

ACCESSING FACULTY LEARNING COMMUNITIES (FLC) FUNDS

Please include the letters “FLC” followed by the name of the FLC on all requisition forms, expense account forms and catering requests. All FLC Funding Requests for Funds **MUST** be sent 2 weeks prior to the event or expense.

PURCHASE TYPE

1. Purchasing supplies and materials

Purchase your items through the Procurement Office to avoid out-of-pocket expenses. Please note the Procurement Office uses an online purchasing system ([JIRA](#)).

- a. Select the "Procurement Support Center"
- b. Select "I would like to make a purchase"
- c. Buyer's office (likely Central Purchasing unless you're buying technology or furniture)
- d. Department Code: 129045 (This is contrary to logic because it also asks for an Account Code)
- e. Leave Account Code and Contract Number blank
- f. Be sure to include the delivery location – building and room number
- g. Please select “Angela Lookabill” as the Budget Admin.
- h. Click “Create”

ACCOUNT CODE: 129045

2. Reimbursement for supplies and materials

- a. Complete a State of Maryland Expense Account [form](#)
- b. Enter the expense on the “Miscellaneous” line of the report form
- c. Sign and date the expense report. Your dean does not need to sign this document
- d. Forward the expense report, with receipts, to Angela Lookabill for submittal to A/P
- e. Note: You will not be reimbursed for sales tax and will follow up with A/P for any disbursement questions

ACCOUNT CODE: 129045

3. Food and beverages from University Catering for an FLC event (when NOT just for FLC members)

Food and beverages for on-campus FLC events may be ordered through University Catering

- a. Provide Catering with the indicated account code using Facilities Reservations [Online Request Center](#)
- b. Note: As long as you are planning more than 12 business days in advance, you can use the [Online Request Center](#)
 - If you have less time, you may email Catering Services directly
- c. Copy Angela Lookabill on all email requests and/or service orders to ensure proper payment

ACCOUNT CODE: 360209

4. Payment for alcohol served by University Catering

State regulations do not allow the use of FLC funding for the purchase of alcohol. To serve alcohol at an FLC event, please contact Angela (ext. 36232) for approval of the use of special SU Foundation funds.

ACCOUNT CODE: 101608

5. Reimbursement for off-campus, non-alcohol food/beverage purchases, purchases for SU employees on any business day

State regulations do not permit reimbursement of food/beverage expenses on a normal workday at any time (even after normal business hours). Meals for meetings can be covered with the use of special SU Foundation funds but cannot exceed per diem rates. However, if FLC participants meet on a Saturday or Sunday, meal expenses will be reimbursed. State meal allowances can be found [here](#)

e.g.: the FLC wants to have a meeting and eat in the Dining Commons (lunch/dinner through the line), this can be billed per person who attended to the SU Foundation account as long as there is an agenda that explains the who, what, when (date and time), where, and why. An example is below:

FLC Monthly Meeting

Meeting Agenda & Roster
Monday, March 16, 2023
10-11 am
Dean's Conference Room

Agenda: Review upcoming events, dates of importance, and provide updates on current plans for FLC.

Attendees:

XXXXXXX
XXXXXXX
XXXXXXX
XXXXXXX

ACCOUNT CODE: 101608

Other helpful tips:

- You can book the Faculty Senate Room (Guerrieri Academic Commons 220D) for meetings through Facilities Reservations.
- You can submit a request for Petty Cash to Accounts Payable should you find a need to reimburse persons for purchases (e.g., students who are making food for an event that you don't want to have to reimburse). The FLC Facilitator would be responsible to handling the money, submitting all receipts, and returning any unused monies to A/P. Email those requests to A/P allowing a few business days for processing.
- When traveling, always submit a Request for Travel form in advance. This will be a requirement when WorkDay is implemented, even if in state.
- You may NOT use a Diner's Card to pay for food expenses.
- [Requisition Forms](#) are used to cover expenses such as institutional memberships, subscriptions, and tangible items.
- In early June, expect to provide all receipts to close out the academic year. Plan to have all monies spent by that time to allow proper processing before the new fiscal year begins.
- Visit the [website](#) for easy access to forms and policies!