

Finance & Stores Procedures

Finance & Stores Website

- Recommend all club leaders read through this website thoroughly; much of the information in this document is presented in more detail.

Contacts

- Remington Wickman, Director of Finance (remington@uwo.ca)
- Vicki Douvalis, Financial Officer (vdouval@uwo.ca)
- Stephen Mallinson, Logistics-Procurement Coordinator (smallins@uwo.ca)
- Paul Sheller, Logistics-Procurement Coordinator (psheller@uwo.ca)

Club Accounts

Accounts

- Most of the UES teams/clubs have their own speed codes (four characters comprised of numbers and letters) linked with the team/club account.
- All accounts are subject to 7% overhead on all expenses collected by Corporate.
- Certain revenue items will be subject to the collection of HST.
- If a club/team is inactive for two years, the account will be closed and any remaining funds will be transferred to the Donation/Engagement Fund.

Account Reports

- You can get a report of your club's current account or detailed spending by reaching out to Vicki. Always include your speed code when communicating with EFS.
- If you need help interpreting any documents, they would be happy to help.

Account Signing Authority Form

- List all the individuals that will need to have access to request to purchase or request account information. The form is limited to three individuals. It's recommended that no more than three individuals on a team should have access to request to purchase.
- <https://www.eng.uwo.ca/departments-units/finance-stores/forms.html>

Depositing Cash & Cheques

- All sponsorship cheques must be payable to Western University, make a reference to the club/team they are sponsoring and should be mailed to Advancement Operations at the address below. Should the cheque be given to the club directly, drop it off at EFS with your speed code and the reason for the cheque on the cheque/accompanying note. The cheque will be forward to the Advancement Operations team. Advancement Operations will ensure payment processing and correct receipting to the sponsor. Note: sponsorship is not a donation because it provides recognition for sponsors, only business receipts can be issued for sponsorships. Any sponsorship cheques coming in the mail should be sent to:

Advancement Operations
Western University
1151 Richmond St
Westminster Hall Suite 260
London, Ontario, Canada, N6A 3K7

For additional payment options (credit card, EFT) or any additional inquiries about sponsorships, please contact sponsorships@uwo.ca

eStores

- Stores can set up online [payment option](https://estore.eng.uwo.ca/) for the collection of membership/merchandise fees through estore <https://estore.eng.uwo.ca/>
- Only Visa/Mastercard are accepted.
- There's a 2.65% charge back on all transactions.
- Send Vicki all applicable information for your eCommerce entry:
 - Club Speed Code
 - Item Name
 - Cost
 - Quantity
 - If you have a logo to include
- Vicki can run reports on eCommerce items when requested.

Donation Fund

- The Donation Fund is sourced by \$80 student donations from each undergraduate engineering student; the UES, via the Clubs Commission, distributes these funds each year based on applications received.
- When a club is allocated funding, they are typically expected to use the funds within the year and may impact future allocations if unspent.
- Donation allocations will be posted to accounts after awarded in the fall, however 1-time event funding will be coordinated by purchase order/visa, please contact the Finance Team.

Travel/Events

- All on-campus and off-campus club/team events must be approved by the Manager of Experiential Learning prior to event date by filing out the [Engineering Event Request Form](#).
- For travel related to a club/team competition, one designated club/team member must submit a [Competition Information Form](#) for approval, no less than 3 weeks prior to departure. Be prepared to submit a competition budget as part of this form.
- Any questions about club/team events, competitions or travel approvals should be directed to Kyle Reid (kreid54@uwo.ca). Events requiring travel may require additional information, so please contact Kyle to ensure the correct Kuali forms are completed.
- After the Kuali forms have been approved, work with EFS on how to pay for the event.
- If travelling, decide what is the most feasible means of transportation and reach out to Paul/Stephen to see how they can assist in the arrangements. Don't book anything unless Paul/Stephen have allowed it.
- To get personally reimbursed, approval prior to the event is required. Personal expense reimbursement takes up to four weeks and should be avoided as much as possible.
- Travel expenses: When making purchases while travelling that will be expensed to a club/team account, a personal credit/debit card must be used, and a reimbursement can be requested upon return. To receive expense reimbursement, all itemized receipts must be kept and submitted to Vicki (via email). Only expenses that have been pre-approved by Kyle as part of the competition budget or other travel approval process will be eligible for reimbursement, including team meals. Be careful what you purchase as receipt reimbursements can be partial and fully denied.
 - Requirements for reimbursement:
 - Purpose of the event/purchase
 - List of all team members in attendance
 - Posters/Social Media postings advertising the event (if applicable)
 - If it's for competition – full name of competition, location, dates of competition, dates of travel, competition website.
 - If it's an item on Facebook Marketplace (less than \$1,000), please complete a Kuali form. If you receive approval, screenshot the conversation between the seller and buyer, a copy of the etransfer, a copy of the advertised item. We will not reimburse any Facebook Marketplace/K over \$1,000.
 - The full name and complete address of the individual being reimbursed.
 - A cheque will be mailed to the address provided.
- Registration Fees:
 - please provide invoices made out to "Western University" or "The University of Western Ontario", well in advance of your event/ competition. Some registration fees have an early bird deadline. We require a minimum of 2 weeks to have a cheque issued and mailed to a vendor / event organization. Western will not etransfer funds. Payment options are cheque / credit card / PayPal.

