



Fiscal Year 2022-2023
Funding Request
Procedures



What we will cover today

- Who, What, & Why of the Funding Council
- Criteria for requesting funds
- Who can request money and how it is awarded
- Restrictions on funding
- Directions for requesting funds
 - Your request is Denied
 - Your request is Awarded
- HOW WE PURCHASE HERE AT HONOLULU CC

The Funding Council

- The Funding Council is a collaborative council of the Student Government, Student Activities Board & Student Media Board.
- This council focuses on properly allocating funding to RISOs and campus departments by co-sponsoring their events/programs.
- Each CSO will determine how much, if any, funds will be allocated to distribute to the RISOs and On-Campus departments.
- This collective council replaces the process of asking each student organization individually.

The Funding Council has no obligation to fund any one group or entity.

Funding Council Criteria

The Funding Council will look at the following:

- The overall impact of the event or activity on improving the quality of the student experience here at Honolulu Community College.
- The events prospects of success and the degree of planning implemented
- Whether the group has responsibly used funds in the past

How To Receive Funding

- RISO & Campus Department that request must have at minimum 1 person that attended the Fiscal Procedures Training for that academic year.
- Each CSO will determine how much, if any, funds will be allocated to distribute to the RISOs and departments.
- There is no rule determining a maximum amount per semester - at this time - that can be requested by RISOs and campus departments, though the council will try to allocate the funds among those RISOs & Department that have attended training.
- Funding may be awarded in the form of co-sponsorship (funding alone) or in some cases request to co-plan an event if awarded.
- Those who do not follow procedures correctly may have their award cancelled or decreased and future funding may be suspended depending on the severity of the offense.

Restrictions

Funding Council will not - and in some cases can't fund the following:

- Advance payment and/or deposits to vendors
- Events that are not open to all Honolulu Community College fee-paying students
- Sale of raffle tickets, chili ticket, and other fund generating endeavors
- Scholarships
- Honorariums
- Gift Cards
- Travel Expenses (exception: may consider UH sponsored/Educational events)
- Student groups not registered with the Student Life & Development Office
- Incomplete Funding Applications & Forms

What To Do To Request Funds?

- 50 Days before your event
- Complete the PDF form-fillable RISO/Department Proposal Form (*no hand written forms will be accepted*) from SLD Website – Attach Flyer if you have one
programs.honolulu.hawaii.edu/studentlife
- Drop off completed form to Student Life, Building 2-113 by Friday at 2:30PM to be put on Funding Council Meeting agenda the following week.
 - *Example:* Submission Friday, October 14, 2022 at 2:30PM then you missed the agenda for Tuesday, October 18, 2022 and will be pushed to Tuesday, October 25, 2022.
- You will be contacted via email on Friday along with the all members of the CSOs to attend the Funding Council Meeting as schedule.
- You must attend the meeting and present your request to the Funding Council.
- The Funding Council has up to 1 week to let you know their decision (awarded in full, partial, or not at all)

Your request denied...

- If you understand the Funding Council's decision to deny and the reasons and suggestions made for change if given -- You have the option of adjusting and resubmitting
- You need to once again complete the PDF form-fillable RISO/Department Proposal Form (***no hand written forms will be accepted***) from SLD Website – Attach Flyer if you have one programs.honolulu.hawaii.edu/studentlife
- Drop off completed form to Student Life, Building 2-113 by Friday at 2:30PM (noon) to be put on the agenda the following week.
 - *Example* Submission Friday, October 14, 2022 at 2:30PM then you missed the agenda for Wednesday, October 18, 2022 and will be pushed to Tuesday, October 25, 2022.
- You will be contacted via email on Friday along with the all members of the CSO to attend the Funding Council Meeting as schedule.
- You must attend the meeting and present your request to the Funding Council.
- The Funding Council has up to 1 week to let you know their decision (awarded in full, partial, or not at all)

Your request was awarded...

- Within one (1) week you must contact Emily Kukulies at kukulies@hawaii.edu to schedule a one-on-one appointment for purchases.
- Prior to your meeting with Emily please complete the purchasing worksheet – from programs.honolulu.hawaii.edu/studentlife
(no hand written forms will be accepted)
- This begins the magical world of UH/State Purchasing



How We Purchase Here at Honolulu CC

Methods of purchasing through
Chartered Student Organization (CSO) Funds



What we will cover today

- Purchase Card
- Purchase Orders
- Pre-Encumbrance & Interdepartmental Order
- Form 136
- Flow Charts
 - Your request is Denied
 - Your request is Awarded
- HOW WE PURCHASE HERE AT HONOLULU CC

What is a P-Card?

