

ATU Flex Funds Requisition Entry and Pcard Use Guidelines

Purpose

To ensure compliance with ATU Flex Fund General Guidelines, all requests must clearly demonstrate a direct benefit to students within the academic program from which the funds were collected. To use these funds for travel, the program must provide a clear "return on investment" in terms of its quality or reputation, and must clearly support the ATU Strategic Plan. The ATU Flex Fund general guidelines are available from the office of the Vice President of Academic Affairs.

Flex funds may be spent to purchase travel arrangements or reimburse for travel arrangements or purchase commodities or services that fall within the guidelines.

Flex Fund Travel Spend-Two Categories: Student and Full-Time Faculty

Student Travel Requisition Requirements
Standard Travel Requirements of Who, What, When, and Where in Document Text of requestion. Additional Requirement for Flex Fund Travel Requisition: How
"How" statement must include how the travel falls within the ATU established general guidelines for flex fund use for students. Specifically addressing one of the areas in the guidelines of attending academic and professional conferences, creative performances and competitions, professional development workshops, experiential learning and outreach, field experiences, and major-specific alignment.
Sample "How" statement: "This travel supports 15 students in the Biology program by attending a regional conference where they will present research and gain discipline-specific knowledge. This provides a clear return on investment by enhancing student learning outcomes and increasing program visibility. Conference agenda be viewed at www.conference.com "
Full-Time Faculty Travel Requisition Requirements
Standard Travel Requirements of Who, What, When, and Where in Document Text of requestion. Additional Requirement for Flex Fund Travel Requisition: How
How" statement must include how the travel falls within the ATU established general guidelines for flex fund use for full-time faculty. Specifically addressing one of the areas in the guidelines of leading student groups, accreditation and program enhancement, professional development tied to curriculum, or scholarly or creative presentations.
Sample "How" statement: "This travel supports students in the [Program Name] by improving curriculum and instruction through faculty attendance at [event name]. Approximately [number] students will benefit annually through enhanced coursework

and advising. The travel provides a clear return on investment in student learning and program quality. Event agenda may be viewed at www.abcevent.com"

Flex Fund Commodity and Service Spend

Commodity and Services Requestion Requirements
Requisition <u>document text</u> must contain a statement detailing how the spend falls within the ATU Flex Fund Guidelines of upgrading laboratories or classrooms with specialized equipment, purchasing innovative technologies and software used in professional environments, program/classroom supplies and equipment.
Sample commodity and services statement
"This purchase supports ___ (number) students in the ___ (program) by providing ___ (equipment/software/technology) used in ___ (coursework/labs/program activities). This enhances student learning by ___ (skills/outcomes) and provides a clear return on investment through ___ (program quality/improved outcomes/industry alignment)."
NOTE: Vague and insufficient justifications such as those listed below will result in cancellation of requisition. • "Department use" • "General purpose" • "Needed for operations"
Pcard Usage
Submitted Pcard log must contain a similar statement for any goods purchased. This statement may be written on the 8x11 copy paper the receipt is taped to or included as an additional page to the receipt.
Sample pcard purchase statement
"This purchase supports ___ (number) students in the ___ (program) by providing ___ (equipment/software/technology) used in ___ (coursework/labs/program activities). This enhances student learning by ___ (skills/outcomes) and provides a clear return on investment through ___ (program quality/improved outcomes/industry alignment)."