Truck/Vehicle Rental

- Some teams may need to use Faculty vehicles; there is two vehicle for rental (F150 and F250); you can follow the booking process [here](#).
- All drivers need to be Western's insurance. Please allow a minimum of one week to add new drivers to our insurance list.
https://www.uwo.ca/hr/form_doc/pay_admin/form/driver.pdf
- Vehicle use / rental – trucks should always be returned full of fuel and should be clean. They should be parked in our designated parking spots at the Rec Centre end of the South Valley lot.
- Trucks should always be returned full of fuel and should be clean.
- The trailer hitch is to be removed and put in the back seat on the floor.
- When returning the truck, bring the truck to the loading dock the following morning at 9am for Paul/Stephen to do a walk around inspection. No more after-hour drop offs. Keep the keys until the morning inspection.

Procurement and Product Sourcing

- Reach out to Paul and Stephen for anything your club may need.
 - They can find good suppliers and can negotiate tariffs on your club's behalf.
 - Both Staples and Grand & Toy have free shipping on purchases over \$50. Even if your purchase isn't over \$50, it can be combined with another faculty purchase to reduce shipping costs.
- If you need to use the Stores credit card, reach out to Paul or Stephen
- If you have items arriving at the University, ensure that you're communicating with Stores, so they know what is arriving.
- Please note anything arriving in Canada have import fees. If paying for shipping on an ordered item, its best to check well in advance with EFS to help with the best way to have the item shipped which will also involve Western Custom & Logistics.
- If items are samples or donations/sponsorships from outside of Canada, please provide the following to Paul and Stephen before they ship anything to you.

Company sending sample to Western:

2)Manufacturer of sample as this might be different than above

3)Country of Manufacture

4)What the sample is

5)The actual value of the sample, even though they are giving it to you

6)Speed Code for any freight, duties or taxes that might be charged to the University

IMPORTANT IMMEDIATE RESPONSE REQUIRED

ALL SHIPMENTS, VALUED UNDER \$1,600.00 CAD AND CONSIGNED TO THE UNIVERSITY OF WESTERN ONTARIO, ARE AUTOMATICALLY RELEASED TO WESTERN BY CANADA CUSTOMS.

WESTERN HAS THE LEGAL LIABILITY TO EITHER ACCOUNT FOR THE GOODS, REJECT THE SHIPMENT PAPERWORK TO THE CARRIER, OR IMMEDIATELY EXPORT THE SHIPMENT, UNALTERED, UNDER CUSTOMS SUPERVISION.

ALTHOUGH YOU MAY HAVE RECEIVED THIS SHIPMENT, THE FINAL CUSTOMS ACCOUNTING HAS NOT BEEN FINALIZED.

THE UNIVERSITY'S CUSTOMS BROKER IS REQUIRED TO ADVISE THE TRANSPORTATION COMPANY IMMEDIATELY OF ANY DISCREPANCIES INVOLVING THE IMPORTER OF RECORD. IF THIS IS NOT A PURCHASE USING ONE OF THE AVAILABLE PURCHASING METHODS, YOU WILL BE CONSIDERED THE IMPORTER OF RECORD AND CUSTOMS CHARGES WILL BE COLLECTED DIRECTLY FROM YOU.

IF YOU INTEND TO MAKE A PERSONAL EXPENSE CLAIM, PLEASE WAIT FOR YOUR RECEIPT FOR THE CUSTOMS IMPORT CHARGES PRIOR TO FILING YOUR CLAIM.