UCORP PROJECT
DIRECTOR TRAINING

April 25, 2023 &
April 26, 2023
AGENDA

- Welcome                       Tammie Ridgell
- UCORP HR Updates              Mark Angstman
- UCORP Refreshers              Anthony Victoria
- UCORP Programs Updates        Ricardo Angeles
- Accounting Updates            Maggie Woo
- Year-end Preparation          Maggie Woo
House Keeping

- Please Mute
- Please post your questions in the chat or use the raised hand function.
- The slides will be available on the UCorp website (https://ucorp.sfsu.edu/)
UCORP HR UPDATES

Mark Angstman
Effective July 1, 2023, minimum wage will increase from $16.99/hr to $18.07/hr

- hourly rates will automatically be adjusted
The burden rates relate to the cost of benefits, both statutory & fringe benefit, applied to the wages paid to UCorp employees

- Statutory includes FICA (social security & Medicare), SUI, SDI & worker’s compensation insurance

- Fringe includes, vacation, sick leave, health, dental & vision, life insurance & retirement
Burden Rates

Any time an employee is paid through payroll, the burden rate is applied to the gross wages paid, and your UCorp fund account is charged for the calculated benefit cost.

- Benefit rates can range from as low as 0.9% for a qualified student &/or international employee, to as high as 41.35% for a fully benefitted employee.
  - Dependent upon classification and length of appointment.
The link to UCorp’s burden rate schedule may be found on our website at:

https://ucorp.sfsu.edu/policy-and-procedure

Policy and Procedure
Accounts Receivable Policy and Procedure
Allocation of Financial Responsibility and Account Deficit Policy
Background Check & Fingerprinting Policy
Benefit Burden Rates (Effective Feb 25, 2023)
Conflict of Interest Policy for Project Account
Paying Individuals

It is important to note that in many situations, individuals have to be paid as employees, (i.e., reportable W–2 wages), with their compensation processed via UCorp’s payroll.

There are three (3) ways in which this may be accomplished:

- as a bona fide employee who will be paid regularly (i.e., semi–monthly)
- as a Special Consultant
- as a Limited Employee
Paying Individuals cont’d

…as a bona fide employee who will be paid regularly (ie., semi-monthly)

- full or part time appointment over a specified length of time
- requires an employment form (DocuSign form on UCorp website)
- individual must complete employment forms
- time worked to be reported online every two weeks & approved by supervisor
Paying Individuals

...as a Special Consultant

- one-time payment, paid at end of appointment period
- to be used for those being simultaneously paid by University
  - & may also be used for other individuals
- considered ‘employment’
- individual has limited forms to complete (W-4 & I-9)
Paying Individuals cont’d

...as a Limited Employee

- one-time payment, paid at end of appointment period
- to be used for those working less than a month
  - not to be used for those working concurrently with SFSU
- considered ‘employment’
- individual has limited forms to complete (W-4 & I-9)
Forms for all three payment methods may be found on UCorp’s website at:

https://ucorp.sfsu.edu/forms

…under Human Resources and Personnel Forms
Please note…

… a discussion may also be had with Ricardo Angeles and his area for paying individuals as:

- Independent Contractors
- Short Term Service Providers
- Honorarium recipients
Community Member / Person of Interest (POI)

- In order for a UCorp employee, who is not also employed by SFSU nor an SFSU student, to be able to have a UIN, SFSU email, ability to have access to the library & other University-related services, they need to be registered as a ‘community member’

- This is also, a UCorp requirement for all bona fide UCorp employees
once granted, will also have the ability to:
  ◦ access campus Wi–Fi
  ◦ take required University/CSU trainings

Please note:
  o can take up to 7–10 business days for processing & activation
  o status granted for up to 1 year and may be renewed
Form to request Campus Community Member Status can be found on UCorp’s website at:

Contact Information

Mark Angstman
angstman@sfsu.edu
(415)338-2246
Out of State Employment

- UCorp currently re-evaluating
- policy will be finalized and distributed by July 1, 2023
UCorp PCard DS Forms
UCorp Volunteers
UCorp Insurance Reminders
UCorp has adopted the use of two new DS forms for the UCorp PCard, now found on UCorp’s website at: https://ucorp.sfsu.edu/forms/accounting-and-procurement

