

Award Spending Guidelines (ASC Funds)

Congratulations on your award.

To help you succeed with your work, we are pleased to share the following general guidelines and useful tools.

The Auxiliary Services Corporation (ASC) conducts new award orientations for all ASC funded award recipients (includes CSUF Intramural Awards). The ASC Award/Sponsored Program Administrator assigned to your college will provide you with the separate project account established for your award, provide you with training on accessing your budget and spending details on-line, and will apprise you of spending guidelines and restrictions. Budget revisions must be approved by the organization/department that granted the funds. Your assigned ASC Administrator is available to answer all of your spending questions. Important considerations:

- Travel is in accordance with the CSUF travel policy and all travel must be approved within campus deadlines prior to departure. Claims must be submitted and finalized within 30 days of trip return.
- Beginning Fall 2013, all IT purchases, excluding consumables, must be approved by Campus IT Office prior to purchase (includes servers, desktops, laptops, tablets, software, cloud services, IT consulting contracts). Submit requests for approval via e-mail to the IT Purchasing team at DL-ITPurchasing@fullerton.edu.
- Payments to research participants are specifically outlined in approved awards and may only be processed through the Auxiliary Services Corporation (ASC). To facilitate payments to recipients, please work directly with Amanda Villagran in the AVP of Research Office (avillagran@fullerton.edu, ext. 7482) prior to issuing any payment. A research participant receiving payments totaling \$600 or more in a calendar year will be issued an IRS form 1099-MISC. **Gif cards for this purpose are only permitted if specifically written into the award pro- posal; if not, this expense will not be reimbursed.** [IRB approval](#) is required before research with participants can be conducted.
- For purchase of services (including independent contractors) there must be a formal contract in place prior to the commencement of work. Only authorized personnel are permitted to enter into agreements on behalf of the ASC; faculty and staff are prohibited from doing so.
- Original detailed receipts are required for reimbursement of ALL out-of-pocket expenses.
- If requesting reimbursement for food for meetings/events, names of attendees, their affiliation and an agenda is required.
- Hiring of students and/or temporary employees must follow ASC hiring guidelines; CSUF student and staff employees may not be paid through the ASC; work with your college budget analyst to accommodate payments to CSUF employees.
- Any additional pay must be processed in the semester in which the pay is earned and any release-time reimbursements must be submitted promptly after fall and spring term census.

For your reference, specific spending details are available at www.csufasc.org.