

Rules for Substance Abuse Prevention Account

All bills should be submitted to Diane Kornegay in Sherman Hall 321

- Only one person (the Coordinator) may purchase items and/or be reimbursed per grant.
- We cannot reimburse campus accounts.
- We do not pay for party goods/paper goods (including napkins).
- Food must be pre-approved by the Vice President for Student Services.
- We are not able to reimburse for state tax on any bills or receipts. Please inform the vendor that we are a state agency and do not pay tax.
- All receipts and invoices must be legible.
- Bills are to be clearly marked as to what they are for, which budget is to pay for them (the name of the grant will suffice), and signed by the Coordinator of the specific program, along with his/her address and phone number.

Charges

- PCards may be used to charge items to be paid for by the grant. PCard charges must be made by a staff member with their own PCard. They will have to accompany you to purchase the items from the store.
- Make sure all PCard charges are without sales tax. WIU is a sales tax exempt entity. The exemption number is listed on the yellow card with the PCard.
- Once the charge has been made, make a copy of the invoice and give the original invoice to the staff member who made the PCard purchase. They will need to turn this invoice into the correct staff member who reviews their PCard charges.
- When the PCard charge is reviewed, the budget number will need to be changed to 3-28900 (Alcohol/Controlled Substance) on the review screen. (The reviewer will need to contact Purchasing Office to make sure this account has been added to their list of possible accounts for reconciliation.)
- The staff member will need to attach the approved grant form to the invoice for reconciliation, when submitted for final approval.
- The staff member will need to send an email to Diane Kornegay requesting permission to charge the Alcohol/Controlled Substance account for your purchases. A copy of the email granting approval should accompany the invoice.
- Copies of all invoices, email approval, and/or PCard charges should be sent to Diane Kornegay in 321 Sherman Hall.

Research published or programs presented using these funds must carry the following acknowledgment: "This program or research is endorsed by (and/or) in part funded through a WIU Substance Abuse Prevention Education/Research Grant."

Please call Diane Kornegay at 298-1814 if you have any questions.