<table>
<thead>
<tr>
<th>Title</th>
<th>File Type</th>
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<tbody>
<tr>
<td>UCorp PCard Application</td>
<td>DocSign</td>
</tr>
<tr>
<td>UCorp PCard Monthly Report Cover</td>
<td>DocSign</td>
</tr>
</tbody>
</table>
UCorp PCard Application

PROCUREMENT CARD PROGRAM AGREEMENT & CFS ACCESS

Cardholder Name: ___________________________ SFSU UIN:_________

UCorp Fund Acct #: ________  Dept ID/Name:________________________

Phone Ext:_________  SFSU Email:__________________________

Card Agreement

I accept the authority and responsibility to utilize the UCorp Procurement Card ….
New PCard Monthly Cover Report DS form added:

- now to be used when submitting your monthly reporting package
- includes icon/ability to attach supporting documents
PROCUREMENT CARD MONTHLY REPORT

Please redact the first twelve digits of the card number.

Kindly put the report in this order:
1–ProCard Statement
2–US Bank Statement
3–Itemized receipts

Cardholder’s Name: ___________________________ Employee ID: _______________

Department/College: _________________________ Cycle End Date: _______________

I have reviewed the US Bank statement and the CFS ProCard statement...
UCorp Volunteers

UCorp allows volunteers to assist on various projects. These individuals must complete the application & authorization process prior to starting...

Important to note:
- if working with minors, he/she is subject to YPP requirements
- if driving, he/she is subject to Defensive Driving requirements
All volunteers are protected under UCorp’s worker’s compensation insurance – therefore, it is important to immediately report if he/she becomes ill or injured while volunteering.

Volunteer Application form may be found at on UCorp’s website, at:

UCorp Insurance Reminders

... don’t forget

- when an individual or an organization provides their services to a UCorp program, they need to also have evidence of their own insurance

- when a vendor comes onto University premises, even if just for a delivery drop-off, evidence of their insurance is needed
... don’t forget

- when completing the SEA form, it is important to respond to all questions & provide as much detail as possible, as these are evaluated through an insurance/risk lens – is additional coverage required??

- to distinguish between a *special event* and an *academic field trip*, as there are University requirements relative to field trips ([https://academic.sfsu.edu/academic-field-trips](https://academic.sfsu.edu/academic-field-trips))
... don’t forget

- when release of liability forms are required for those participating in-/attending an– activity that requires said waiver, the program must retain these forms for at least three years
  - do not send forms to UCorp
  - digital copies are acceptable, provided all information & signatures are clearly legible
Contact Information

Anthony Victoria
avictori@sfsu.edu
(415)338-2238
UCORP PROGRAMS UPDATE

Ricardo Angeles
Summary of Talking Points

- Important End of the Year Deadlines
- Reimbursed Release Time (RRT)
- Gift Cards vs. Stipends
- Use Tax
- Electronic Payment Requests
- International Vendor Payments
- Vendor Change Request Form
- Stop Payment Form (NEW FORM)
- Level 1 Data
Important Submission Deadlines:

- **Online Requisition** submission deadline is **6/2/23**
  (NOTE: Open reqs should be reviewed and request to be closed if no longer valid by 6/16/2023)

- **A/P Check Request** submission deadline is **6/16/23**
  (i.e. travel claims, outstanding invoices)
  - *Last Check Run for FY End will be Tuesday, 6/20/23*
  - *First Check Run for New FY will be Tuesday, 7/06/23*

- **Review Data Warehouse Program Reports** and submit any Account Adjustment requests by **6/16/23**
  (i.e. Fund or GL account changes)

- **Reimbursed Release Time (RRT)** and Salary/Benefit Reimbursements to SFSU **5/02/23**
Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements to SFSU

Please submit your UCorp-funded requests for 2023-2023 RRT and Salary/Benefit reimbursements by **May 02, 2023**. Requests received after that date could cause an issue in reporting it in 2022.

Submit requests to Ricardo Angeles with the following information:
- Faculty/Lecturer/Staff Name
- Semester & Fiscal Year
- UCorp Fund Number
- Number of course releases OR Amount to be reimbursed.
Reimbursed Release Time (RRT) Form

The University Corporation, San Francisco State
Reimbursed Release Time
Pre-Approval

Faculty Name: [Blank]
ID Number: [Blank]
College: [Blank]
Department: [Blank]

Project Director:
Fund Number: [Blank]
Fund Description: [Blank]

Academic Year: [Blank]
Semester: [Blank]
Percentage of Release: [Blank]
Available Funding: [Blank]

Available funding must include an adequate amount for salary and benefits.

