

# ASA, Start-Up, & Non-Sponsored Research Fund Policy & Procedures Guide

School of Journalism & Communication

Revised January 2022

## General Guidelines

- All purchases must abide by UO policies and procedures, including [Business Expense Guidelines](#) and [University Fiscal Policy](#).
- ASA, start-up, and other funds allocated to faculty are University funds and must be used under the policies and guidelines established by the University and SOJC Business Office
- All approved purchases expensed using UO funds are property owned by the University.
- Any expenses related to equipment must abide by SOJC's Operations IT Policy & Procedures Guide.
- Potential Conflict of Interest (COI) and/or Conflict of Commitment (COC): Please contact the Business Office before making a purchase or committing funds if a potential or perceived COI/COC exists. As an example, a potential COI may exist if a faculty/staff member or a member of his/her family is directly involved with an entity receiving UO funds.

## Funding

Currently, ASA funds receive a \$1,500 allocation per fiscal year for full time faculty (not including pro tem or post docs). This is subject to change in the event of budget cuts, restrictions, etc.

## Carryforward

Currently, all unspent ASA funds at the end of a given fiscal year are carried forward and available to use during subsequent fiscal years. This is subject to change in the event of budget cuts, restrictions, etc.

## General Documentation & Submission Requirements

- **Receipt Requirements:** Every receipt must be original unless obtained digitally. Receipts must show a zero balance or indicate the payment was received. Elements of a complete receipt: Date, vendor name/address, description of the item(s) including price and quantity, and total amount.
- **Business Purpose:** All expenses require a business purpose. The business purpose must answer the "Who, What, When, Where, and Why" questions. The business purpose for all ASA expenses must benefit the ASA budget holder. For example, faculty A cannot use their ASA to purchase items for faculty B or students unless the expenses specifically benefit faculty A.
- **Reimbursement Batches:** Please do not wait to submit all reimbursement requests until the end of each fiscal year. It is most efficient to submit receipts at least monthly or quarterly. For expense reimbursements near the end of the fiscal year, please submit everything possible by the end of May rather than the end of June.
- **Reimbursement Submission Timing:** Please do not submit reimbursement receipts for items ordered that have not been received.
- **Shipping Address:** Always ship items to a UO business address or obtain approval if items are intended to be shipped to a non-business address (i.e. if you are not in Eugene during the summer, traveling, etc.)

## Specific Expenses/Details

- **Donations** are not allowed to be expensed to UO funds. See the "Sponsorship" section below.
- **Guest Visitor Expenses (i.e. Travel, Honoraria):** If you are planning to invite a guest to SOJC for a class visit, presentation, research collaboration, etc., please contact Marcia Stuart ([marciams@uoregon.edu](mailto:marciams@uoregon.edu), 6-2363) **first** to begin the process at least 3-4 weeks before the planned visit (5-6 weeks for international guests).
- **Hosting/Food:** Hosting (including any type of food or beverage expenses) is generally not allowed using ASA funds. Food may never be served in classrooms. Please see the hosting policy for additional details.

- **Prizes and Survey Incentives:** Please note that all cash and cash equivalents are tax-reportable for the recipients, regardless of the amount. This includes gift cards. Items with a value of \$50.01 or more may also be tax reportable to recipients. Please obtain the names (and 95-numbers if they are UO students or employees) or a UO substitute W-9 form from the recipients if they are non-employees and submit this with the reimbursement documentation. **Note:** All cash-equivalent incentives as well as any prize/incentive item with a value of \$50.01 or more must be reimbursed – these are unable to be expensed on SOJC’s Pcard.
- **Regalia:** Regalia may not be purchased with UO funds. Regalia *rental* expenses may be paid for with UO funds.
- **Services (includes editing, indexing, etc.):** For any services requiring a specialized skill, knowledge, or resources, a contract is always required (see the Procedures guide). ***Never sign any terms and conditions for services or any types of agreements!*** Please contact the SOJC Business Office with any service-related questions and/or to determine if a contract is necessary before any work begins. Generally, paying for services personally and requesting reimbursement is not allowed per UO policy. All service-related invoices must be paid directly by UO to the vendor.
- **Sponsorships:** To request a sponsorship (i.e. the ASA holder and/or SOJC receive recognition or something in return for a commitment of funds) to be paid out of your ASA or to request funds to be paid out of a separate budget (i.e. the Dean’s budget), please fill out the Qualtrics form [SOJC Sponsorship Request Form](#) on the SOJC Business Office website before confirming the commitment.
- **Faculty Stipends/Wages:** ASA funds may not be used to pay faculty/staff member additional wages or stipends. Student employees, however, may be hired using these funds with an adequate business purpose.
- **Student Employees:** Please contact Gail Tinkham ([tinkham@uoregon.edu](mailto:tinkham@uoregon.edu), 6-3561) in order to hire a student employee using your ASA or other research funds ***before any student work begins***. Students may not be paid lump sums but are required to be compensated hourly.
- **Student Support:** All payments to students out of individually managed funds must include an explanation indicating how the student’s participation in an event or reimbursement for expenses benefits the fund holder.

## **Procedures**

### **Submit a Reimbursement Request**

- **Reimbursements** - please email the digital receipt (or photographs of an itemized receipt) to [sojcbusiness@uoregon.edu](mailto:sojcbusiness@uoregon.edu) and include the business purpose and index in the email body.
- **Funds Designation:** Please use the index and activity code (your “Y-code”) when requesting to use your ASA. Simply stating “charge this to my ASA funds” is insufficient. For example, “please use FJASAA/YXXXX” is the correct method.

### **Amazon Prime for Business**

Order items directly through Amazon Prime for Business by logging in with your UO Shibolet username and password at [amazonprime.uoregon.edu](https://amazonprime.uoregon.edu). If you experience issues logging in, please email [sojcbusiness@uoregon.edu](mailto:sojcbusiness@uoregon.edu). For each order, please your **index** (i.e. “FJASAA”) in the **Cost center** field and **activity code** (i.e. “Yxxxx”) in the **Project code** field.

### **Submit a Contract Request (i.e. services from an individual or vendor)**

- Fill out a CBSO Contract Checklist form and email it to [sojcbusiness@uoregon.edu](mailto:sojcbusiness@uoregon.edu) (Cc’ing Josh Buetow) along with a UO Substitute W-9 form filled out and signed by the vendor
- Do NOT
  - Sign any vendor terms and conditions
  - Make any verbal commitments to vendors
  - Personally pay for vendor contract services
  - Allow work to begin before an executed contract is in place

### **Submit a Pcard Purchase Request**

To initiate a Pcard purchase request, please send an email to [sojcbusiness@uoregon.edu](mailto:sojcbusiness@uoregon.edu), Cc’ing me. The email should include the following details:

- 1) Description of the item(s) to purchase

- 2) The index to charge
- 3) The business purpose
- 4) The item link, if applicable

If you are entering information on a website for a membership, registration, or something similar in which case all you need is for Angelique Lewis (6-2056) to enter the card number to complete the purchase, you will still be required to send this formal request email even if you walk over to meet her with your laptop. She is located in **125 Lawrence Hall**, to the immediate north of Allen Hall.

**Duck Store Purchases**

If you make a purchase at the Duck Store and provide your ASA index to the cashier, you will receive an email to verify the business purpose and index. Please respond as quickly as possible.