

# URGO

## 2009 SUMMER RESEARCH BUDGET REQUEST FORM

**Student's Name:**

**Faculty Mentor's Name:**

**Does the Faculty Mentor or the Mentor's Department have an Augsburg Procurement Card?**

Please list out any research expenses/supplies that you anticipate this summer to complete your project. I ask that you request only the amount needed. Approval of expenses is based upon perceived need and fund availability. If unanticipated expenses come up during the summer, research teams can submit additional requests; reimbursement decisions will be made on a case by case basis. **The faculty mentor should send completed form to Dixie by Friday, May 22<sup>nd</sup> as an e-mail attachment, thus signaling mentor's approval of requested expenditures.**

<b>Item/Expense Description (If listing a book please include the ISBN number as well as author and title and edition)</b>	<b>Estimated Cost</b>
<b>Total Request</b>	\$

### **Options for Making Purchases**

- URGO makes them (e.g., we typically make a bulk order to Amazon) using an Augsburg procurement card.
- The mentor puts charge on departmental or individual Augsburg procurement card. When procurement card statement comes in the expense is transferred to an URGO budget line.

- Mentor or mentee uses own cash or personal credit card and turns in receipt to URGO for reimbursement (takes about three weeks). Ideally, you would have Augsburg's tax free number when making these purchases. To cut down on paperwork for Olee, please bundle (bad word given the housing debacle) the receipts for reimbursement rather than putting in a series of \$5 requests, if possible.
- Research team orders a product on-line in the URGO office; Dixie or Olee uses URGO procurement card to make the purchase.
- Research team requests cash 5 days prior to when needed; buys item; returns receipt and remaining cash within 3 days of making the purchase to URGO.

### **Sacred Rules of Purchasing**

- All purchases require pre-approval from Dixie. For those items requested on the budget form, I will get back to you about what is approved. If items come up along the way that are central to your research, simply e-mail me your request, approximate dollar amount and a brief reason for needing the item. I realize there are times when you need a very quick decision so as not to hold up your project. Let me know if that's the case. You might already have some items you need to conduct your research that can't wait until the start of summer research. Again, just send me those items via e-mail or turn in the Budget Request Form early and mark those items that you need to purchase ASAP.
- If we agree to reimburse for mileage, please keep track of trips and actual miles and dates of those trips. I believe Augsburg is reimbursing at 55 cents per mile. We don't reimburse gas receipts, unless using a rental car.
- Everything requires a receipt.
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### **Who Is the Budget Guru?**

Olee Amata, who works in the Center for Global Education, is also a part-time assistant to URGO. While I approve budget expenses, Olee does all the actual work of purchasing items, requesting reimbursements, keeping track of the total spent by your research team, requesting cash advances, etc. She can be reached at [amata@augsborg.edu](mailto:amata@augsborg.edu) or at extension 1631. Her office is in Science 116 for two days of the week, but she is not available the rest of the week while working at the Center for Global Education.

### **Questions?**

You can ask Dixie or Olee. You can turn receipts in to Dixie in the following ways:

- Put them in the box on my office door (Science 116)
- Slide them under my office door
- Give them to me personally during office hours
- Intercampus mail: Campus Box 9