DESCRIPTION OF WORK TO BE PERFORMED DURING THIS COURSE RELEASE:

LIST OF FUNDERS THAT HAVE CONTRIBUTED $2,500 OR MORE TOWARD THIS COURSE RELEASE:

By signing this form, both the Dean of the College and the faculty member acknowledge that this percentage of released time represents a fair estimation of the reduction of time in normal teaching duties/workload for the semester indicated, and a fair estimation of the time the faculty member will devote to activities related to the above referenced project or program.

Reimbursement will be based on calculation above or availability of funding, whichever is less.

Project Director
Date

Faculty Member
Date

Dean of College
Date

Executive Director, UCorp
Date
Incentives related to Participants in a Study are allowed

- Small financial payments not to exceed $75 (or recurring payments up to $599 in 1 year)
- PI should request a cash advance via check request/memo indicating the study, amount to be given, and number of participants.
- Include the SFSU’s Committee for the Protection of Human Subjects (CPHS) approval letter
- PI is issued the check to cash for purchase of incentives
- PI is responsible for maintaining the receipt system and payments to participants
- PI is responsible for closing and settling the cash advance

[https://ucorp.sfsu.edu/payments](https://ucorp.sfsu.edu/payments)

Gift Cards must NOT be used as a form of payment to vendors or pay employees or students in lieu of wages.
Stipends

- Payments issued to current SF State Students
  - Not considered compensation and must not be used in lieu of wages.
  - For class participation or general support to serve as aid in the pursuit of their studies
  - Not performance-based and may not be adjusted or withdrawn as a result of performance.
- May be accompanied by certain terms and conditions to be met
  - Outlined on the “Stipend Award” form.
  - Recipient may be required to enroll in a particular degree program or complete a particular course or activity.
  - These activities must have an educational benefit to the student. **SF State must not derive any benefits from the activities.**
  - Project Director is responsible to contact UCorp if terms and conditions of the stipend are not met, and if subsequent payments should be suspended.

[https://ucorp.sfsu.edu/payments](https://ucorp.sfsu.edu/payments)
Use Tax

- Applies to out-of-state purchases made by:
  - Phone/Internet/Mail/Person

And

- BOTH of the following apply:
  - Seller does not collect California sales or use tax.
  - You use, give away, store, or consume the item in this state.

https://www.ftb.ca.gov/pay/use-tax.html

When purchasing/planning to purchase out-of-state items:
- ensure enough funding in your UCorp fund to cover Use Tax.
  - including when establishing Purchase Order Requisitions

Use Tax for S.F. City and County is 8.625%
REMINDER:
UCorp will only accept payment requests and invoices submitted through DocuSign for payment.

Payments to foreign vendors:

- Appropriate Tax Information needed for processing and review

Celine Luo, Tax Specialist
Email: wenshu@stsu.edu
Admin Building, 3rd floor, RM 350

- Verify that all Information needed to process payment is obtained from vendors PRIOR TO LEAVING COUNTRY
Multiple UCorp Templates available in DocuSign

- Special Project Agreement Form (For new/renewing programs & scholarships)

  **Note:** Updated SPAs are needed for changes in Project Directors/Authorized Individuals

- UCorp Check Request Forms (Direct Payment/Reimbursement)
- UCorp Hospitality Request Forms (Direct Payment / Reimbursement)
- UCorp Short Term Service Agreement Form
- Student Stipend Payment Forms (for single and multiple individuals)
- Student Stipend Certification Form
- Honorarium Request Form
- Vendor Change Request Form
- Stop Payment Form (NEW FORM)
# UCorp Vendor Change Request Form (New Form)

## Vendor Contact Information
- Vendor Name
- Vendor Phone #
- Vendor Email Address
- Vendor Tax SS# / EIN#
- Vendor Address
- Vendor Fax #
- Vendor Website
- Vendor City, State, Country
- Vendor ZIP Code

## Comments:

## Bank Information
- Bank Name
- Bank Telephone #
- Bank Email Address
- Bank Account #
- Bank Address
- Bank Fax #
- Bank Website
- Bank Routine #
- SWIFT Code

## Comments:

I hereby certify under penalty of perjury that the information provided on the document is true and correct. I will promptly notify UCorp of any changes.

