much like a direct payment and provides the opportunity for organizations to avoid using personal funds to pay for awarded items.

- SAPFB is unable to process direct payment for any methods that attempt to circumvent the SuperQuotes procurement process. For example, SAPFB cannot directly process a direct payment to one vendor and a reimbursement to an individual for the same line item if the total of their invoice/receipts exceeds $2,500.

- If your organization plans to request a direct payment for a quote that exceeds $2,500 for a single line item, SuperQuotes must be used to find the lowest bid regardless of how much SAPFB has awarded your organization. The only exception is for the purchase of airfare through a travel agency. For airfare, please obtain 3 quotes from your chosen travel agency that shows the flight you chose is the cheapest.

For the Fall 2016 semester, use this document for reference. You are not required to turn it in to SAPFB.