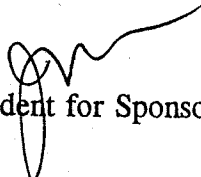


TO: Project Directors, Principal Investigators  
and Grant Seekers

FROM: Jan W. McLaurin   
Assistant Vice President for Sponsored Funds

RE: Budget itemization

DATE: June 28, 1995

Due to recent audit findings, much greater itemization and justification on project budgets is necessary. This is true for cost shared items as well as items supported by the sponsor. All categories may be questioned, e.g. personnel, travel, furnishings, space, renovations, telephone, office supplies, equipment costs, and computer network costs.

Therefore, when you develop your proposal budget, keep in mind that you may one day need to justify or provide evidence of the amounts entered on your original budget or expended. At the time of budget development, itemize within each category. Many items will require documentation with written estimates, samples of previous bills, photocopies of catalogue listings and prices, or a note that quotes a reliable, experienced source.

Example: rather than "Furnishings-----\$750" your entry should be:

Furnishings	\$750
2 desks @ \$150 ea.	
2 desk chairs @ \$100 ea.	
2 file cabinets @ \$125 ea.	

While this procedure appears complicated, please understand that we are trying to help you avoid difficulties, and even serious consequences for you, the program, and the College.

Please call us if you have any questions, or would like further explanations.

JM:sb