

## 2016 Summer Undergraduate Internship Program

# Purchasing Policy and Budget Guidelines

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**PURCHASING POLICY:** Advisors are encouraged to purchase materials and supplies identified in the budget early (March-April) as all purchases **must be made through Lewis and Clark Community College through a requisition process.** This process will be outlined upon proposal acceptance. In compliance with L&C's purchasing policies, all expenses must be incurred between March 1 and August 4, 2016. Purchase of non-intern related and inventoried equipment, such as computers, and printers is discouraged and must be approved prior to acceptance of the intern project. If you plan to purchase inventoried equipment, please note this in your proposal. Please see 'General Purchasing Guidelines' section for further details.

### **BUDGET AND PURCHASING GUIDELINES**

#### ***Proposal Budget***

There is up to \$1,500 available for your project budget. Budgets over \$1,500 will not be approved. Your budget is allocated into three general categories: 1) equipment and supplies, 2) contractual services, and 3) travel and lodging reimbursements. Within travel and lodging reimbursements, costs are divided between project related travel (i.e. extended stays at distant field sites) and Symposium related travel. Symposium travel can include transportation and hotel costs for you to attend the Symposium. Student hotel costs for Sunday and Monday nights are covered by the program. When estimating your supplies budget, please take into account estimated shipping and freight costs. Students will be provided \$4,000 gross pay for their internship and *up to* an additional \$1000 in reimbursement funds, which they can use towards summer housing, transportation to/from the short course week, Symposium, and their internship host location. Neither advisor nor student funds can be used for daily transportation to work.

#### ***General Purchasing Guidelines***

We recommend planning ahead and submitting your purchase requests early (beginning in March or April). In accordance with the purchasing policies of L&C (the fiscal agent for this program), all purchases should be outlined within the budget narrative of your proposal and **must be purchased through Lewis and Clark and PRIOR TO May 27.** L&C has a fiscal close-out period the entire month of June, during which purchases cannot be made. Additional supply purchases may be made after July 1. If there is any question about an item you wish to order for your project, please contact the program coordinator at [ngrrecintern@lc.edu](mailto:ngrrecintern@lc.edu).

Do not include the \$4,000 intern stipend or \$1000 intern reimbursement in your budget total.

#### ***Supplies and Equipment***

**Please note that supplies purchased by you or your organization cannot be reimbursed. No exceptions.** Information regarding the name, address, website, and telephone number of the

vendor, along with a description of the item, catalog/item number, quantity, cost per unit, estimated shipping costs, and the shipping address will be submitted to NGRREC staff through a requisition form provided to you in advance of the purchasing period. Once received, purchase orders will be processed through the L&C accounting office. Please remember to account for shipping and freight fees in your budget as these can add up, especially when ordering from multiple vendors. Note that purchases are made through L&C, which may not have the same institutional discount as your organization. Should you wish to purchase incentives for focus groups, interviews, or environmental education participation enticements, these would be listed under supplies and equipment. Keep in mind that gift cards are not allowable purchases for incentives or other purposes, as they incur a tax to the recipient. Requests to purchase inventoried items such as desktop computers, laptops, and printers are not authorized purchases for the intern program. If there is any question about an item you wish to order for your project, please contact the program coordinator at [ngrrecintern@lc.edu](mailto:ngrrecintern@lc.edu).

### *Contractual Services*

These would be services that you must hire an outside lab or organization to complete analyses, rental equipment, etc. for the purpose of your project. These would likely need an invoice for services for which L&C can then process a payment requisition. It is important that any potential contractual services be noted in your budget proposal.

### *Travel Reimbursements*

You can choose to request a portion of your budget to go towards project related travel and lodging as well as funding for you to attend the required Intern Symposium. **While no purchases will be allowed during the fiscal close-out period (June), travel reimbursements will continue to be processed throughout the duration of the internship.** If you have budgeted for travel reimbursement within your proposal, you may submit requests for travel reimbursement either as it occurs, or once a month, whichever you prefer. A travel reimbursement form and instructions will be provided to you. Please note that students are not allowed to request reimbursement for travel back and forth from the work place and home, but if they are using a personal vehicle for *project related* work, they may request reimbursement from the project/ advisor budget funds, if you have allocated your budget funds for such.

Mileage is reimbursed at \$0.40/ mile (L&C rate) if a personal or institutional vehicle is used. Alternatively, if a rental car is used, we can reimburse the rental fee and gas. You and your intern may receive up to \$40/day against receipts for meal per diem while conducting overnight fieldwork or project related travel. If budgeting for hotel lodging expenses while conducting field work, you may also request reimbursement for that expense at a rate no greater than the State rate.

### *FAQs*

1. Can I be reimbursed for purchases made during the month of June? *No. L&C cannot reimburse any supply purchases made at any time, including the fiscal closeout period of June. All supply and equipment purchases must be made through L&C accounting office prior to June 1 or after June 30.*
2. Can I purchase incentives as giveaways for focus groups and other education or human dimension project? *Small items may be purchased as incentives or giveaway items. Gift*

*cards are not allowable purchases, as these are taxable items.*

3. Does L&C have accounts with science supply vendors in which they receive institutional discounts? *Yes, if you would like to inquire about a specific vendor, please contact NGRREC Assistant Denise Gray at [degray@lc.edu](mailto:degray@lc.edu). A safe way to get price quotes is to use the general online website price, which is not tied to any specific account or school.*
4. What is the mileage rate for using an institutional or personal vehicle for project related travel reimbursement? *L&C will reimburse you at \$0.40/ mile for use of a personal or institutional vehicle for project related travel.*
5. Are rental car costs an allowable travel expense? *Yes, this would be an allowable travel expense as long as it is included in your proposed budget. In this case, you would submit receipts for the rental car and gas costs along with a travel reimbursement form and L&C will issue you a reimbursement check to cover these costs.*
6. Can I get reimbursed for hotel and transportation costs for attending the Intern Symposium? *Yes, these are both allowable travel reimbursement costs as long as they are included in your proposed budget.*