

UC Santa Barbara
Policies
Issuing Unit: Student Affairs

Policy 4470

Date: February 1, 1985

USE OF PERSONAL FUNDS AS
MATCHING FUNDS FOR THE WORK-STUDY PROGRAM

I. PURPOSE AND SCOPE:

This procedure describes the steps necessary when personal funds are used to match Federal funds for the Work-Study Program.

II. REFERENCES:

A. University of California Business and Finance Bulletin, A-26.

III. PROCEDURE:

When it is desired to use personal funds for the University portion of the matching funds, the following steps are necessary:

Responsibility	Action
Person desiring student on Work Study (Requester)	1. Submits job request (Attachment A) to Student Financial Services.
	2. Submits Report of Gift Acceptance form (Attachment B), with check payable to The Regents of the University of California for the entire amount necessary (20 percent of total salary) to Gift and Endowments Office.
Gifts and Endowments Office	3. Sends five copies of Report of Gift Acceptance to Accounting Office.
Accounting Office	4. Processes the Report of Gift Acceptance and returns two copies to Gifts and Endowments.
Gifts and Endowments	5. Sends copy of Report of Gift Acceptance to Student Financial Services.
Financial Aid Office, Work Study Coordinator	6. Sends student with on-campus referral (Attachment C) to requester. Will not do so until Gift Acceptance form is received from Gifts and Endowments office.
Requester	7. Completes regular Personnel Action form (Attachment D) as per instructions on the on-campus

referral, and forwards the form to the Personnel Office if an undergraduate or to the Graduate Division if a graduate.

Personnel Office

8. Processes the form verifying the Loyalty Oath and Patent Agreement have been signed, and sends it to Accounting.

Accounting Office

9. Processes the employment forms. Student is hired.

Any unexpected balance is returned to the requester.

IV. ATTACHMENTS:

- A. Work Study Job Request
- B. Report of Gift Acceptance
- C. On-Campus Referral
- D. Personnel Action Form

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

Return to the [UCSB home page](#).

Last Modified By: EBH, 7/09/98