Third Party Sponsor Special Accounts

Third party Special Accounts are set up prior to visiting The UCCS Campus Store to purchase your supplies.

If you are VR&E/Chapter 31 recipient, you must submit a Request for Enrollment Verification (REV) every term (located in student portal under "Records & Registration." Instructions can be found here: VA REV How-to Videos).

All other students using a 3rd Party Sponsor must submit the Sponsor Billing Request (SBR) form every term (located in student portal under "Student Financial"). If your sponsor provides the authorization document directly to you, please be sure to attach it to the SBR form. Some sponsors will provide the authorization to the school directly.

Special Accounts operate on structured opening and closing dates. This is for accounting and invoicing purposes. Special Accounts open for 3rd party book purchases *two weeks before the first day* of classes and close *seven weeks after classes begin* for VR&E students and *five weeks after classes begin* for all other Sponsored Accounts. Open and close dates will be emailed once you are approved.

Process

Step 1:

The first step is for you to submit your SBR or REV through your student portal along with any applicable authorization documents. Once you have completed your required paperwork, The Financial Aid Office will authorize The Campus Store to set up your Special Account. You will receive an approval email once your Special Account is set up at The Campus Store. If you need assistance with submitting your forms, please contact 3rd Party Sponsor Billing at tuitasst@uccs.edu.

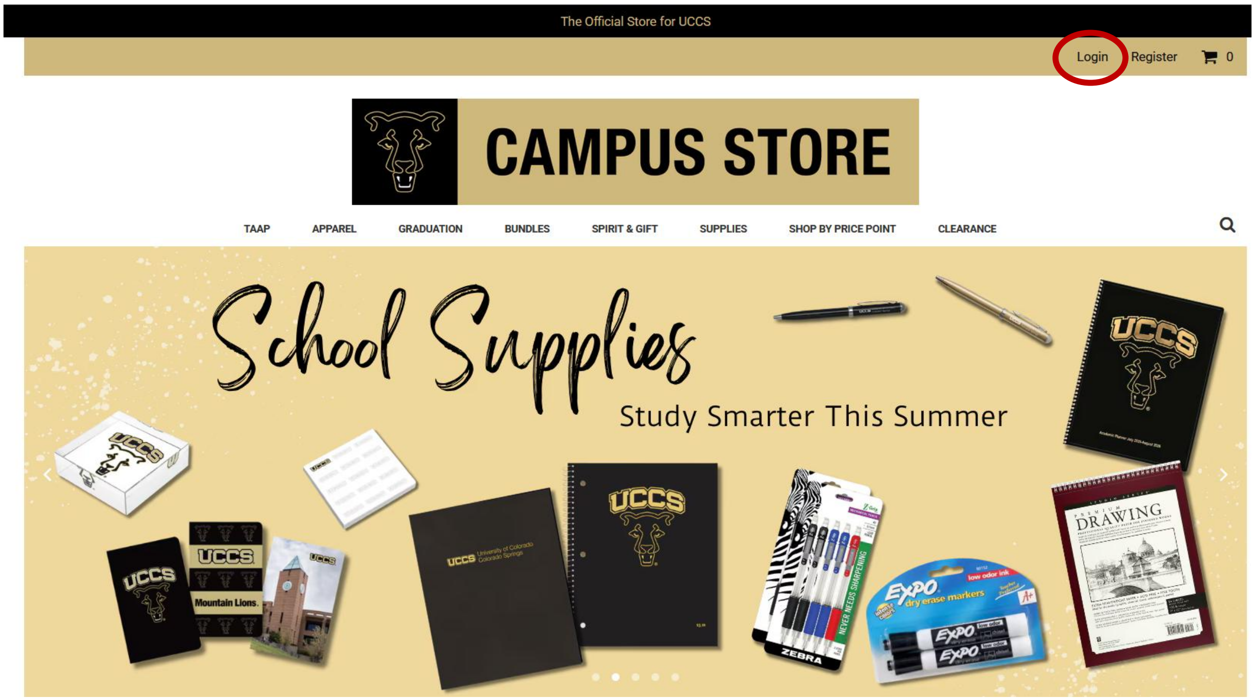
Step 2:

Once The Campus Store has set up your Special Account, you may obtain your supplies (if authorized) either at The Campus Store or online at www.uccsbookstore.com; instructions are below.

