ACCESSING FACULTY LEARNING COMMUNITIES (FLC) FUNDS

**Funding Requests must be completed 2 weeks prior to using any funds.
Include the name of the FLC on all requisition forms, expense reports, and catering requests.**

PURCHASE TYPE

W O R K D A Y

1. Purchasing supplies and materials

Workday's procurement system allows users with the Requester role to purchase supplies and materials in a variety of ways including via Amazon Business, RGH/Staples and other suppliers. This avoids out-of-pocket expenses. To complete a Requisition for a good (tangible, receivable item) or service (such as a subscription):

- "Create Requisition" once logged into Workday
- Choose Requisition type
- Enter the USource provided after the Funding Request approval was received
- Connect to supplier and complete purchase

2. Reimbursement for supplies and materials

a. Create an "Expense Report" through Workday, including all relevant receipts and documents entering the business purpose and adding notes to memo
b. Adhere to the same purchasing guidelines as with all State Expense Reports
c. Use the Usource provided after the Funding Request approval was received

C A T E R I N G

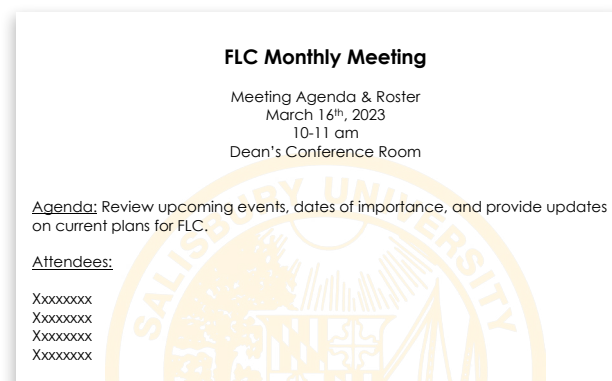### 3. Food and beverages from University Catering for an FLC event

a. Place your room reservation and catering order with the USource provided, using Facilities Reservations [Online Request Center](#)
b. Note: As long as you are planning more than **12 business days in advance**, you can use the Online Request Center – If you have less time, you must email the Facilities Reservations & University Catering teams directly
c. Copy [Melissa Thomas](#) on all email requests and/or service orders for Catering
d. After the event, send a list of meeting/event participants to Melissa, along with a copy of the final charge for the event

*State regulations do **not** allow the use of FLC funding for the purchase of alcohol. To serve alcohol at an FLC event, please contact Melissa Thomas for approval of the use of special SU Foundation funds.*

F O U N D A T I O N

4. Reimbursement for off-campus, non-alcohol food/beverage purchases

State regulations do not permit reimbursement of food/beverage expenses on a normal workday at any time (even after normal business hours). Meals for meetings can be covered with the use of special SU Foundation funds but cannot exceed per diem rates. However, if FLC participants meet on a Saturday or Sunday, meal expenses will be reimbursed. State meal allowances can be found [here](#).

- e.g.: FLC wants to have a meeting and then eat in the Commons dining hall (lunch through the line), this can be billed per person who attended to the SU Foundation account as long as there is an agenda that explains the who, what, when (date and time), where, and why. An example of such agenda is to the right:

FLC Monthly Meeting

Meeting Agenda & Roster
March 16th, 2023
10-11 am
Dean's Conference Room

Agenda: Review upcoming events, dates of importance, and provide updates on current plans for FLC.

Attendees:

Xxxxxxxx
Xxxxxxxx
Xxxxxxxx
Xxxxxxxx

OTHER HELPFUL TIPS

- You can book the Faculty Senate Room (Guerrieri Academic Commons 220D) for meetings through Facilities Reservations Online Request Center.

- You can email a request for Petty Cash to Accounts Payable should you find a need to reimburse persons for purchases (e.g., students who are making food for an event that you don't want to have to reimburse). The FLC Facilitator would be responsible to handling the money, submitting all receipts, and returning any unused monies to A/P.

- When traveling, you **must** have an approved Spend Authorization in Workday and **prior** to getting reimbursed.

- Create a "Supplier Invoice" in Workday if you wish to pay with an honoraria. If looking to reimburse a supplier (a non-SU employee) for expenses, Create a Supplier Invoice Request.

- In early June, expect to close out the fiscal year. Plan to have all monies spent by that time to allow proper processing before the new fiscal year begins.

- Refer to the FLC website for Workday trainings aids and access to forms and policies!