- Preferred Method of purchasing items
- UH Purchase Card is issued to an Full Time employee of the University of Hawaii
- The Purchase Card can be used just like any other credit card except for the sometimes random and unpredictable blocks

P-Card Purchases

- Emily is the only person authorized to use her card, so all purchases are based on her availability
- Items will only be purchased by Emily Kukulies
- Online or over the telephone ordering is the method preferred
- Requesting individual will need to work with fiscal support and Emily's schedule
- Plan in shipping time to the processing time of a P-Card purchase

Purchase Orders

- Another way to purchase items are through purchase orders (P.O.)
- **Purchase orders:** a contract for payment which is paid after the items have been received
- Payment is not guaranteed by any particular date example: Star Awards

Is Your Vendor on KFS?

- If you need to use the Purchase Order method of payment your vendor must be in KFS
- In KFS then no worries no vendor creation needed
- Not sure? Please check with fiscal support to do a search email business official name and DBA name so a vendor search can be completed
- Not in KFS:
 - Request that a vendor submit to you their W-9. The url is provided below if vendor is unable to provide and wishes to comply.
 - W-9 verifies the businesses Identification Number & Certification as filed with the IRS.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Pre-Encumbrance

- When purchasing from another departments within the University of Hawaii UH Manoa and Community Colleges it is a two step process
- Pre-Encumbrance is a KFS form that is submitted to set aside the money
- A Interdepartmental form is a hard copy that is submitted and processed through the signing authorities
- The IDO form is presented to the Vendor Department for processing

Anything Needing a Form 136

- Remember that a FORM 136 purchase adds roughly 2 – 4 Weeks to the processing time for all purchases
- Anything considered “special” or “out of the ordinary” or typically any item that isn’t considered an office supply needs a FORM 136
- Typically this form is completed as the first step after presenting fiscal support with the purchasing worksheets at your meeting
- Not sure if your purchase needs the form, please e-mail for verification in the planning stages.
- If purchasing items for an event or for your club, please provide RISO’s meeting notes where we agreed to fund event to attach to Form 136
- If you are inviting a food truck and not purchasing meals, you will not need a Form 136



Flow Chart For Purchases

Process Procedures



P-Card Purchase

PROPOSAL Form received. Within 1 week you will be contracted via email



Submission of completed PURCHASING WORKSHEET to Fiscal Support – From date of submission it will take approximately 3 weeks to make the purchase



Item will be purchased by Emily Kukulies



Requester will retrieve the item from Student Life and Development Office



Process is now complete



P-Card Log is completed on the 15th of the month following purchase



If necessary supporting documentation such as Sign In Sheet or Prize Verification will be collected



E-mail confirmation from Fiscal Support to confirm receipt of goods.

Requisition to P.O.

PROPOSAL Form received. With in 1 week you will be contact via email



Submission of completed PURCHASING WORKSHEET to Fiscal Support – From date of submission it will take approximately 2 weeks until Requisition is submitted.



REQUISITION will be input into Kualu Financial System – From date of submission of Requisition it will take approximately 3 weeks for a PO to be generated by the Business Office



Vendor submits invoice to UH Manoa Disbursing after completing the terms of the PO



The Vendor Supplies the ordered item for your event



PURCHASE ORDER delivery from date of submission to designated vendor will take approximately 2 weeks



