

UCA Guide for Processing Funding for Students

In general, any funding provided to a student is considered a resource for educational expenses. Federal and State regulations are clear that an institution is responsible for ensuring that all resources provided to a student are accounted for when determining the total amount of resources a student may receive for their enrollment. UCA must ensure that all funds provided students meet federal, state and institutional guidelines according to financial aid guidelines, IRS guidelines, state procurement guidelines and institutional policies.

What is a Resource or Educational Expense:

- **Resource:** include scholarships, grants, waivers, stipends, prizes, awards, work and loans.
- **Education Expenses:** include direct costs (tuition/fees, on-campus room/board) and indirect costs (books/supplies, off-campus room/board, transportation, other misc.).

To this end, the following information is provided to faculty and staff to determine how funds may be delivered to students. Please be aware that each of these categories has potential income tax ramifications for the student.

Step 1: Determine the type of resource being provided to the student				
Category A	Category B	Category C	Category D	Category E
Award, Scholarship, Grant, Waiver, Stipend, Prize Money	Compensation for Work	Reimbursement for Individual Travel	Tangible Item*	Gift Card **
Step 2: Determine appropriate way to process resource for the expense				
Category A	Category B	Category C	Category D	Category E
Pay through Office of Student Financial Aid: Scholarship/Award Roster	Human Resources Payroll or a Requisition for Contract Labor	Pay through Individual Travel Requisition Must use Account Code 717111	Process through Requisition	Process through Gift Card Requisition Must use Account Code 710103
Reminders				

* Tangible Item for this purpose is:

- a physical item such as t-shirt, laptop, artwork, etc.

**Gift Cards

- must be for a specific establishment such as Target, Walmart, Best Buy, etc.
- may not be for an on campus entity (Bookstore, Bear Card, ARAMARK, etc.)
- may not be one that may typically be used for any purchase (Visa, MasterCard, AMEX, Amazon, etc.)
- may not be for a specific component in the cost of attendance (books/supplies, transportation, etc.)

Please use the following link to obtain more information about the appropriate use of Gift Cards:

<http://uca.edu/financialaccounting/files/2018/06/Prohibited-Uses-of-Gift-Cards-1.pdf>

Document Text Required for Gift Card Requisitions:

- Name and ID of student(s), if known
- Reason for the Gift Card
- Gift Card Vendor (example: Wal-Mart)
- Gift Card Type (example: TGI Fridays)

Document Text Required for Individual Travel Requisitions:

- Name and ID of student(s) if known
- Is the travel related to a course
- Purpose of the trip
- Destination
- Date of Trip