

*The Student Guild
at
The University of Trinidad and Tobago*



The Executive Student Guild at the University of Trinidad and Tobago
C/O Student Development Office
Lots #74-98
O'Meara Industrial Park, Arima.
Trinidad and Tobago W.I
1(868) 223-4888/642-8888

THE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO FINANCIAL REQUEST POLICY

As per the Constitution of the Student Guild at the UTT Section 14.3
with effect from the 25th day of March 2020
Prepared by the SGFC 2019-2020

*Strength in Unity, Truth & Tolerance
One University*



Policy: Requesting Finances from the UTTSG.

Financial Request Procedures.

The following steps are the procedures set in place for requesting any financial allocation from the UTTSG, as prescribed by the SGFC in keeping with good accounting and procurement practices.

1. Request for Funding submitted to the ESG President and, or ESG Treasurer for review and adherence to the UTTSG Constitution and Agreed University and UTTSG Financial procedures. This request must have the necessary documentation such as:
 - 1.1. A complete UTTSG Event Proposal Form;
 - 1.2. All relevant Purchase Order/ Service Order form(s) filled in with the necessary supplier details;
 - 1.3. No less than three (3) different supplier quotations for the Event.
2. Request submitted to Student Guild Finance Committee (SGFC) for approval.
 - 2.1. The SGFC would advise the ESG Treasurer and the ESG President of the status of all requests, including those approved, denied and pending.
 - 2.2. The SGFC shall advise the relevant party to acquire any invoice that it deems necessary for approved requests.
 - 2.3. Hard copies of all approved documents shall be signed and stamped by the relevant Division of the UTTSG and forwarded to the ESG.
3. The ESG shall submit an approved request to Senior Manager of Student Development Unit (SDU) or Senior Manager Student Support Services or similar office, for review and adherence to the UTTSG Constitution and all agreed UTT and UTTSG financial procedures.
4. The ESG would then direct as to where payment shall be processed.
 - 4.1. If payment is to be processed from an account controlled by the UTTSG, the ESG prepares the payment signed by the ESG Treasurer and the ESG President.
 - 4.2. If payment is to be processed from an account controlled by The UTT;
 - 4.2.1. A UTT memorandum is then prepared by SDU attached to approved request,
 - 4.2.2. Signed by ESG and the authorized authority delegated by The UTT
 - 4.2.3. Submitted to The UTT Finance Department for processing payment.
5. Payment recorded and issued to the supplier by the ESG Treasurer or ESG President.



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Sourcing Suppliers.

6. The UTTSG in accordance with the UTTSG Constitution reserves the right to contract suppliers to provide products and services as deemed necessary.
7. In keeping with good procurement practice the UTTSG shall select suppliers from:
 - 7.1. The approved supplier listing provided by the ESG Treasurer.
 - 7.2. The approved supplier listing provided by the UTT.
 - 7.3. A supplier approved by the ESG.
 - 7.4. No supplier that has been 'blacklisted' by the UTTSG, the UTT or by national records shall be contracted by the UTTSG to provide any product or service for which they have been 'blacklisted'.

Reimbursements Procedure.

This UTTSG reimbursement procedure applies for any funds to be repaid by the UTTSG including the reimbursement of petty cash.

8. All request for reimbursements shall follow the financial procedure of the UTTSG.
9. Request for reimbursement must be made using the UTTSG Official Reimbursement Form.
10. All relevant original receipts shall accompany the reimbursement form and submitted to the ESG.
11. Copies of the Petty Cash vouchers and petty cash books shall accompany Petty Cash Fund reimbursements.



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This Policy and all its procedures detailed within has been approved and is in effect from the _____ Day of the _____ Month, in the year of our Lord _____.

In the presence of the following Authorities:

Name in Full.

witness) _____

Signature.
ESG President.

Name in Full.

witness) _____

Signature.
Standing Committee Chair.