

March 13, 2020

MEMORANDUM

TO: Faculty Mentors, Student Recipients and Business Officers

FROM: Chris Ashwell, Director, Office of Undergraduate Research

SUBJECT: Summer OUR Award Payments and Processing

Summer Student Undergraduate Research Grant payments are made directly to the students in the form of a check or EFT payment processed through the University voucher system to ensure that students are able to use their grant funding for summer research.

If the student has had or needs a department to order supplies, they may write a personal check to the university for the expense amount. The home department of the mentor would process this reimbursement check. This is strictly a reimbursement of funds for an expense and not a gift to the university. The student should not write a check for full grant award to mentor unless documented expenses exceed or equal such amount.

Departments and mentors must deposit the funds into the account where the expense occurred and reference the WRS line, voucher number, or Pcard CPS. If the expense was paid from a "6" account, it should be processed as Other Income and not a gift, referencing the expense as stated above.

Mentors should send a copy of this memo along with the student's check to their bookkeeper or business office in order to ensure proper processing.

cc: Barry Olson, Associate Vice Chancellor for Business Administration
Holly Durham, Assistant Vice Chancellor of Finance