Individual, or Company Authorized Representative’s Name:

Signature: __________________________ Date: ____________
**UCorp Stop Payment Request Form (New Form)**

**UCorp CHECK REPLACEMENT / STOP PAYMENT FORM**

Program Authorized Signature:  
Name:  
Fund#:  
Date:  

<table>
<thead>
<tr>
<th>VENDOR LAST NAME</th>
<th>VENDOR FIRST NAME</th>
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<table>
<thead>
<tr>
<th>COMPANY NAME (if applicable)</th>
<th>EMAIL ADDRESS</th>
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<tr>
<th>CURRENT ADDRESS (If an updated address, also fill out a VENDOR CHANGE REQUEST FORM)</th>
<th>PHONE NO.</th>
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<thead>
<tr>
<th>CITY, STATE, ZIP CODE</th>
<th>CHECKNO. (if known)</th>
<th>CHECK DATE</th>
<th>CHECK AMOUNT</th>
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**SELECT TYPE OF CHECK PAYMENT**

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**REASON FOR THIS REQUEST**

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**Comments:**

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I certify or declare that I am the owner of said check above, a legal representative, or officer of the government agency who acts on behalf for the owner, has not cashed or transferred same, and is entitled to possession thereof. I hereby agree to indemnify and hold harmless the University against any and all liability, loss, cost, damages, attorney’s fees and other expenses which the University may sustain or incur as a consequence of honoring this stop payment/check replacement request. I understand that this stop payment request cannot be upheld if the check listed on this request has already been paid, and it will take up to 35 business days to process the fully completed and signed request. I further agree to return the original check to the University promptly and not attempt to negotiate said check if I ever receive or locate said aforementioned check.

_I certify (or declare) under penalty of perjury that the foregoing is true and correct._

**Payee/Declarant Signature:**  
**Date:**  

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**UCorp / PROGRAM USE ONLY**

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**CHARTFIELD FOR STALE DATED CHECK**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>FUND</th>
<th>DEPT ID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
</tr>
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</table>

**UCorp Authorized Signature:**  
**UCorp Name:**  
**Date:**  

Check Voided:  
by  
Date:  

**UCorp A/P Received:**  
Date:  

---

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Importance of using the UCorp templates provided:

- Avoids delaying the payment process
- Documents automatically routed for UCorp review/approve
- If the UCorp DocuSign Templates provided are NOT used please ensure the following individuals are included:
  - Shelby Zuo - (zuo@sfsu.edu)
  - Ricardo Angeles (angelesr@sfsu.edu)
Level 1 Data (i.e., W-9s)

- Sensitive documents should **ONLY** be submitted via DocuSign (not emailed)

- Attach any relevant documents (incl. W-9) using the paperclip icon found on the top of the forms
Budget Officers will be notified when new templates are available for use.

We encourage you to begin using these templates immediately. If you have questions about using the form or routing, please contact Ricardo Angeles at angelesr@sfsu.edu.
ACCOUNTING UPDATES

Maggie Woo
CashNet = eMarket credit card processing solution

Online payment system to allow your customers to make payments via credit card directly to your UCOrp fund

i.e. Merchandise Sales (Account 580932)
i.e. Dues/Membership Fees (Account 580920)
i.e. Project Revenue (Account 580931)

To set up CashNet eMarket New “store”, complete and submit form located at:
UCORP WEBSITE

- https://ucorp.sfsu.edu/
# CASHNET

## Accounting and Procurement

### Accounting and Procurement Forms

<table>
<thead>
<tr>
<th>Title</th>
<th>File Type</th>
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<tbody>
<tr>
<td>Account Validity Verification</td>
<td>PDF</td>
</tr>
<tr>
<td>CashNet eMarket New Store Set-Up</td>
<td>PDF</td>
</tr>
<tr>
<td>Conflict of Interest Questionnaire for Project Accounts</td>
<td>PDF</td>
</tr>
<tr>
<td>Deposit Transmittal</td>
<td>PDF</td>
</tr>
<tr>
<td>Equipment Lost Report</td>
<td>PDF</td>
</tr>
<tr>
<td>Fixed Asset Disposition</td>
<td>PDF</td>
</tr>
<tr>
<td>Fixed Asset Relocation or Transfer Form</td>
<td>PDF</td>
</tr>
<tr>
<td>Fund Advance Request</td>
<td>PDF</td>
</tr>
<tr>
<td>Incoming Wire Transfer</td>
<td>PDF</td>
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<tr>
<td>Interim Requisition Form</td>
<td>PDF</td>
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<tr>
<td>PO Change/Finalization Request</td>
<td>PDF</td>
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<tr>
<td>Procurement Card Program Agreement</td>
<td>PDF</td>
</tr>
<tr>
<td>Sole Source Justification Form</td>
<td>PDF</td>
</tr>
</tbody>
</table>

