

Research Council Grant Expenditures

Personnel Costs

- Faculty Summer Stipends, Temporary Help and Non-Students – Complete a Personnel Action Form (ePAF) available on-line at <http://www.winthrop.edu/hr/>
- Graduate and Undergraduate Student Wages – Complete the Student ePAF available on-line at <http://www.winthrop.edu/hr/>

Supplies and Equipment

- Purchase Requisition – Complete the Purchase Requisition using BANNER On-Line System. Contact the Purchasing Office if you need assistance with this process – Ext. 2143.
- Procurement Card Purchases – You may purchase supplies/materials using your department procurement card. Advise the procurement card department liaison of any charges you have made to the card so that your account number may be charged on the monthly statement reconciliation.

Travel

- Faculty/Staff – Complete a Travel Authorization form prior to going on the trip and a Travel Reimbursement Request upon your return. These forms are available on-line at <https://www.winthrop.edu/controllersoffice/home-page-and-mission-statement-for-accounts-payable.aspx>
- Student and Non-Winthrop Employee Travel – Complete the Travel Reimbursement Request for expense reimbursement after returning from the trip. (See above – Faculty/Staff Travel)

Other Questions?

- Contact Deborah Broome, Grants Accountant (broomed@winthrop.edu)