UH Manoa Disbursing Office personnel begins a Payment Request

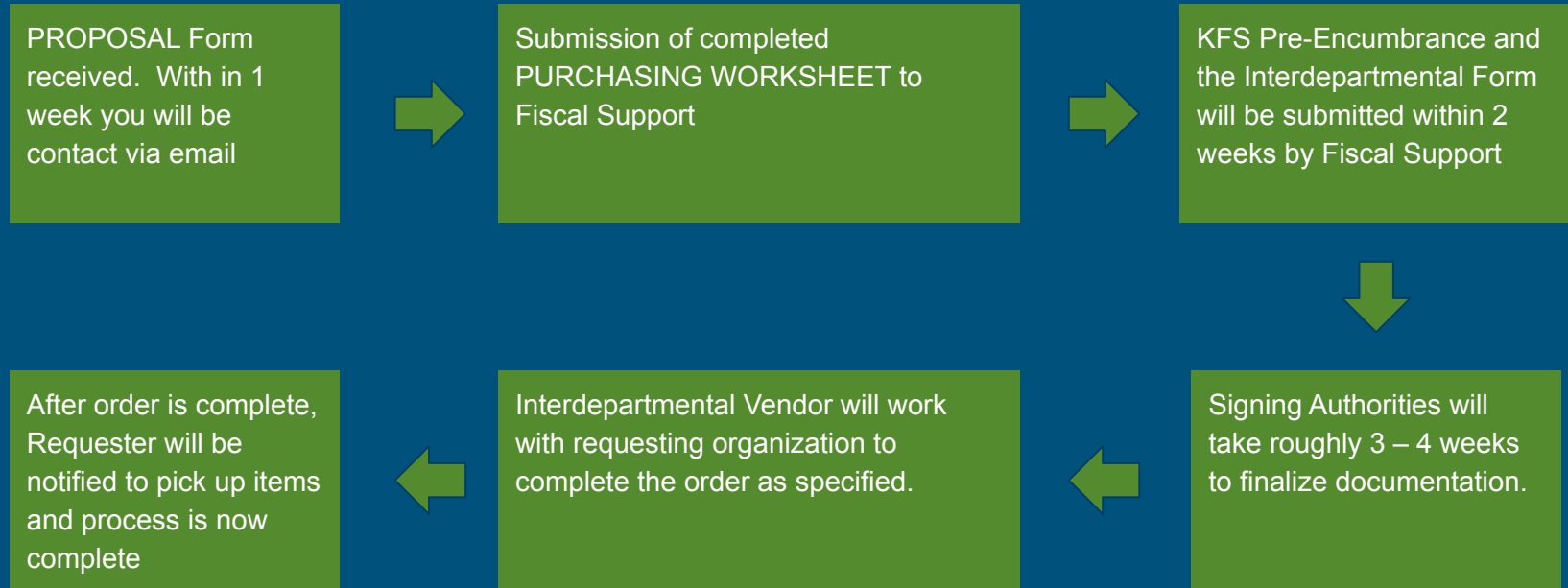


From Date of Payment Request it will take approximately 6 weeks for a check to be generated and sent out to vendor



Vendor Received the Check and the process is now complete.

Pre-Encumbrance & IDO



Purchasing Timetable

Timetables are ESTIMATES paperwork may take longer due depending on when it is sent or if more paperwork is needed

Procedure Name	Time Frame
Purchase Order	7 Weeks
Purchase Order with Form 136	11 Weeks
P-Card	2 – 3 Weeks
P-Card with Form 136	6 – 7 Weeks
Pre-Encumbrance &IDO	5 Weeks
Pre-Encumbrance & IDO with Form 136	9 Weeks

Dates To Remember

- RISO Approval Form Deadline 9/7/22 by 3:30PM
- Funding Council Meetings Start on 9/14/22 thru 11/10/22 time TBD by sign up sheets
- Last day to submit Proposal for Funds form is **11/18/2022** by 2:30PM
- Last Funding Council Meeting **11/15/22** at 2:30pm
- Requesting RISO groups that require Form 136 must schedule appointment with Fiscal Support **no later than 11/15/2022** by 2:30 PM (*FY 2022 to be determined*)
- Requesting groups who DO NOT REQUIRE a FORM 136 must schedule appointment with Fiscal Support which will take place **no later than 11/15/2022** by 2:30 PM
- Appointments by request only. Tentative schedule of Funding Council Meetings will be e-mailed to those that have attended this training.

Notes

- The purchasing procedures must be followed at all times.
- Lack of planning is not a suitable cause for exceptions to be made.
- Rushed items will be considered only under extreme circumstances.
- All purchasing should be conducted through Emily.
- HonCC SLD email hccsld@hawaii.edu Emily kukulies@hawaii.edu

There are no work-arounds, so please ensure that you work with The CSO Funding Council to ensure the process is completed accordingly. Failure to follow proper procedures will have consequences



Thank You