### Contact

- **Email**: ucorp@sfsu.edu
- **Telephone**: (415) 338-1708

### Location

- **Address**: 1600 Holloway Avenue, San Francisco, CA 94132

### Office Hours

- **Monday through Friday**: 9 - 5

### Quick Links

- Staff Programs (Prorates) | [(BS/IS)]
- UCorp Online Credit Card Payments
- Common Financial System (CFS) Login
- Document Readers
CashNet eMarket Store Setup Request

Thank you for your interest in UCorp’s CashNet eMarket Credit Card processing solution. This online payment system will allow your customers to make payments and donations via credit card directly to your UCorp fund.

In order to get started, please provide us with the following information. This completed form, as well as any questions should be submitted to Raymond Fang, UCorp/ADM 561 or by email at rafang1@sfsu.edu

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>CONTACT EMAIL</th>
<th>CONTACT PHONE</th>
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<tr>
<th>ACTION ITEM:</th>
<th>NEW STORE</th>
<th>CLOSE STORE</th>
<th>REINSTATE PREVIOUSLY ESTABLISHED STORE</th>
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</thead>
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<thead>
<tr>
<th>UCORP FUND # (5 Digits)</th>
<th>UCORP FUND NAME</th>
<th>DEPT # (4 Digits)</th>
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Please provide a detailed explanation of what is being offered/paid-for:

<table>
<thead>
<tr>
<th>REVENUE TYPE</th>
<th>EXPLANATION</th>
<th>UNIT PRICE (Rate per specified item)</th>
</tr>
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</table>

If more than 5 revenue types are needed, please attach a separate document.

Automated reports of transactions will be sent via email upon request.

LIST RECIPENT EMAIL ADDRESSES:

<table>
<thead>
<tr>
<th>REPORT FREQUENCY:</th>
<th>DAILY</th>
<th>WEEKLY</th>
<th>MONTHLY</th>
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PLEASE NOTE: Images (Such as Logos/Insignias/etc.) for your ‘Store’ may be considered. Please contact Raymond Fang at rafang1@sfsu.edu for further information.

IMPORTANT: Prior approval by SFSU Associate Director of Creative Services is required for all images and logos referencing to SFSU. Please submit them to Wade Bennett at wdb@sfsu.edu. Please attach evidence of approval with this completed form.

REV. 04/2023
CASHNET

Please direct questions to:

- Raymond Fang, rafang1@sfsu.edu
SALES AND USE TAX

- **What is a Sale?**
  - A sale is any transfer of title or possession of tangible personal property for consideration

- **What is Sales Tax?**
  - Generally, all sales are taxable unless specifically exempted or excluded by law

- **What is Use Tax?**
  - Purchases from out-of-state without payment of tax

**Use Tax is also covered in earlier slide by Ricardo**

Source: https://www.cdtfa.ca.gov/taxes-and-fees/sutprograms.htm
**SALES AND USE TAX**

- California City & County Sales & Use Tax Rates (effective April 1, 2023)

<table>
<thead>
<tr>
<th>Location</th>
<th>Rate</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Francisco</td>
<td></td>
<td>Search County</td>
</tr>
<tr>
<td>San Francisco*</td>
<td>8.625%</td>
<td>San Francisco</td>
</tr>
</tbody>
</table>

**Source:** https://www.cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm
SALES AND USE TAX

- PROJECT DIRECTORS’ RESPONSIBILITIES
  - Understands sales tax applies to purchases in California
  - Understands use tax applies to purchases from out-of-state that are delivered and used in California

UCORP’S RESPONSIBILITIES

- Sales and Use Tax reporting
SPECIAL EVENT

PROJECT DIRECTORS’ RESPONSIBILITIES

- Gather all the information (anticipated revenue and expense)
- Complete Special Event Authorization and Summary Form
- https://ucorp.sfsu.edu/sites/default/files/documents
PROJECT DIRECTORS’ RESPONSIBILITIES

