



Memorandum



TO: AYS Management Committee and Budget Officers

FROM: Robert Moore, Associate Dean

DATE: April 13, 2006

RE: GSURF Residual Funding Agent Procedure – Expenditures on Food & Personal Items

Please see the new policy from the VPs for Research and Finance & Administration regarding the use of monies in your GSURF residuals accounts for expenditure on contract food and personal items (for example: promotional items). Contract food is for scholarly and research events such our Honors Day and ISP conferences. The key is that it must support a research or scholarly activity.

This new policy (attached) requires prior approval from the VP for Research before use of residuals for contract food and personal items. In the past GSU had no policy that defined the funding agent for residuals and therefore was subject to negative audit findings.

If you contemplate such expenditures you will need to prepare the request discussed in the Procedure section of the attached document AND send it to the Dean's Office, Attn: David Sandt, for approval. The Dean's Office will forward the request to the Research Office.

Note that this does not open the door to other types of food or alcohol purchases with GSURF Residual Funds. Residual Funds can not be used to reimburse GSU employee meals at restaurants or on any individual basis. In no case can Residual Funds be used to purchase alcohol. Individuals on University business and in travel status, with appropriate approval, may be reimbursed for individual

meals using the Travel Expense Statement. Also food and alcohol may be reimbursed through GSU Foundation accounts within GSUF limits and with proper approvals.

Please let me know if you have any questions regarding this matter.

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Memorandum

To: President, Provost, Vice Presidents, Deans
From: Robin Morris, VP Research *R. Morris*
Jerry Rackliffe, VP Finance and Administration *Jerry Rackliffe*
Date: March 28, 2006

Re: Funding Agent/Grantor for Georgia State University Research Foundation (GSURF) Residual Funds

Background: Georgia State University's Procurement Policy 1-00-13.1 classifies purchases of food and personal items as unauthorized regardless of the fund source used. The only exception to this rule is "unless an exceptional type of expenditure is specifically authorized and stated by the donor or grantor as a requirement of the grant, contract, or agreement." Because GSURF residual funds do not have funding agents/grantors in which to approve specific cases for contract food purchases there is a need for identification of a Funding Agent/Grantor for GSURF residual fund accounts.

Policy: GSURF abides by the Georgia State University Foundation Expenditure Policy (as amended 5/2005) except it required that all such expenditures must be used for research or scholarly activities. As Chairperson of the Georgia State University Foundation, the Vice President for Research will serve as the Funding Agent/Grantor for all GSURF residual funds. Any request for an exception to the food and personal items procurement policy should be made in writing to the Vice President for Research for approval before any encumbering of funds.

Procedure: A short description of the event (detailing the research and/or scholarly nature), expected attendance, and a detailed cost budget (including per person cost when applicable) should be submitted for consideration to the GSURF Business Manager for approval by the VP for Research. No encumbering or expenditure of funds, signing of contracts, or request for reimbursements may be made until after such approval is obtained in writing. All such charges should be made to FC98 and a like reduction in the FC20 budget to adjust for such charges.