

COMMON TRANSACTIONS ON FRSG AWARDS

Please retain this information for future reference!

- **Faculty Release Time:** Upon award, consult with your Department Head to schedule your course release. The Department Head is responsible for identifying a part-time instructor to teach the course. When the part-time instructor is identified, the FRSG account number (**1341080-10000-512100-14600-11000**) should be reflected on the hiring form. Academic Affairs must approve the hiring form. The Department Head should consult with Academic Affairs as necessary.
- **Faculty Summer Compensation:** In late Spring semester, faculty scheduled to receive summer compensation from the FRSG award will receive a request from Academic Affairs to reconfirm their intent to work on the FRSG project during the summer. Academic Affairs will ensure that these faculty are added to the summer roster. No other paperwork is required.
- **Student Assistant Wages:** Consult the [On-Campus Student Employment Office website](#) for procedures to establish and fill a student assistant position. The FRSG account string for student assistants is **1341080-10000-524100-14600-11000**. Anita Bosch in Academic Affairs is the budget manager for the FRSG account and must **pre-approve** expenditures for students employed on FRSG projects. **Students may not start work on the FRSG project until all paperwork is complete.**
- **Travel:** Regular [VSU travel procedures](#) apply. Travel authorization requests must be approved by Anita Bosch in Academic Affairs as well as your Department Head. The account strings for travel are:
Domestic: **641100-10000-1341080-14600-11000**
International: **641200-10000-1341080-14600-11000**
All travel must be approved prior to departure. Travel reimbursement requests should be submitted through the PeopleSoft Expense Module using the appropriate FRSG account string. **Reimbursement must be requested within 30 days of return.**
- **Purchase of Supplies and Materials via PCard:** The department may purchase supplies and materials from external suppliers for the FRSG project and then transfer the PCard charges to the FRSG account in the Works system. Alternately, faculty who have their own PCard may use it for FRSG expenditures and then transfer the charges from the default account to the FRSG account. **You must provide copies of receipts to Anita Bosch in Academic Affairs for all transactions!** The FRSG account string for PCard transactions is **714900-10000-1341080-14600-11000**. Please note that Academic Affairs does not make PCard purchases for FRSG recipients. See the [Procurement website](#) for additional information about PCard procedures.
- **Non-PCard Purchase of Supplies and Materials:** If goods cannot be purchased using a PCard, use the ePro purchasing system or submit a Service Request Form to Purchasing Services. The FRSG account string for supplies and materials is **714100-10000-1341080-14600-11000**. These requests must be approved by Anita Bosch, Academic Affairs. Purchasing will issue a purchase order for the items. Invoices must be approved by the FRSG recipient before being paid by Accounts Payable. See the [Procurement website](#) for additional information about non-PCard purchases. **Do not pay for items out-of-pocket and plan to request reimbursement later!**
- **Mailing and Shipping:** Follow [Campus Mail Services procedures](#). On the Letter & Package Processing Request, use “**Faculty Research Seed Grant Program**” and **Postal Code 0448** in lieu of a department name and code so that charges will be posted to the FRSG account. No approval signature is required on the Letter & Package Processing Request. However, Academic Affairs **requires a copy** of the request so that the charges can be booked against your specific grant award.
- **Contractual Services:** Contractual services include analytical services, transcription services, indexing services, and the like that are provided by **external** vendors (i.e., non-VSU departments or employees). Contracts for services are handled by Purchasing Services. The FRSG account string for these types of services is **727100-10000-1341080-14600-11000**. The request is made with a Service Request Form. Please consult with Purchasing regarding any other required paperwork. The Service Request Form must be approved by Anita Bosch in Academic Affairs. Purchasing Services will issue a purchase order for the services. Invoices must be approved by the FRSG recipient before being paid by Accounts Payable. See the [Purchasing Services website](#) for additional information. **Do not pay for services out-of-pocket and plan to request reimbursement later!**
- **Other VSU Services (including Library, Copy Shop, and Central Stores):** Follow VSU internal procedures, using the appropriate Expenditure Account Code with the remainder of the FRSG account string (**-10000-1341080-14600-11000**). If budget manager signature is required, send to Anita Bosch in Academic Affairs for approval.

Telephone (333-5950) or email Anita Bosch (abbosch@valdosta.edu) with questions about other or special transactions.