



P.R.I.D.E. Credit

OVERVIEW

A \$500 P.R.I.D.E. Credit is awarded to 'Canes Communities that host at least one event/program in each of the P.R.I.D.E. categories during the course of the current fiscal year (June 1st through May 31st). The P.R.I.D.E. Credit is available the following fiscal year.

Important: Constituency engagement information must be included for all events/programs that your 'Canes Community is submitting for P.R.I.D.E. Credit consideration. **Please refer to the Constituency Engagement Information Collection Section for more information.*

GUIDELINES

- The UM Alumni Association Regional Engagement Team will pay for 'Canes Community-related expenses up to \$500. When you have an expense that you would like us to pay, please send David Lecon, at davidlecon@miami.edu a copy of the estimate/invoice for the expense to open a Purchase Order (P.O.). **Important: The estimate/invoice must be received before the expense is incurred.** Once the P.O. has been opened for the expense the amount to be paid can be adjusted if the final cost is different than the estimate/invoice (the final cost cannot exceed \$500). After the P.O. is opened, a check for the payment will be sent directly to the vendor.
- Please allow a lead time of at least six (6) weeks to open a P.O. and process payment for an estimate/invoice. For example, if the payment is due at the time of the event, the estimate/invoice must be received at least six (6) weeks before the date of the event.



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GUIDELINES (CONTINUED)

- It is preferred to use an approved University of Miami vendor, however if the vendor has not been previously approved, the UM Alumni Association Regional Engagement Team can work with the vendor to process them as an approved UM vendor. Please contact A to confirm if a vendor is approved, and to process them as a new vendor, if they have not been previously approved. **Important: Please allow a lead time of at least six (6) weeks to process a new vendor.**
- The P.R.I.D.E. Credit is available through the end of the fiscal year (May 31st). You may use the credit for multiple purchases (for example five \$100 purchases). **Important: The P.R.I.D.E. credit cannot be rolled over to the next fiscal year, which begins on June 1st.**
- The P.R.I.D.E. Credit cannot be used to pay a partial amount towards a final balance due. For example, if you have a 'Canes Community-related expense for \$1,000, the P.R.I.D.E. Credit can't be used to pay a partial amount of the total expense due.
- The P.R.I.D.E. Credit can only be used for 'Canes Community-related expenses. Examples of 'Canes Community-related expenses include the following:
 - Catering/room rental for 'Canes Community events
 - 'Canes Community t-shirts
 - 'Canes Community raffle/giveaway items

Important: The UM Alumni Association Regional Engagement Team has the final determination on what is considered a 'Canes Community-related expense.