



FAQs FOR BUSINESS OFFICE

1. What do I do if I need to return something to a vendor or send an item out for repair?

- ◆ Obtain a Material Return form from the Main Office 1020 SEO or your Grant Coordinator.
- ◆ Person requesting return must fill out the MR (Material Return) form completely.
- ◆ Include RMA # (Return Material Authorization #)
- ◆ Include Current Account # to be charged for Central Receiving Charges incurred for shipping item back.
- ◆ If a grant account is involved, get authorization from Grant Coordinator
- ◆ Obtain authorization/signature from Business Manager
- ◆ Person requesting return must prepare items for return:
 - properly seal each box
 - include RMA# on the outside of the box so that is clearly visible to vendor upon return
 - put address label on each box with the exact address for return, include RMA# on label
- ◆ Bring items to 1020 SEO so the Main Office can arrange pick-up by Central Receiving. If the item is too big to transport to 1020, indicate that MR should be returned to requestor so that requestor can make arrangements for item(s) to be picked up.
- ◆ If you arrange for Central Receiving to pick-up, make sure they sign form and you return pink copy to Business Office so that we have a record of it.
- ◆ NOTE: The Purchasing Department requires that items should not be returned directly to a vendor by a department. For more information on the Material Return form itself, see the OBA website at: _____
- ◆ Go through the table of contents to Section 7 – Purchasing and choose section 7.2.4.

2. What do I do if I want to get reimbursed?

- ◆ Write your name, address and social security number and include it with original receipts. Also, indicate the purpose for the expenditure. Indicate the source of funds and turn all this in to the Account Coordinator (your Grant Coordinator for grant reimbursements and the Business Manager for departmental funds).
- ◆ Please note: Reimbursements are common for luncheons when the department hosts a visitor (seminar speaker, faculty candidate, etc). Items which can purchased using University PO should be handled with a PO and not purchased out of your pocket and then reimbursed. For questions regarding specific cases, see your Account Coordinator or the Department Head.

3. How do I get reimbursed now that I've taken a trip?

- ◆ Obtain a Travel Reimbursement Request Form from the web:

- ◆ Fill it out completely with your name, address, social security #, purpose of trip and expenditures to be reimbursed. Indicate source of funds and turn this in to your Account Coordinator (Grant Coordinator if you are to be reimbursed from a grant or Business Manager if you are to be reimbursed from departmental funds).
- ◆ For information on current mileage rates, per diem, etc. visit the OBA web site at:

- ◆ Choose Table of Contents and then select Section 15. This section contains a lot of useful information and is worth reading through at least once if you travel.

4. What's the procedure if an organization wants to make a monetary gift donation?

- ◆ If a donor wishes to make a donation to the department, the check and a letter from the donor should be sent to the department head.
- ◆ Checks should be made out to University of Illinois at Chicago, Dept of ECE.
- ◆ A letter needs to accompany the check explaining the type of donation (i.e. if it is to be used at the discretion of a specific Professor, etc.)
- ◆ If everything is in order, the Department Head will turn the check and letter over to the Business Manager. The check will be turned over to the Foundation and the department will maintain a record of the funds according to its intended use.

5. What's the procedure if an organization wants to make a gift-in-kind donation (i.e. equipment)?

- ◆ Before the gift is physically received, communicate the nature of the gift to the Department Head to determine if the gift will benefit the University. Your request to the Department Head should be done in writing and a signature from the Department Head agreeing that the gift will be accepted by the department should be obtained.
- ◆ Once the Department Head agrees, arrangements can be made to ship the item(s) to UIC. A letter should be sent by the donor to the Department Head indicating the list of items and their approximate value. Please note, for any item with a value over \$5,000 the donor must provide a certified appraisal.
- ◆ The donor's letter will be forwarded to the Business Manager to fill out the appropriate University forms to note and acknowledge the gift.