



University of California, Los Angeles
Undergraduate Students Association



FINANCE COMMITTEE

To: Undergraduate Students Association Council
From: Lucy Yin, USA Finance Committee Chair
Re: 2023-2024 Capital Contingency Guidelines
Contacts: ficom@usac.ucla.edu

*The Contingency Capital Fund is an auxiliary source of funding for Capital Items only. The Finance Committee works to determine the appropriate allocations for Capital Items. **You must contact FiCom regarding any Capital Items you wish to purchase before filling out an application to ensure that your items are eligible.***

Eligibility

To qualify for USA Contingency Capital Item Funds, you must be a USA Office, Commission or undergraduate student organization currently registered with the Student Organizations, Leadership & Engagement (SOLE) department **with an office in Kerckhoff Hall**. Please contact your SOLE Advisor for more information.

Categories of Capital Items

1. Computer and Peripherals

This line item includes but is not limited to desktop computers, a monitor, lockdown equipment and any applicable hardware upgrades. We will not consider software products for this line item. Printers and copy machines **shall not exceed \$250 per physical office**. We will examine all requests on a case by case basis to best understand the technological needs of each office. Allocations for computers and peripherals **shall not exceed \$2,250 per group per year**.

2. Furniture [Non-Computer] Equipment

Requests submitted for furniture equipment may include items such as file cabinets, desk(s), chair(s), storage units, etc. We will examine furniture items on a case to case basis to determine the best options for the office.

Application and Fund Details

- **Submitting a Proposal:** Once you have contacted us regarding the items you wish to purchase, please submit an application [here](#).
 - i. Proposals must be turned in at **least 21 days in advance** of when you wish to make purchases.
 - ii. For full consideration, you must include all necessary estimates of the items you wish to purchase.

- **The following items may NOT be purchased with this fund:** i. Laptops, refrigerators, microwaves, televisions, DVD/CD players, digital cameras, camcorders, projectors, and other sound equipment.
 - ii. Final discretion is up to SGA and the Finance Committee.

- **12 Month Rule:**
 - i. Records from the Student Government Accounting office shall be used to review prior requests for capital items funding (ex. If a computer was purchased less than 12 months ago with USA funding, purchase of another computer will not be allowed).

- **All requested items must be documented & housed within the UCLA campus with proper supervision and lockdown:**
 - i. Items must be locked and secured in a student government office in Kerckhoff or in a University office/department/lounge with a written acknowledgement by a university official.
 - ii. Your group will not be eligible to receive funding without the proper supervision and lockdown of the requested equipment.
 - iii. You are able to apply for funding for lockdown equipment, if the office does not have it already, and this equipment shall not exceed \$100

- **Quotes MUST be provided for every item that you would like to purchase:** i. Requests that do not include all invoices, quotes or documentation will **not** be

considered.

- **Audits:**

- i. Organizations may be subject to at least one **audit** of capital items by the Student Government Accounting (SGA) and Finance Committee Office.

DISCLAIMER: Upon release of the funds, allocations for Capital Items will be made on a first come-first served basis. Capital funds are typically made available in December but offices are welcome to apply earlier. These funds, which are made available in late fall quarter 2023, are a subset of surplus funds voted on by Council and thus funding will not be available until surplus funds for capital contingency are voted on and approved. Once the capital funds for the year are depleted, applications for Capital Items will no longer be considered. Capital requests for a particular item may not be made within 12 months of purchase of the same item purchased with Capital Items funding.