



FRANCIS MARION UNIVERSITY

10134

FLORENCE, S.C.

PURCHASE REQUISITION

TO: PURCHASING OFFICER

DATE 6/23/17

PLEASE ORDER FOR: Matt Nelson

DEPARTMENT COE-CCR

BUDGET TO BE CHARGED 4-255-F3800-401

VENDOR: Rufus Jackson
ADDRESS: 3717 Brownfield St.
CITY: Florence, SC 29501

INSTRUCTIONS

QUANTITY	ITEMS	COST
1		
2		
3		
4	<u>Activate Academy</u>	
5	<u>Presenta</u>	<u>150.00</u>
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

CONFIRMING P. O. NO. _____

X Matt Nelson X REQUISITIONED BY

S. C. SALES TAX	
TOTAL	<u>150.00</u>

DATE _____ HEAD OF DEPARTMENT APPROVALS: [Signature] DATE _____

X _____ X _____

- SUBMIT IN DUPLICATE - RETAIN THIRD COPY.
- WHEN COST IS NOT KNOWN SHOW ESTIMATED COST.
- DEPARTMENT HEADS ARE RESPONSIBLE THAT EXPENDITURES DO NOT EXCEED AUTHORIZED BUDGET

REQUISITIONER

→ HR 6/26/17



FRANCIS MARION UNIVERSITY

10777

FLORENCE, S.C.

PURCHASE REQUISITION

TO: PURCHASING OFFICER

DATE 6/17/17

PLEASE ORDER FOR: Jennifer Lyles

DEPARTMENT Biology BUDGET TO BE CHARGED 4-101-E4100-0217

Reimbursement
VENDOR (send to campus mail - L204)

INSTRUCTIONS
Grant ends 6/30/17

QUANTITY	ITEMS	COST
1	BiLO	13.73
2	Walmart	35.00
	<i>Research expenses</i>	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

CONFIRMING P. O. NO. _____

X J. Lyles REQUISITIONED BY X Chris Beckman HEAD OF DEPARTMENT

S. C. SALES TAX	
TOTAL	48.79

APPROVALS

X Chris Beckman DATE 6-12-17

X [Signature] DATE 6/12/17

- SUBMIT IN DUPLICATE - RETAIN THIRD COPY.
- WHEN COST IS NOT KNOWN SHOW ESTIMATED COST.
- DEPARTMENT HEADS ARE RESPONSIBLE THAT EXPENDITURES DO NOT EXCEED AUTHORIZED BUDGET

REQUISITIONER

Shara L. Moore

From: Shara L. Moore
Sent: Wednesday, July 05, 2017 8:26 AM
To: Matthew C. Nelson; Meredith Love
Subject: RE: code

Accounting received the housing charge (\$2,552.50) for Activate charged to 4-255-E3800-4018 – is this the account that you want to use?

From: Matthew C. Nelson
Sent: Monday, June 26, 2017 7:39 PM
To: Shara L. Moore
Cc: Meredith Love
Subject: Re: code

Hi, Shara--
i'm sorry about this. I think maybe the folks in the dining hall just automatically used the code from last year and we never actually talked about it. Will be more cognizant of this in the future.

Matthew Nelson
Francis Marion University

On Jun 26, 2017, at 6:13 PM, Shara L. Moore <SMoore@fmarion.edu> wrote:

Hey guys – please make sure that you use the correct COE code on any orders, req's, TR's, etc...we received 5 or 6 Aramark Activate invoices today with last year's COE code. When using "in house" vendors, please verify that they are charging against the active account. Thanks.

