

Disbursements of Bond Proceeds and Other Debt

OFFICE OF TREASURY SERVICES POLICIES AND PROCEDURES BOND PROCEED DISBURSEMENTS FOR REIMBURSEMENT FROM CONSTRUCTION FUND

**UConn 2000 Phase III Disbursement For Reimbursement Procedures For:
Authorized UConn 2000 General Obligation Debt Service Commitment Bond (“GO-
DSC”) Funded Projects After Kuali Implementation 2012
And
UConn Health Deferred Maintenance/Code/ADA Renovation Sum — UConn Health;
and Equipment, Library Collections and Telecommunications - UConn Health**

PURPOSE: Treasury Services has been requested to accommodate UConn’s Controller’s Office wishes to spend UCONN 2000 authorized bond project funds first from UConn’s operating fund and then seek reimbursement from bond proceeds shortly thereafter. It is our understanding that this is due to the KUALI implementation.

OVERVIEW: The Procedures for disbursement from operating funds for reimbursement with UCONN 2000 Bond Proceeds has 3 parts:

Part 1 is the “summary” Disbursement Reimbursement Request with Schedule A attached. (There is usually one payee - UConn (UConn Health’s reimbursement will appear as a vendor on Schedule A-UConn attached thereto)

Attached to Part 1 is:

Part 2 is “UConn’s” Disbursement Requests and is for all UCONN 2000 Authorized Projects other than UConn Health’s Deferred Maintenance and Equipment as described below. The “UConn” Disbursement Reimbursement Request has the Schedule A-UConn attached (and the latter has all the indenture required information exactly like previous Schedule A’s including vendors, UConn Health’s reimbursement totals for Deferred Maintenance and Equipment will show up as a vendor here much like it did in the past but will also be supported by the greater detail of Schedule A-UConn Health attached thereto)

And

Part 3 is the “UConn Health Deferred Maintenance and Equipment” Disbursement Reimbursement Request with the Schedule A-UConn Health (with the normal UConn Health Deferred Maintenance and Equipment indenture required information exactly like Schedule A-UConn Health did previously)

Together these make the filing.

Disbursements of Bond Proceeds and Other Debt

OFFICE OF TREASURY SERVICES POLICIES AND PROCEDURES BOND PROCEED DISBURSEMENTS FOR REIMBURSEMENT FROM CONSTRUCTION FUND

It is important that all indentures, state, tax-exempt and all other requirements be followed. The Controllers Office has assured and attests that these standards will be accomplished with each disbursement/reimbursement requests.

The Manger of Treasury Services, as the Authorized Officer makes the appropriate indenture required filings with the State Treasurer and the Trustee Bank instructing the transfer of the bond funds money over from the BNY Mellon Short Term Investment Fund (“STIF”) investment to the Bank of America dedicated checking account the same as we do now based on the entire filing (The Part 1 is for the reimbursement to UConn and /or UConn Health). Once the funds are deposited to the dedicated Bank of America checking account the funds will be moved by ACH to UConn’s operating fund also held by Bank of America.

UConn will advance its own operating funds and apply for reimbursement, if approved, for the UCONN 2000 Projects Authorized by the Indentures to receive GO-DSC bond proceeds. (In addition to the procedure for UConn Health, there are given below special supporting detail required for UConn Health’s Deferred Maintenance/Code/ADA Renovation Sum and UConn Health’s Equipment, Library Collections and Telecommunications UCONN 2000 projects. 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 for the other UConn Health projects will follow the normal bond fund disbursements procedures.)

UCONN 2000 BOND FUND DISBURSEMENT/REIMBURSEMENT POLICIES AND PROCEDURES:

- Upon receipt of invoices, UConn will pay UCONN 2000 vendors directly by check or ACH, etc. drawn on its operating fund, etc. The UConn Controller’s Office is 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 ONLY SUBMIT REQUESTS FOR REIMBURSEMENT FOR UCONN 2000 PROJECTS that:
 - Are not in excess of the Amounts Authorized by the Supplemental Indenture(s) and Declaration of Official Intent(s)
 - Are only for checks or other disbursements that have already cleared. (So that the bond proceeds reimbursements are immediately spent when received by UConn).
 - Are consistent with the other constraints, regulations and requirements regulating the use of the bond proceeds.

