Any organization fully registered with the Department of Student Activities may use the Student Organizations Fund (SOF) Foundation account to receive tax deductible donations. The SOF Foundation Account is managed and tracked by Student Activities Business Services (SABS).

**FUND PURPOSE:** To support the activities of the student organization and improve the quality of student life.

- **Donations/Deposits**
  - A 5% fee is applied to all donations made to the UConn Foundation.  
    - Fee is taken directly out of the donation, reducing the spendable balance.
  - Donations by check payable to: **University of Connecticut Foundation**  
    - 2390 Alumni Drive, U-3206, Storrs, CT  06269  
    - Check must state organization receiving the donation, ie. 21904 SOF – Club Name.

- **Allowable Expenses**
  - Donations must be used for the stated FUND PURPOSE (see above).
  - Donations must be for the benefit of the organization as a whole; they cannot be for the benefit of an individual.
  - Donations CANNOT be used to donate to, or support, a charity.

- **Disbursements**
  - Organizations must submit an online **Foundation Request for Disbursement** (RFD) form with appropriate approvals and supporting documentation.
  - Supporting documentation:
    - Reimbursements - Original itemized receipt/invoice showing proof of payment for items purchased or services rendered, flyer/program/brochure, roster and agenda as needed.
    - Purchase Orders - Itemized quote/invoice for products ordered or services rendered, flyer/program/brochure, roster and agenda as needed. Payment will be made after receipt of goods or services.
    - SABS will submit RFD to the Foundation; processing can take up to 2 weeks.
  - Non-SABS account holders also need to complete an online **Foundation Signature Sheet**.

- **Information needed for reimbursement via Electronic Funds Transfer (EFT)**
  - Payee Name
  - Payee Permanent Home Address
  - Payee Email
  - Payee Phone Number
  - Bank Name
  - Routing Number
  - Account number
  - Indication as to whether it is a checking or savings account

- **Links to RFD and Signature Sheet**
  - [DSA Business Services Foundation Accounts](#)