

SPENDING GUIDELINES FOR ECOS DEMONSTRATION PROJECTS

Policy Overview: ECOS can only reimburse for materials listed on your approved budget. If substitutions are needed, please have the revised budget approved by Carol Brewer (if this procedure is not followed, there is a risk of not being reimbursed). ECOS will fund only up to \$1500 of expenses. By regulation, ECOS cannot pay for expendable supplies with this GK-12 grant.

Making Purchases: There are two ways to make a purchase. You can pay for the materials yourself and be reimbursed, or you can have ECOS pay for the purchase directly. Details are described below. Please note that these rules reflect UM policy on making purchases and if the guidelines are not strictly followed, it may not be possible for you to be reimbursed.

1. Making the purchase yourself and being reimbursed:

- A. Original Receipt Required. This receipt must show the name of the business, itemize the items purchased by name, and clearly show the price of each and the total paid.
- B. Note that UM will not reimburse purchases without an original receipt!
- C. To be reimbursed, we must have the receipts within 30 days of purchase. After 30 days, your request may be rejected by the accounting department. Reimbursement requests for more than \$50 will be made by mail and take 2 - 3 weeks.
- D. For efficiency, we ask that you submit ALL the receipts for personal reimbursement at one time, versus one at a time (requiring substantial accounting effort to process single receipts separately for one person).

2. Making purchases from local merchants - ECOS Pays:

- A. You must make an appointment for Jen or Carol to meet you at the store to use the UM purchasing card (we are not allowed to simply give you our cards to do this).
- B. You need to give the ECOS staff several days notice so that a convenient time can be arranged. Staff will not be able to make purchases in this way at the last minute.
- C. To facilitate this process at hardware/building supply stores, you may pick out all of the merchandise, have it assembled on a pallet, and a bill drawn up. Once the bill is ready, Jen or Carol can make the payment for you.

3. Having ECOS make an order from a catalog

- A. Ordering from the Web:
 - 1. create a document with the following information
 - a) Name of store, URL, phone #, address
 - b) Table with items to order. The following info must be present for EACH ITEM for ECOS to make the order:

Name of item, Item number,
quantity to order, price per piece;
total cost for item(s)

- 2. Do not send a url or store form by e-mail to the ECOS staff as many of these forms cannot be read/opened

B. Ordering by Mail or Fax

1. Bring a completed order form to the ECOS office
2. staff will do the rest!

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