

Spending Procedures

RIFP Funded Projects

Following are the general guidelines for RIFP budget spending.

Employment

1. University Personnel. Complete Personnel Request Form as instructed on the form. Forward the form to OFM; 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 OFM for processing through Payables Office.

Purchasing

Purchasing may be done in one of three ways:

1. Submit Purchase Request to OFM Fiscal Specialist, for purchasing.
2. Submit receipts for items you have purchased to OFM Fiscal Specialist, for reimbursement. If you have travel expenses, complete and sign a Travel Expense Voucher (TEV) and forward to OFM with receipts; then OFM 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 OFM to expect the charges.

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 OFM 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.