

Disbursement of Bond Proceeds for UC Health Deferred Maintenance and Equipment

OFFICE OF TREASURY SERVICES

POLICES AND PROCEDURES FOR UCONN 2000 Phase III Disbursement Procedures – UConn Health Procedures for: Deferred Maintenance/Code/ADA Renovation Sum — UConn Health; and Equipment, Library Collections and Telecommunications - Health Center

- The UConn Health has been approved to advance its own operating funds and apply for reimbursement, if approved, for Deferred Maintenance/Code/ADA Renovation Sum — Health Center; and Equipment, Library Collections and Telecommunications - Health Center. Since the other UConn Health UCONN 2000 Projects are managed through Storrs including Planning Architectural & Engineering Services, Purchasing, and Accounts Payable the bond fund disbursements will follow the normal bond fund disbursements procedures.
- Upon receipt of invoices, the UConn Health will pay vendors directly by check or ACH. The UConn Health will be responsible for the back-up documentation required by any auditors of the UCONN 2000 programs, such as purchase requisitions, purchase orders and original invoices.
- **NOTE IT IS IMPORTANT THAT UConn Health ONLY SUBMIT REQUESTS FOR REIMBURSEMENT FOR Deferred Maintenance/Code/ADA Renovation Sum — Health Center, and Equipment, Library Collections and Telecommunications - Health Center that:**
 - Are not in excess of the Amounts Authorized by the Supplemental Indenture(s) and Declaration of Official Intent(s)
 - Are only for payments or other disbursements from UConn Health's operating fund that have already cleared. (So that the bond proceed reimbursements are immediately spent when received by the Health Center. This is important for tax-exempt compliance purposes).
 - Are consistent with the other constraints, regulations and requirements regulating the use of the bond proceeds.
- The UConn Health will submit requests for reimbursement (**ONLY FOR CHECKS OR OTHER DISBURSEMENTS THAT HAVE CLEARED AND BEEN PAID BY UConn Health's OPERATING FUND AND NOT TOO OLD**) to UConn's Accounts Payable department, in the form of a Transfer Invoice. Copies of invoices, a disbursement request and a certification letter (from UConn Health to the Treasury Services), along with a Schedule A-UConn Health will be submitted with the request for reimbursement to the Director of Accounts Payable and Travel.
- UConn Accounting and Accounts Payable will keep the appropriate documentation for audit, and processing the request for reimbursement in the University's accounting systems. UConn Health is responsible for keeping the appropriate documentation for their accounting and auditing.

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- The requests for reimbursement will be submitted by UConn Health to UConn's Accounts Payable Department, reviewed and processed, and then forwarded to Treasury Services in the form of a disbursement request, specifically breaking out the UConn Health "Deferred Maintenance/Code/ADA Renovation Sum - Health Center", and "Equipment, Library Collections and Telecommunications - Health Center" project spending.
- After approval by Treasury Services, Accounts Payable via the Transfer Invoice will process the payment to the UConn Health.
- UConn Health and UConn Project Accounting/Accounting will track requests for reimbursements by the UConn Health done in this way.