Form must be completed for all events with costs exceeding $1,500

Insurance is mandatory for all special events fully or partially funded by UCorp

 Reach out to Anthony Victoria avictori@sfsu.edu for questions about insurance

Form should be submitted to:

Ricardo Angeles angelesr@sfsu.edu,
Shelby Zuo zuo@sfsu.edu,
Anthony Victoria avictori@sfsu.edu, and
Maggie Woo maggiew@sfsu.edu

via DocuSign, sign and date by Project Director and AVP/Dean

Attach a copy of the signed form to all event-related payment requests
RAFFLE

DEFINITION

Raffles are defined as a type of lottery in which prizes are awarded to people who pay for a chance to win.

Typically raffle tickets are sold and may also be given away. (door prize)

A winning ticket is drawn from all the entries

Source: https://oag.ca.gov/charities/raffles
RAFFLE

- PROJECT DIRECTORS’ RESPONSIBILITIES
  - Complete Raffle Report
  - https://ucorp.sfsu.edu/sites/default/files/documents
  - Form should be submitted to:
    Ricardo Angeles angelesr@sfsu.edu,
    Shelby Zuo zuo@sfsu.edu,
    Anthony Victoria avictori@sfsu.edu, and
    Maggie Woo maggiew@sfsu.edu
  - via DocuSign, sign and date by Project Director
## RAFFLE

**General Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Ucorp Fund Number</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Description/Title of Event</td>
<td></td>
</tr>
<tr>
<td>Location of Event</td>
<td></td>
</tr>
<tr>
<td>Date of Raffle</td>
<td></td>
</tr>
<tr>
<td>Beneficial Purpose</td>
<td>Choose One</td>
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</tbody>
</table>

**Cost of Raffle**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Tickets/Ticket Printing</td>
<td></td>
</tr>
<tr>
<td>Prizes/Items</td>
<td></td>
</tr>
<tr>
<td>Other Costs</td>
<td></td>
</tr>
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</table>

**Total Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
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</tbody>
</table>

**Revenue**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Number of Tickets Sold</td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td></td>
</tr>
</tbody>
</table>

**Total Ticket Sales**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

Please submit this form with a copy of the related deposit transmittal(s) to The University Corporation, SF State, attention to Eva Du edu@sfu.edu & cc: Maggie Woo maggiew@sfsu.edu.

If you have any questions, please contact Maggie Woo maggiew@sfsu.edu.
RAFFLE

PROJECT DIRECTORS’ RESPONSIBILITIES

Gather all the information for the raffle:

- Date of Raffle
- Beneficial (Philanthropic) Purpose
- Cost of Raffle, including itemizing the descriptions and market value of prizes
- Price of Raffle Ticket
- Number of Ticket Sold
UCORP’S RESPONSIBILITIES

- Gathering necessary information from Project Directors
- Documenting and Analyzing data
- Reporting Raffle activities on Form CT–NRP–2 to State of California Department of Justice

NEW As of 4/1/2023, the new Raffle Registration year will be calendar year (January 1 – December 31)
UBI are funds generated from regularly-occurring activities not substantially related to an organization’s exempt purpose.

NEW revenue account for UBI:
580943 – Project Revenue – UBI
Common examples of activities that may generate UBI:

- Renting of personal property (e.g. UCorp owned furniture) to non-University users.
- Sale of goods or services to non-University users. This may include the sale of computers, programming services, translation, printing, routine testing, and catering.
- Advertising revenues
UNRELATED BUSINESS INCOME (UBI)

- PROJECT DIRECTORS’ RESPONSIBILITIES

Notify UCorp for the followings:

- when there is new or change in revenue stream
- Sale of goods or services to non-University users
- Amendments to the SPA (Special Project Agreement)
- Sponsorship payment
UNRELATED BUSINESS INCOME (UBI)

- UCORP’S RESPONSIBILITIES
  - Gathering necessary information from Project Directors
  - Documenting and Analyzing for UBIT Determination
  - Reporting UBIT activities on IRS Form 990-T
FIXED ASSETS

- PROJECT DIRECTORS’ RESPONSIBILITIES
  - Walk through your fixed assets inventory
  - Report lost or stolen
  - Report relocation
  - Retire equipment no longer in operations
Project Director / Manager has the fiduciary responsibility to notify the Corporation of any substantive changes in an asset or its location.