Disbursements of Bond Proceeds and Other Debt

OFFICE OF TREASURY SERVICES POLICIES AND PROCEDURES BOND PROCEED DISBURSEMENTS FOR REIMBURSEMENT FROM CONSTRUCTION FUND

- Any other requirements
- UConn Controller's Office will submit requests for reimbursement (ONLY FOR CHECKS OR OTHER DISBURSEMENTS THAT HAVE CLEARED) to UConn's Accounts Payable department. Along with other required materials such as copies of invoices, a disbursement request and a certification letter along with a Schedule A – UConn will be submitted with the request for reimbursement to the Director of Accounts Payable and Travel.
- UConn Accounts Payable Office will review the request and if in order forward to Treasury Services the signed Disbursement for Reimbursement request with the Schedule A, together with other materials including the signed Request for Reimbursement from UConn along with the “Schedule A- UConn” and the signed Request for Reimbursement from UConn Health “Schedule A - UConn Health”.
- UConn Controller's Office, 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.
- The requests for reimbursement will be submitted (in a timely basis) by the UConn Controller's Accounting Department to Accounts Payable, and then forwarded to Treasury Services excluding the copies of the invoices.
- The requests for reimbursement must be made by 9:30 am if it is to occur that day.
- After review and if approved, Treasury Services will make the appropriate Indenture required filings with the State Treasurer and the Trustee Bank instructing the sale of investments and transfer of the bond funds to the Bank of America dedicated GO-DSC Bond funds checking account (the same practice as now) based on the entire filing (including Schedule-A; “Schedule A-UConn” and “Schedule A-UConn Health” as required, and the associated attestations and certifications).
- Once the bond funds are at the Bank of America dedicated checking account it is our understanding that such funds will be moved for reimbursement to UConn by ACH.
- After Treasury Services approves the transactions, files the Authorized Officer Certificate as required by the Indentures, and instructs the divestment and deposit of proceeds to the dedicated checking account, Treasury Services will alert Accounts Payable that it is OK to disburse proceeds (this is done now by making a notation on the disbursement filing and sending to Accounts Payable).

Disbursements of Bond Proceeds and Other Debt

OFFICE OF TREASURY SERVICES POLICIES AND PROCEDURES BOND PROCEED DISBURSEMENTS FOR REIMBURSEMENT FROM CONSTRUCTION FUND

- Once Treasury Services OK's the disbursement, as above, Accounts Payable will work with Cash Operations to move the bond funds from the dedicated checking account to reimburse UConn's operating fund (and UConn Health).
- UConn Controllers/Accounts Payable/Project Accounting/Accounting will track requests for reimbursements by UConn (and UConn Health too) done in this way.

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

- 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 — UConn Health; and Equipment, Library Collections and Telecommunications - UConn Health. 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, etc. 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 – UConn Health, and Equipment, Library Collections and Telecommunications - UConn Health that:
 - Are not in excess of the Amounts Authorized by the Supplemental Indenture(s) and Declaration of Official Intent(s)
 - Are only for checks or other disbursements that have already cleared. (So that the bond proceeds reimbursements are immediately spent when received by UConn Health).
 - 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) 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

Disbursements of Bond Proceeds and Other Debt

OFFICE OF TREASURY SERVICES POLICIES AND PROCEDURES BOND PROCEED DISBURSEMENTS FOR REIMBURSEMENT FROM CONSTRUCTION FUND

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.
- The requests for reimbursement will be submitted by UConn Health to UConn Accounts Payable, and then forwarded to Treasury Services as part of the REQUESTS FOR REIMBURSEMENT FOR UCONN 2000 PROJECTS as described above (A/P keeps the copies of the invoices).
- After approval by Treasury Services, Accounts Payable will process the payment for reimbursement (we have been informed that payment is made via a check) to UConn Health.
- UConn Health and UConn Project Accounting/Accounting will track requests for reimbursements by the UConn Health done in this way.