Shara L. Moore

From: Shara L. Moore
Sent: Monday, May 08, 2017 10:30 AM
To: Gerald W. Long
Subject: RE: Clemson University Subaward #1768-206-2010242 (PI: Gerald Long)

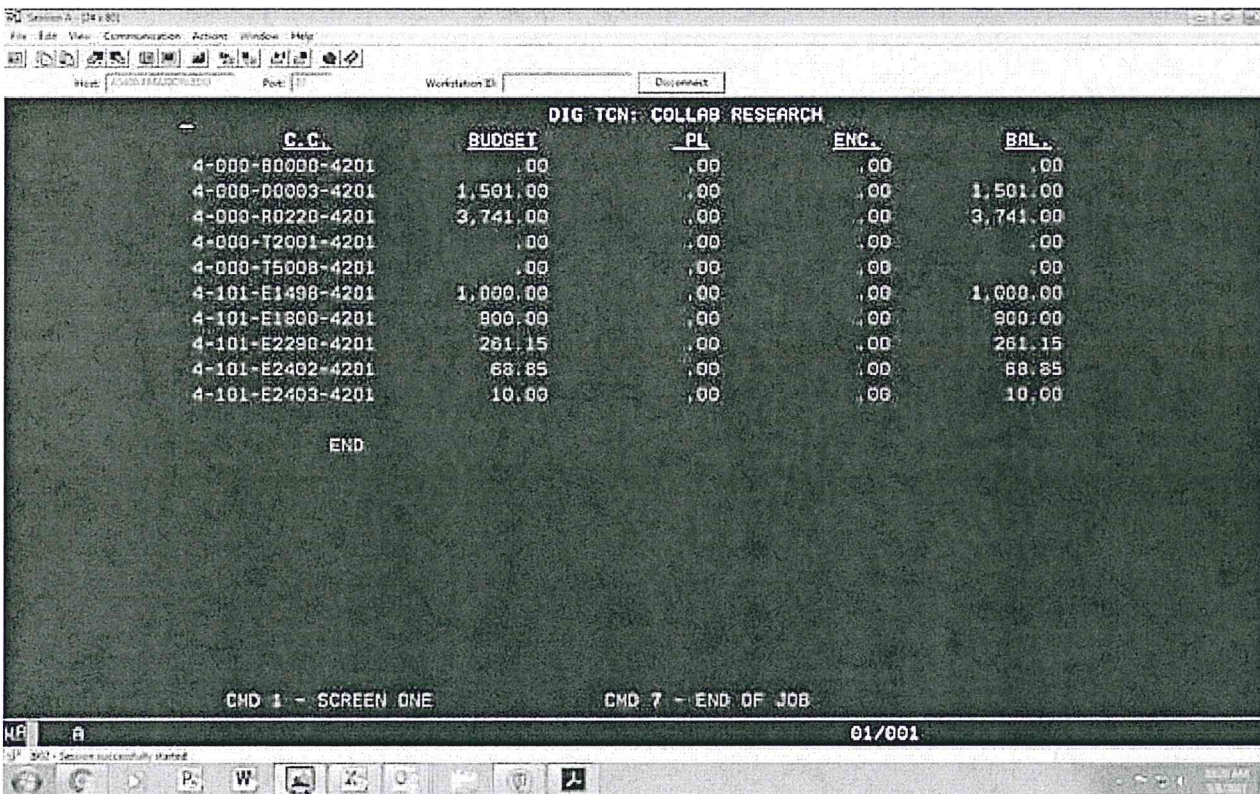
Good morning,

If you are planning to hire a student worker who has never worked on campus, please send him/her to Financial Assistance to complete the appropriate paperwork.

Please see the budget code for "Student Wages" on the Activity Report that you've been receiving for this project and write that code on the student timecard – 4-101-E1800-4201. Submit the timecard for the last week of May to Financial Assistance by June 5, the first two weeks of June by June 19 and by July 3 for work done the last two weeks of June.

To initiate your \$1,000 payment, please submit a Payment to Individuals form to Human Resources as soon as possible. The budget code to include on your form is 4-101-E1498-4201.

Please let me know if you have questions.



