

Student Academic Success Initiatives

Frequently Asked Questions

What are Student Academic Success Initiatives (SASI)?

This is a program started by President Tim Hall to promote the academic success of APSU students through interactions with the campus community outside the classroom setting.

How can I submit a project for funding?

Proposals are called for during the spring semester by the Faculty Senate. Successful proposals are notified before the end of spring semester and funds are available after July 1.

What is the BANNER FOAP that I will use when purchasing items?

110001 40075 XXXXX 200

XXXXX represent the account code. This will change with the type of purchase you are making. Please see the Administrative Assistant in your department or the dean's office for assistance.

How do I purchase materials (i.e. books, pins, decorations, plaques) required for my project?

A Payment Authorization may be used if the total amount is less than \$2,000. The order is placed directly with the vendor by the department.

- The department completes the payment authorization and provides an original to the vendor (if required by the vendor).
- After receipt of the goods, forward the following to Accounts Payable:
 - the vendor's invoice,
 - Payment Authorization (this must have an original signature. You will need to sign two of these if the vendor requires one when your order is placed),
 - Substitute W-9 is forwarded to Accounts Payable by the department. If the Substitute W-9 is already on file in Accounts Payable, this is not required.
- Austin Peay is tax exempt. We cannot pay or reimburse sales tax.

Forms may be found on-line:

Payment Authorization

http://www.apsu.edu/acct_serv/forms/Payment%20Authorization%20APSU%20Draft%20one.pdf

Substitute W-9

http://www.apsu.edu/legal_affairs/forms/SUBW9.pdf

Contact: July Blain/Marilyn Griffy at 7434

Rosemary Knickerbocker at 7698

Can a Purchasing Card be used for my purchase?

A department purchasing card may be used, if available. Please contact the Administrative Assistant in your department. Please be aware of purchases that are restricted:

- Sales tax
- Hotels and motels
- Airlines
- Banking services
- Cash
- Guest meals
- Entertainment expenses
- Fuel
- Using PayPal
- Maintenance or service agreements – requiring a contract

Can I purchase items at Sam's Club?

Yes. The process is outlined at:

http://www.apsu.edu/purchasing/pdf_forms/Sam's%20Club.pdf

Can I purchase & give a gift certificate?

Please check back for this information

Where do I submit paperwork?

Please submit completed forms to your college dean's administrative assistant.

How do I provide an honorarium to the speaker at my event?

An honorarium may be paid with a payment authorization form and substitute w-9 when the amount is \$500 or less and the speaker is not an employee of any state agency or state university/community college/technical center.

Contact: Rosemary Knickerbocker at 7698

The speaker at my event is a faculty member at a public university in Tennessee. How can I provide payment for their services?

Individuals employed at any public university/community college/technical center or any other state agencies are required to be paid under a Dual Services Agreement. This form should be executed must be executed in advance because it requires the approval of each agency involved.

Dual Service Agreement

http://www.apsu.edu/legal_affairs/forms/DUALSERV1.PDF

Contract Approval Form for Dual Service Agreement

http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20Dual%20Services.pdf

Contact: Victor Wynn at 7573

What types of items require a contract? Where are the contract documents?

Services and software, to name a few. An example of a service would be a master class and performance by the artist. A Personal Services Agreement must be executed in advance of the event. Begin this process early – a contract takes time!

You will need to complete the following and submit to the Office of Legal Affairs:

Personal Service Agreement (Word document) http://www.apsu.edu/legal_affairs/forms.htm

Contract Approval Form (for services under \$4,999)
[http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20Over%20\\$4,999.99.pdf](http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20Over%20$4,999.99.pdf)

Contract Approval Form (for services over \$5,000)
[http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20under%20\\$5,000.pdf](http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20under%20$5,000.pdf)

If the vendor request that you use their agreement, please submit that agreement along with:

Contract Approval Form for Vendor Agreements
http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20for%20Vendor%20Agreements.pdf

Omnibus Amendment w/Vendor's signature to address unacceptable language
http://www.apsu.edu/legal_affairs/forms/Outdated%20Forms/Omnibus_Amendment.pdf

Amendment w/Vendor's signature – TitleVI & Illegal Immigrant language (not necessary if an omnibus is submitted)
http://www.apsu.edu/legal_affairs/forms/Contract%20Approval%20Form%20for%20Vendor%20Agreements.pdf

Contact: Victor Wynne at 7573

I plan to provide snacks or host a banquet as a part of my event. How do I purchase food items or arrange for catering services?

Catering is provided by Chartwells. To discuss menus and pricing, contact:

Catering Services at 7016

For snacks/drinks that do not require catering:

Pepsi Bottling Group has an exclusive contract on the Austin Peay campus. Only Pepsi products can be purchased with University funds. If purchasing food from a vendor that includes drinks with the meal, be sure that the drinks are Pepsi products.

Food and drink items for an official university event may be purchased using a Direct Payment Authorization (process outlined in previous question).

How do I reserve space in a campus building facility?

Room requests are initiated online at: <http://apbrems.apsu.edu/>

This website will be used to log into the reservation system to request any space on the APSU campus. If you have any access problems or reservation questions, please feel free to contact the University Facilities Office at 6617. Sorry, room reservations can only be done online.

I am accompanying a group of students to an off-campus event. How do I handle student travel?

Travel policies and procedures for traveling with students can be found at:

http://www.apsu.edu/student_affairs/student%20travel%20policies.htm

How do I employ the student workers that will assist with my activity?

Student employment procedures are outlined at:

http://www.apsu.edu/hrhomepage/student_workers.htm

What happens if my plans change and I'm not able to use my funds?

If you are not able to use your funds as you specified in your grant proposal, please let Mercy Cannon (cannonm@apsu.edu) know as soon as possible so that we can redistribute the money.

How do I report on the success of my project?

You are required to submit a brief (1/2 page) report which includes the following information to the Faculty Senate President by March 31, 2010:

- a) A sentence or two describing the project,
- b) How many students and faculty participated, and
- c) A statement describing the degree of success based on the criteria that you state in your proposal.