

## **EURECA Material and Supplies Guidelines and Requirements**

The maximum allocation for materials and supplies per project is \$1000 for the first year and \$500 a year for recurring projects. The UGR office holds the right to approve or decline requests. Any purchases made without proper pre-approval may not be reimbursed.

- Full AY (Fall & Spring): up to \$1000- budget must include purchases for entire year, what is not used in the first semester will roll over. The funds must be used in the academic year
- Fall Only: \$500- what is not used in the first semester will not roll over. The funds must be used in the academic year. Reapplication to continue in spring: \$500
- Spring Only: \$500, what is not used in the first semester will not roll over because it is a new fiscal year. The funds must be used in the academic year. Reapplication to continue in fall: \$500
- Any project lasting more than 2 semesters can only receive \$250 per semester if continuing.
- Purchases must involve the research/creative activity project as noted on your proposal.
- Purchases exceeding the EURECA allocation limit must indicate from whence the additional funding is coming. As we do not want anyone to be personally out of pocket, it is wise to procure these payment methods prior to submitting the expense request.
- A Project Expense request must be submitted and approved by me prior to any purchases for use in your project. This form is located on our web page: [www.msutexas.edu/eureca](http://www.msutexas.edu/eureca). Please ensure that you are using the most updated form.
- Expense requests should clearly include quantity, pricing, web links and catalog/product number from the vendor, any applicable discounts, shipping and handling costs (overly expensive S&H may require departmental funding to defray costs), books and software ISBN and vendors, downloadable apps proof of necessity and user must screenshot the app in use for reimbursement. Attach quotes from vendors with your request if applicable.
- Send all expense requests to Julie Scales, [julie.scales@msutexas.edu](mailto:julie.scales@msutexas.edu); she will submit the request to me for approval and handle any questions regarding the request.
- Approved purchases may be completed in the following manner
  - Purchased by the UGR office-using the data provided on the request
  - Purchased by your department secretary—notify UGR office if this occurs, include all of us in any correspondence regarding purchases
  - Purchased by yourself—you will not be reimbursed for sales tax—you may use a Tax Exempt form-must submit itemized receipts for reimbursement
- Travel out of the immediate area (more than 50 miles roundtrip) to collect data for your research falls under Materials and Supplies. Submit a roundtrip map showing mileage to destination, proof of material obtained, on the Project Expense request and submit as above.
- **More Important Reminders:**
  - Make sure what you ordered is what you need.
  - Only order the quantity you need.

- Returns-returns made by the UGR office on your behalf will come out of your expense allocations. You and your department will be responsible for any overages and the cost of the replacement item if any. Keep all return receipts. Be aware of the vendors return policies.
- Textbooks and software ordered for the use of the project become the property of MSU.
- Software cannot be downloaded to a student's personal computer or device.
- Downloadable apps for students use cannot exceed 9 months usage fees.