

COUR Awards 2006-2007, Financial Procedures

The faculty advisor should maintain records for expenditures as part of the report due in the fall semester. Expenditures should match those requested in the COUR proposal. Please contact the COUR Director, Bruce Schulte (bschulte@georgiasouthern.edu), if major variations in the budget expenditures are expected (before such purchases are made). Major deviations in original purchases will require approval by the Director after reviewing the amended budget and budget justification.

Please follow the following steps for expending your funds:

1. Know your budget limit
2. Allowable purchases (as defined at <http://services.georgiasouthern.edu/purchasing/webpg3.htm>) may be charged to the GSU Purchasing card. Other charges must be paid from personal accounts using Cash or a Personal Credit Card.
3. For purchases to the GSU Purchasing Card, put the acronym "COUR" on any purchase requisition and on the Purchase Statement with purchase receipts per standard practice.
4. For cash or personal credit card reimbursement, purchase receipts must accompany a written explanation (typed) of the expenses made and their use (brevity and clarity would be appreciated). Please do not turn in expenses for small amounts one at a time. Please accrue approximately \$100 of expenses or more, and then turn in receipts with the explanation sheet. The only exception to reimburse for less than \$100 at a time would be if the student knew that only a single reimbursement would be required or if financial difficulties were imminent (please explain on statement of expenses). Please submit the receipts and explanation sheet to the COST office (Joanne Dannacher). [Note: you do not need to submit a Fund Request Form; Ms. Dannacher will complete this form using the information in the explanation sheet and the receipts].
5. The COST office will obtain the necessary signatures and submit to the Foundation Office for payment.
6. Foundation checks will be sent to the COST office and these will be forwarded to the payee (i.e., likely to be either the faculty mentor or the student).