The screenshot shows a terminal window with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content is a budget report titled "DIG TCN: COLLAB RESEARCH". The report has five columns: C.C., BUDGET, PL, ENC., and BAL. The data is as follows:

C.C.	BUDGET	PL	ENC.	BAL.
4-000-80000-4201	.00	.00	.00	.00
4-000-00003-4201	1,501.00	.00	.00	1,501.00
4-000-R0220-4201	3,741.00	.00	.00	3,741.00
4-000-T2001-4201	.00	.00	.00	.00
4-000-T5008-4201	.00	.00	.00	.00
4-101-E1498-4201	1,000.00	.00	.00	1,000.00
4-101-E1800-4201	900.00	.00	.00	900.00
4-101-E2290-4201	261.15	.00	.00	261.15
4-101-E2402-4201	68.85	.00	.00	68.85
4-101-E2403-4201	10.00	.00	.00	10.00

The terminal also shows "END" at the bottom of the report and "CMD 1 - SCREEN ONE" and "CMD 7 - END OF JOB" at the bottom of the window. The status bar at the bottom indicates "01/001".

From: Gerald W. Long
Sent: Monday, May 08, 2017 10:02 AM
To: Shara L. Moore
Subject: RE: Clemson University Subaward #1768-206-2010242 (PI: Gerald Long)

Ms Moore,

They have finally gotten to me for my subaward. The PI from Clemson is coming to FMU tomorrow (Tuesday) to get me started. The equipment will be brought down before the end of the month. The plan is to start working by the end of this month. I will know more after we meet on Tuesday. I have a student who will work on the project. The Clemson PI said that they may have money for me to hire a second student to help with the work. I do not have any details on how that would work as of yet. If there are questions you would recommend that I ask her, please let me know.

Jerry Long

From: Shara L. Moore
Sent: Thursday, April 28, 2016 4:04 PM
To: Gerald W. Long
Subject: FW: Clemson University Subaward #1768-206-2010242 (PI: Gerald Long)

Dr. Long,

It looks as if the effective dates for Year 3 of the subaward are July 1, 2016 – June 30, 2017 which translates to Summer II 2016 or Late Spring or Summer I 2017.

Please let me know when you plan to use these grant funds.

Thank you,
Shara Moore

From: Shara L. Moore
Sent: Thursday, December 11, 2014 11:25 AM
To: Gerald W. Long
Subject: FW: Clemson University Subaward #1768-206-2010242 (PI: Gerald Long)

RE: Account #4201 – Digitization TCN: Collaborative Research – The Key to the Cabinets

Dr. Long,
Please review the attachments above for your recent grant award from Clemson. I've submitted all the paperwork to Clemson and set up account #4201 for the award (indicated in the last 2 attachments above). The final attachment shows the account printout that you will receive each month via email. (It includes the budget as it's listed in the attachment 5.)

Please take a look and let me know if you have questions.

Shara Moore

From: Becca Hanus [<mailto:RALLEY@clemson.edu>]
Sent: Monday, December 08, 2014 3:27 PM
To: Shara L. Moore
Cc: Dixie Damrel
Subject: RE: Clemson University Subaward #1768-206-2010242 (PI: Gerald Long)

Shara,

Please find a fully executed copy of the subaward attached for your records.

Thanks and have a great day!

Becca

From: Becca Hanus [mailto:RALLEY@clemson.edu]
Sent: Tuesday, December 02, 2014 10:31 AM
To: Shara L. Moore
Cc: Dixie Damrel
Subject: Clemson University Subaward #1768-206-2010242 (PI: Gerald Long)

Good morning,

Attached please find a subaward package for the collaboration between Clemson University and the above referenced PI of your institution. Please review the package and, if you find it acceptable:

1. Complete Attachments 2 and 3B,
2. Complete the Subrecipient Audit Letter, and
3. Sign the subaward and audit letter and return to me at ralley@clemson.edu.

If you have not worked with Clemson before, please note the following instructions on setting up an account:

In order to receive payment from Clemson University, your institution/company/agency must be registered as a vendor in our Procurement database. Please provide the remittance address and register at the following link <http://www.clemson.edu/finance/procurement/vendors/index.html>. If you need assistance with registration, please email Procurement Services at buywaysvendor@clemson.edu or call 864-656-5582.

If you have any questions, please feel free to contact me.

Thanks,
Becca

Becca Hanus 

Associate Academic Program Director
Office of the Vice President for Research
Clemson University
864-656-1651
ralley@clemson.edu