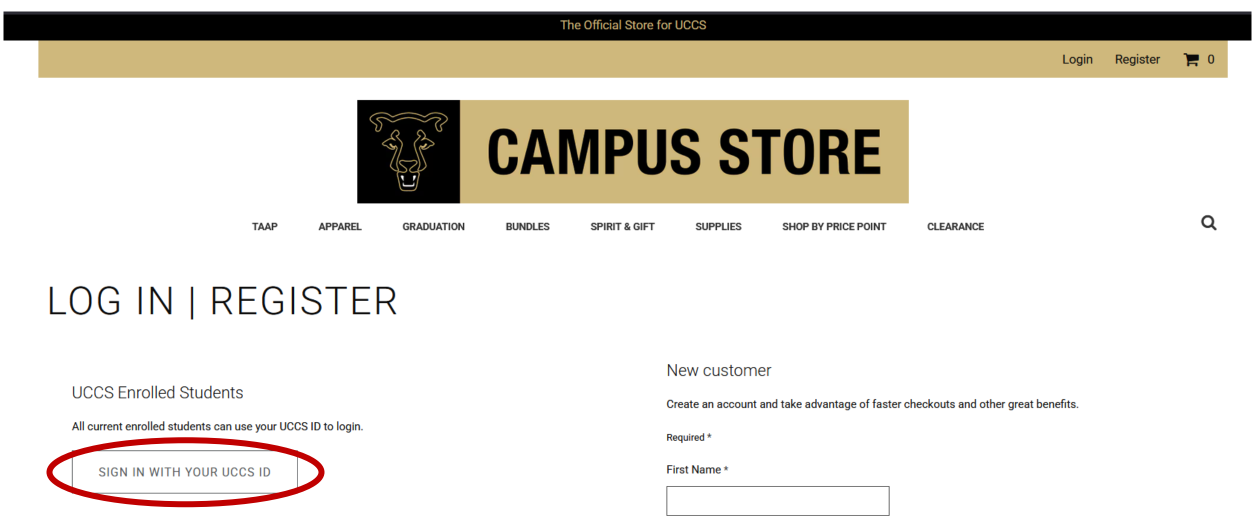
How to Order Supplies

1. Go to The UCCS Campus Store website.

2. Click "Login".

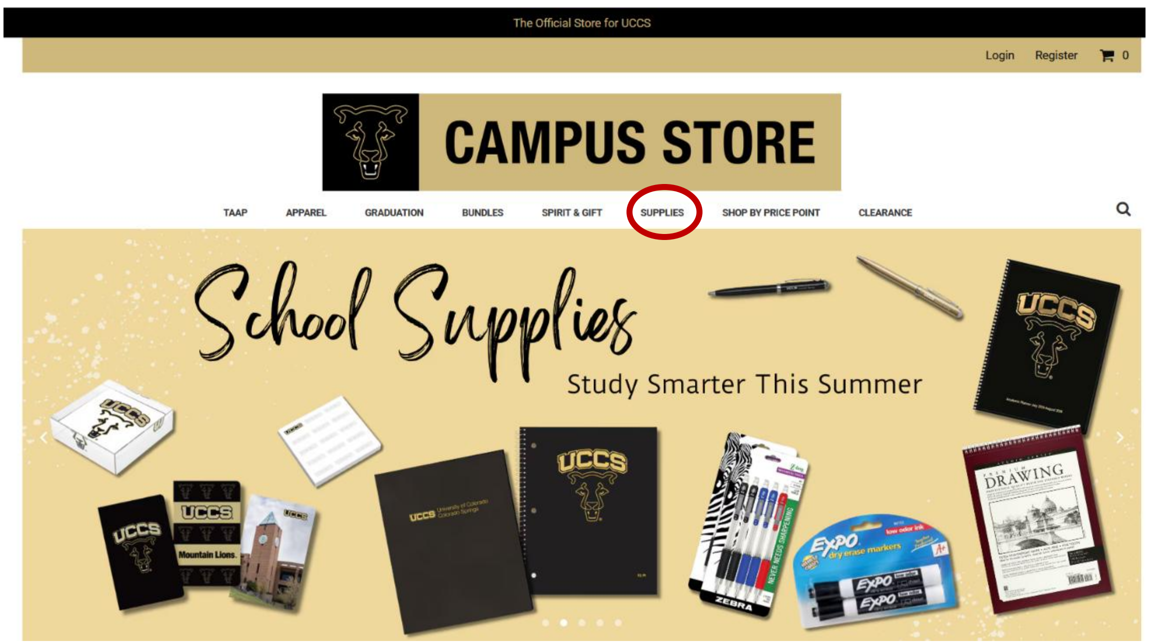


3. Click "Sign In With Your UCCS ID."



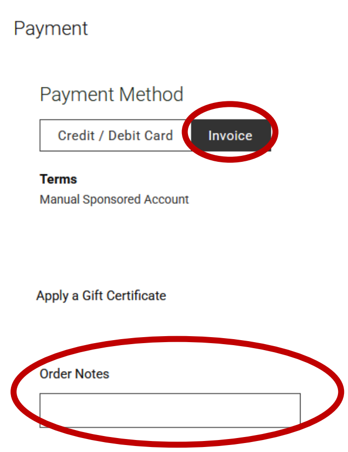
4. Sign in using your student portal credentials.

5. Click the "Supplies" tab and add the supplies of your choice to your cart.



6. At checkout, under “Payment Method,” select "Invoice" (never enter your credit card for Special Account purchases).

7. In "Order Notes" indicate your sponsor (VR&E/Ch 31, State VOC, etc.) and place the order. See example on the right.



Tips to Make the Process Go Smoothly

1. **Please be patient**. This is a very manually intensive process for everyone, and we are responsible for ensuring your sponsor's rules are followed. We are working on providing better ways to serve you and with the best possible customer service.
2. **Have your UCCS Student ID number ready!** Campus Store associates are trained to process Special Account purchases. Inform them that you are a Special Account recipient and present your Student ID number. They will process your supply purchases within the guidelines given by your Special Account. YOU are responsible to make sure you are purchasing approved items. The cashier will assist with this, but ultimately YOU are responsible for not purchasing unapproved items. Any unauthorized items identified during audit will be your responsibility and will require you to pay for the items with your own funds. **We are unable to charge items such as apparel, water bottles, and any other item that is not listed as a course material or supply to your funded account.**
3. **Remember to sign your digital receipt.** Every semester you will be sent a digital receipt requesting your digital signature for all items received during the semester. These will not be sent until ***after*** the Special Accounts close date for the term. **The email will come from Adobe, not The Campus Store or 3rd Party Sponsor Billing.** Once signed, the receipt will be returned to The Campus Store via Adobe DocuSign. For instructions on how to sign your DocuSign request, go here: How to Sign a DocuSign Request.

Additional Information

For any assistance with your Special Accounts course materials, supplies, or special orders you may contact Faith Krautschun at fkrautsc@uccs.edu/ 719-255-3803. If you have any questions concerning your purchase through 3rd party billing, you may contact Renee McBride at amcbrid6@uccs.edu/719-255-3273.