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Spending Procedures

RIFP Funded Projects

Following are the general guidelines for RIFP budget spending.

Employment

list of 2 items

1. University Personnel. Complete Personnel Request Form as instructed on the form. Forward the form to ONR; from there it will be sent to your Departmental

Payroll Coordinator. You may need to supply more detailed information to your Payroll Coordinator as requested. Timesheets should be sent directly to your

Payroll Coordinator.

2. Outside Contractor. Request invoice from Contractor stating Name, Address, Tax ID #, Citizenship (US or no), Date Services Rendered, Description of Services,

and Signature. Submit invoice to ONR for processing through Payables Office.

list end

Purchasing

Purchasing may be done in one of three ways:

list of 3 items

1. Submit Purchase Request to ONR Fiscal Specialist, for purchasing.

2. Submit receipts for items you have purchased to ONR Fiscal Specialist, for reimbursement. If you have travel expenses, complete and sign a Travel Expense

Voucher (TEV) and forward to ONR with receipts; then ONR will enter PO, sign the authorization, and forward to the Travel Office.

3. For on-campus services, such as copying, posters, etc., charge to the budget number for your grant (shown on your Account Statement). Please notify ONR

to expect the charges.

list end

Accounting

You will receive an Account Statement each month showing all expenditures charged to your project, and

balance remaining. Please review your statement carefully each month. Contact the ONR Fiscal Specialist immediately if you note any discrepancies.

Once your project funds have been spent, no further employment or purchase requests will be processed.

Once your project End Date occurs, no further employment or purchase requests will be processed.

Any requests for extensions or additional funds must be submitted in writing to the Associate Dean for Nursing Research, for approval, noting the specific reasons for the request and/or the anticipated completion date of your project.