- **EQUIPMENT LOST REPORT**

- **FIXED ASSET DISPOSITION**

- **FIXED ASSET RELOCATION OR TRANSFER FORM**
# UCORP WEBSITE

[https://ucorp.sfsu.edu/forms/accounting-and-procurement](https://ucorp.sfsu.edu/forms/accounting-and-procurement)

## Accounting and Procurement

<table>
<thead>
<tr>
<th>Accounting and Procurement Forms</th>
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<tr>
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<tr>
<td><strong>Account Validity Verification</strong></td>
<td>PDF</td>
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<tr>
<td>CashNet eMarket New “Store” Set-Up</td>
<td>PDF</td>
</tr>
<tr>
<td><strong>Conflicts of Interest Questionnaire for Project Accounts</strong></td>
<td>PDF</td>
</tr>
<tr>
<td>Deposit Transmittal</td>
<td>PDF</td>
</tr>
<tr>
<td>* with Deposit Tally Sheet</td>
<td>PDF</td>
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<tr>
<td><strong>Equipment Lost Report</strong></td>
<td>PDF</td>
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<tr>
<td><strong>Fixed Asset Disposition</strong></td>
<td>PDF</td>
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<tr>
<td><strong>Fixed Asset Relocation or Transfer Form</strong></td>
<td>PDF</td>
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<tr>
<td>Fund Advance Request</td>
<td>PDF</td>
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<tr>
<td>Incoming Wire Transfer</td>
<td>PDF</td>
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<tr>
<td>Interim Requisition Form</td>
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<td>PO Change/Finalization Request</td>
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<tr>
<td>Procurement Card Program Agreement</td>
<td>PDF</td>
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<tr>
<td>Sole Source Justification Form</td>
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</tbody>
</table>

### Contact

- **Email:** ucorp@sfsu.edu
- **Telephone:** (415) 338-1703

### Location

- **Address:** 1600 Holloway Avenue, San Francisco, CA 94132

### Office Hours

- **Monday through Friday:** 9 - 5

### Quick Links

- Staff Programs (Prorates) | (BFS/IS)
- UCORP Online Credit Card Payments
- Common Financial System (CFS) Login
- Document Readers
YEAR END PREPARATION
FISCAL YEAR ENDING
6/30/2023

Maggie Woo
GOAL: TO RECONCILE RELATED PARTY RECEIVABLES AND PAYABLES AS OF JUNE 30, 2023

Check Disbursement Cut Off: UCorp’s last day for disbursing checks is June 20, 2023, Friday.
- All funds/checks your department receive close to year end must be deposited ASAP and before June 30, 2023.

Plan at least 5 working days for invoice processing. (This can be longer at fiscal year end due to volume)
- If invoices we receive after June 16, 2023, we would not be able to process them on time to meet the check disbursement cut off.
- Rather, we would accrue these invoices (transactions related to FY 2022/2023) as related party payable / accrued expenses based on the nature of transactions.

Let’s plan ahead!
- Review your accounts early for billable / reimbursable transactions that incurred within current fiscal year (July 1, 2022 – June 30, 2023) and send invoices to UCorp for processing.
- Make every effort to forward invoices to UCorp by June 16, 2023, or earlier if possible.

Reimbursed Release Time (RRT) and Salary/Benefit Reimbursements are covered in earlier slides by Ricardo.
CONTACT INFORMATION

PROGRAMS
- Ricardo Angeles
  - angelesr@sfsu.edu
  - 415–338–7141

- Shelby Zuo
  - zuo@sfsu.edu
  - 415–338–7783

INSURANCE
- Anthony Victoria
  - avictori@sfsu.edu
  - 415–338–2238

ACCOUNTING
- Eva Du
  - edu@sfsu.edu
  - 415–338–7925

- Maggie Woo
  - maggiew@sfsu.edu
  - 415–338–7922

ACCOUNTING
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  - Fixed Assets
  - hcheng@sfsu.edu
  - 415–338–7932

- Raymond Fang
  - Cashnet
  - rafang1@sfsu.edu
  - 415–405–2660

- Eva Du
  - Fixed Assets & Cashnet
  - edu@sfsu.edu
  - 415–338–7925

- Maggie Woo
  - Fixed Assets & Cashnet
  - maggiew@sfsu.edu
  - 415–338–7922

SPECIAL EVENT & RAFFLE

FIXED ASSETS & CASHNET