

# Instructions for use of undergraduate research grant funds KURF Grants and Neag Awards

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## *Procedures for Using Undergraduate Research Funds*

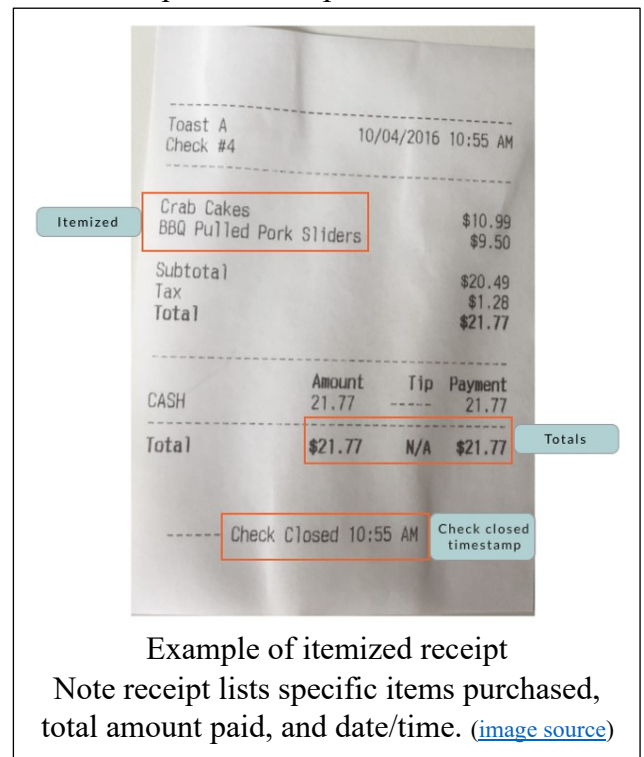
Depending on circumstance, you may either access the funds in your grant by:

- direct purchase of research materials with the help of a Kutztown University employee (usually your professor), or
- on a reimbursement basis *after* the purchase has been completed by reporting your itemized receipts along with a completed [Accounts Payable Direct Pay Requisition form](#) (typical for travel grants).

### *Personal purchase with reimbursement*

Kutztown University requires all receipts for reimbursement be **itemized** (i.e., the receipt must explicitly list all items purchased). Non-itemized credit card receipts and receipts **cannot** be reimbursed<sup>1</sup>.

1. Keep **original itemized receipts** for all of your reimbursable expenses.
2. Organize your original itemized receipts by taping them flat to letter-size sheets. You may present multiple receipts on each page, but please make sure they are easily legible by the accountants who will triple check your work.
3. Complete the **Budget Spreadsheet** you received with your decision notification letter by typing the receipt dates, sources, and amounts in the appropriate spreadsheet cells. The spreadsheet will automatically calculate your total receipt amount.
4. Complete a [Accounts Payable Direct Pay Requisition form](#) and sign the form digitally.
5. **Email** your Budget Spreadsheet, scanned pages of itemized receipts, and completed [Accounts Payable Direct Pay Requisition form](#) to [frieauf@kutztown.edu](mailto:frieauf@kutztown.edu).



Your paperwork will be authorized by the Undergraduate Research Committee, the Office of Grants, and then Accounts Payable. Reimbursement generally takes a week or two, depending on system traffic.

### *Direct purchase through the university system*

Purchases made directly through the University system will require assignment of a cost center. Please have your purchasing agent contact [frieauf@kutztown.edu](mailto:frieauf@kutztown.edu) for this number.

<sup>1</sup> because the university cannot demonstrate the funds did not purchase something forbidden/inappropriate