

**MCNEESE STATE UNIVERSITY
COMMUNITY SUPPORT FUND
DISTRIBUTION GUIDELINES**

I. FACULTY AND STAFF

Faculty and staff from each department are invited to submit proposals for use of gaming revenue funds. The account is now called the “**Community Support Fund.**” Proposal guidelines and forms can be found on the web at www.mcneese.edu/csf. The forms should be completed to include the following detailed information:

- estimated cost and description of the project/item (including shipping, handling, installation, and other costs)
- population to benefit from the project/item
- whether the project involves a recurring expense
- benefit to the university community
- name of person submitting the request

The completed form should be signed and dated by the faculty/staff making the proposal and the department head/director. An **original and 10 copies kept intact** are then forwarded to the appropriate dean/director.

II. DEANS/DIRECTORS

- Collect proposals from each department within your college/department.
- Sign proposals.
- Prioritize items within each college/department.
- Type a prioritized list by each college/department within your area.
- Submit the proposals (an original and 10 copies intact) along with the prioritized list to the appropriate Vice President.

III. VICE PRESIDENTS

- Collect signed proposals along with the prioritized list from deans/directors in your area.
- Review and sign proposals.
- Submit the proposals (an original and 10 copies intact) along with the prioritized list to the President by the deadline indicated on the form.

IV. PRESIDENT AND EXECUTIVE STAFF

After determining the total revenues available, the President, Executive Staff, and Faculty Senate representative review all proposals. The general guidelines listed below are followed in prioritizing proposals:

- Projects that will impact the most members of the university community and are deemed to improve the learning environment as well as University processes and procedures are given high priority.
- Proposals are prioritized by indicating the greatest benefit or urgency as Priority I, and the least as Priority III.
- Funds are approved for non-recurring expenses only.
- Cost effective projects/items are given high priority.
- The list of approved proposals is made public.

V. The Business Affairs Special Projects office tabulates the staff’s prioritized lists, reports results to the Executive Staff, and publicizes the list. All persons who submitted proposals are informed about the outcome of their proposal by the appropriate division head.

VI. Purchase requisitions for approved proposals must be entered in the MSU Banners System and received by the department in which the proposal originated. The sign-on procedure is the same as with any other purchase for the department. The name for the account is “Community Support Fund,” and the index number for this account is 521230.

Requisitions will be verified against the original proposal before approval is given. Any item(s) ordered which does not match the item(s) on the original proposal will be denied approval.

A requisition for an item that exceeds the original proposal amount may be denied. Completed requisitions costing less than the estimated proposal will be approved; however, funds not used are returned to the general Community Support Fund.

VII. Approved proposals must be ordered within one year; funds not expended within one year will return to the Community Support Fund.

**MCNEESE STATE UNIVERSITY
COMMUNITY SUPPORT FUND
PROPOSAL FORM
FALL 2008**

GUIDELINES FOR COMMUNITY SUPPORT FUND EXPENDITURES:

1. Projects deemed to improve the learning environment and University mission as well as University processes and procedures are given high priority.
2. Funds are to be used for non-recurring expenses only. If proposal is approved, funds must be expended within one year of effective date.
3. Projects that are cost effective to the University are given high priority.
4. **An original and ten (10) copies of signed proposals and all supporting documentation** should be received in the President's office by **September 26, 2008** in order to be considered. The Executive Staff and a Faculty Senate designee will prioritize proposals according to the above guidelines and according to institutional needs.
5. **NOTE: KEEP SIGNATURE LINES ON FIRST PAGE. IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS.**

| | |
|---|---|
| Name of item/project requested: | Estimated total cost (<u>Include shipping, handling, installation, etc</u>): |
| Detailed description of requested item/project. Provide additional sheets if more space is needed; attach other items that may clarify the project. | |
| How will McNeese benefit from the purchase of this item/project? | |
| Which students/faculty/staff will be able to use the item/project? | |
| Would approval of this proposal result in a recurring expenditure? If yes, explain: | Yes No |
| Does the project require modifications to building space, electrical power or other space? If yes, explain: | Yes No |
| Are more purchases necessary to complete or fully implement this project? | Yes No |

Proposal submitted by: _____ Date: _____

Department Head/Director Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Vice President/Exec. Dir. Signature: _____ Date: _____

Received by Executive Staff: _____ (Proposal author should be informed of receipt of proposal prior to determination of funded proposals)

Executive Staff Action: Approved Denied

Total Funded: _____ Date: _____

