

# CURCA BUDGET AND PURCHASING GUIDELINES

Updated September 7, 2017

## Purchasing Restrictions

When preparing your funding proposals, please note the following:

- State funds cannot be used to purchase gifts, incentives, promotional items, food, personal memberships, software or apps for use on personal devices, or individual software licenses.
  - **\*\*This list is not exhaustive. Please consult USG policies for [allowable purchases](#) and [prohibited purchases](#) for more information. You may also contact the Purchasing department or CURCA with specific questions.**
- Travel is only allowable if it is directly related to completion of your project.
- Student stipends to do research are allowable, so long as student is not also accruing course credit. In addition, student workers must go through the HR hiring process, and should not be identified prior to submission of your grant.
- Expenditures outside the proposed budget are not allowed without prior approval.

## Budget Formatting

Please include the below information for each item you list in your budget. Proposals that do not meet this requirement will not be accepted.

- Item name
- Vendor
- Price
- Total cost
- Date needed
- Item number
- Quantity
- Shipping estimate
- Link
- Justification

## Purchasing Procedures and Considerations

**If you are awarded funding**, please remember the following when attempting to make purchases:

- Once a requisition is issued, purchasing must generate and submit a purchase order to the vendor. The vendor will then confirm the order and begin processing it. CURCA will be notified when your items ship, and will pass that information on to you.
- Software and Technology related purchases:
  - IT approval is required and can add up to two weeks to the total order time.
  - Software must be purchased in the form of an institutional license, which will dramatically increase your cost. Contact IT prior to the submission of your proposal to determine if UNG already has similar software.
  - Software can only be purchased for and installed on state-issued devices.
  - Apps cannot be purchased (even if they will be installed on state-issued devices)
- We will work with you to identify any potentially difficult items and suggest more suitable vendors when possible.
- **Submit purchase requests to Jules Reynolds ([julianne.reynolds@ung.edu](mailto:julianne.reynolds@ung.edu)) by April 1<sup>st</sup>**