

PHYSICAL AND BIOLOGICAL SCIENCES
Conference Planning and Cash Handling Procedures
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CONFERENCE PLANNING:

1. A department or PI has knowledge of an upcoming conference and immediately notifies PBS Divisional Resources specialist, currently Michelle Cole, for non-research conferences or PBS Research Resources assistant manager, currently Penny Ayers, for research conferences.
2. The PBS Divisional Resources specialist or Research Resources assistant manager requests from the department or PI a detailed budget for the conference and a written plan for alleviating any fund overdrafts should they occur. In addition to registration income, conference support may be received from an agency, private foundation, or divisional source. In this case, the conference budget should include that expected support.
3. When the PBS Divisional Resources specialist or PBS Research Resources assistant manager is satisfied with information received from the department or PI, she/he will ask the Divisional Resources manager, or Research Resources manager, to review the conference budget and scenario.
4. After the manager has approved the proposed conference budget and scenario, the PBS Divisional Resources specialist or PBS Research Resources assistant manager requests an “agency” organization number from the manager and an “agency” fund number from Extramural Funds Accounting. The FOAPAL is then given to the budget analyst who will be administering the funds and financial transactions are authorized to begin.
5. The budget analyst administers day-to-day activity in the conference funds and is responsible for account reconciliation and financial reporting to the department or PI.
6. The department or PI is responsible for conference coordination such as submitting requisitions for goods and services or facility rental. The department or PI may choose to have Campus Conference Services coordinate all, or part, of the conference.

CASH HANDLING:

Registration fees for a conference may be received in five ways:

- a. Credit card payment (on-line)
- b. Check - sent directly to a PBS Divisional Resources analyst
- c. Cash – delivered in person to a PBS Divisional Resources analyst
- d. Charge to another UCSC department – prepared by the budget analyst
- e. Inter-campus charge (IOC) to another UC campus – prepared by the budget analyst

Credit Card Payments:

If credit card payments will be received, it's best for the conference host to work with University Conference Services on this particular financial aspect of the event. Conference Services can provide credit card services at a reasonable rate via a university approved, PCI compliant (Payment Card Industry Data Security Standard), credit card merchant. Conference Services can provide a web site to which registrants may go directly to make credit card payments or can provide a link to a Conference Services web site which the conference host can list on his/her pre-existing conference web site. A list of registrants may be sent to the budget analyst at any time upon request. Please note that registrants must never send credit card information via email as security cannot be guaranteed.

Check and Cash Payments:

A PBS Divisional Resources analyst (currently Robin Shaw) is responsible for receiving all check and cash payments and providing the budget analyst with copies of receipts. Exception can be made if a registrant brings a check or cash to the conference on the day of the conference. If this situation occurs, the host must provide an official university receipt to the registrant and bring the check or cash, accompanied by a copy of the receipt, to the PBS Divisional Resources analyst as soon as possible. The PBS Divisional Resources analyst will receive the check or cash and forward a receipt to the budget analyst. The PBS Divisional Resources analyst will restrictively endorse for deposit all checks immediately upon receipt.

Conference registration literature must instruct registrants to send all non credit card payments to the PBS Divisional Resources analyst and provide that address. Checks must be made payable to UC Regents.

The PBS Divisional Resources analyst is the Cash Handling Department for all PBS conferences. Check and cash payments for PBS conferences must not be received, or processed, by any other Cash Handling Department.

Inter-campus or UCSC Charges:

Conference registration literature must include the name and contact information of the budget analyst who will be administering the conference fund. UC registrants may contact the budget analyst directly to request journals be prepared to charge funds which are located at the registrants home campus.

Requesting a Change Fund:

If it will be necessary to make change on the day of the conference, a Change Fund may be requested. Allow at least three weeks in advance of the conference to process the request. The budget analyst will coordinate with the proposed Change Fund Custodian and the Accounting Office to establish a Change Fund. Information regarding how to apply for a Change Fund may be found at:

http://www.ucsc.edu/finaff/GAtest/HowTo_EstablishOperating.htm

If Alcohol will be served:

An alcohol permit must be filed for all university-sponsored events two weeks in advance of the event, whether held on the UC campus or not. Information regarding how to apply for an alcohol permit may be found at:

<http://purchasing.ucsc.edu/howto/alcoholpolicy.html>

Important to Note:

All income derived from registration fees must be deposited directly to an agency fund (organization code 805XXX). Agency funds are non-university funds and must never, in any way, be co-mingled with university funds.

Because agency funds are non-university funds, UC employee payroll can never be charged to them.

