

PRESIDENTIAL GRANTS
PROCEDURES FOR DISBURSEMENT OF FUNDS
*PLEASE SUBMIT ALL PAPERWORK FOR THIS GRANT TO
THE OFFICE OF THE PRESIDENT AT PresidentsOffice@bcc.cuny.edu*

PURCHASE OF GOODS AND SERVICES

- Obtaining a quote from the vendor is suggested.
- Submit quotes to Office of the President prior to goods being purchased, services are rendered, or orders are completed. Items cannot be purchased and services cannot be rendered before a purchase order number is generated. Please allow for 15 business days for processing a purchase order request. **Please do not submit to the College's Purchasing Department directly.**
- All goods and services included in the Presidential Grant proposal shall be procured via the College's Procurement Office only. Reimbursements will be limited to travel, or if proposed and approved (see below)
 - Proposals that include a request for personal reimbursements for any goods or services rendered will not be processed unless there is an indication of a personal reimbursement and the reimbursement it is approved as part of the grant is award.
 - Any goods or services to be provided by an external vendor should be included in the quote.
 - **Reimbursements for food is prohibited.** If food is to be ordered as part of the grant the college's current process for food ordering must be followed.

REGISTRATION FOR WORKSHOPS, SEMINARS, ETC.

- Forward relevant registrations materials to the Office of the President for payment and processing.
- Payments for workshops and/or seminars will be mailed directly to the organization.

TRAVEL EXPENSES

- You can pay for your travel expenses and be reimbursed on presentation of all original receipts.
- Please note that travel/accommodation reimbursements are made after the trip occurs and proper documentation is submitted.

All travel/hotel/meals expenses are paid as per allowed per diem rates. For more information on these rates please go to the US General Services Administration website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

HONORARIUM RECIPIENTS

Current CUNY employees, both full and part-time, are prohibited from receiving honorariums under the Presidential Grant award.

- Please have the following information available:
 - a) Name and address
 - b) W-9 Form
 - c) Completed Honorarium Form
- **Please do not submit any names for Payroll Processing.**

STUDENT/STAFF EMPLOYEES

- Students or staff members who are also current CUNY employees are prohibited from being an employee working on a proposed grant.
- Any proposal that requires appointment of an employee must include an additional 15% to cover fringe benefit costs.

GENERAL INSTRUCTIONS

Please include the following documents:

1. A signed memo including a brief summary of itemized expenses to be reimbursed (if pre- approved or allowable under the guidelines).
2. The original award letter signed by the President.
3. Copy of original submitted proposal.

MEMORANDUM

Date: January 2021

To: Presidential Grants Recipients

From: Thomas A. Isekenegebe, President

CC: Gina Ugarte, Executive Director Financial and Business Services
Kelema K. Bradford, Purchasing Director

RE: Forms and Procedures Reimbursement

Please follow the procedures for reimbursement of funds received as President's Faculty/Staff Development Grants.

All activities must be completed within and by the period specified in the grant memo from the President.

1. Reimbursement for activities for the grant beyond the deadline must be approved by the President.
 - Please address a memo to the President requesting an extension.
2. For Reimbursement of funds expended for your project:
 - Please provide a cover memo addressed to the President with details/explanation of funds spent and total funds requested.
 - Attach original receipts

FOR REGISTRATION FOR WORKSHOPS, SEMINARS, ETC.:

Submit completed registration form.

Checks will be sent directly to the organization

Or

You may pick up the check and mail it, in case of time constraints.

TRAVEL EXPENSES:

- a. You will be reimbursed for travel/accommodation on presentation or original receipts. Please note that we can only process travel/ accommodation reimbursements **after the date of the same**.
 - b. All travel/hotel/meals expenses are paid as per city/state rates (attached).
3. Information about purchases/items requested for the grant (please note that technology information equipment may not be included) must be provided to Precious Nwankpa. The information should include details such as place of purchase, price, etc. Precious Nwankpa will enter this information in e-procurement. Please do not enter this information from your department.
 4. Contracts are to be signed with any guests (related to the grant program). The contract must be approved by Susan Fiore and when relevant Purchasing Director, Kelema K. Bradford before signing.

REASSIGNED TIME: Reassigned time is prohibited from being funded via the Presidential Grant.

FIELD TRIPS FOR STUDENTS: Student travel is prohibited from being funded via the Presidential Grant.

HONORARIUMS: Current CUNY employees, both full and part-time, are prohibited from receiving honorariums under the Presidential Grant award.

Please submit all paperwork for this grant to: PresidentsOffice@bcc.cuny.edu

All bills and receipts submitted must be originals.

Allow at least 15 business days for processing requests.

Any missing information results in a delay in processing the reimbursement.