



University of California, Los Angeles  
Undergraduate Students Association

## OSAC & FINANCE COMMITTEE

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To: Undergraduate Students Association Council  
From: Hannah Regan, OSAC Chair  
Jenny Wang, USA Finance Committee Chair  
Re: 2021-2022 Capital Contingency Guidelines  
Contacts: [osac1919@gmail.com](mailto:osac1919@gmail.com) & [usaficom@asucla.ucla.edu](mailto:usaficom@asucla.ucla.edu)

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*The Contingency Capital Fund is an auxiliary source of funding for Capital Items only. The Finance Committee and OSAC Office work closely to determine the appropriate allocations for Capital Items. **You must contact OSAC and 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 \$200 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 \$2000 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, the Finance Committee and OSAC.
- **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.
- **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), OSAC, and Finance Committee Office.

**DISCLAIMER:** Upon release of the funds, allocations for Capital Items will be made on a first come-first served basis. 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.