**ACADEMIC FESTIVAL XIII: "Being Human in the Age of AI"**

**SUPPLEMENTAL EVENT**

**FUNDING GUIDELINES**

Updated 6/30/2026

**CONTACT PERSON:**

Karin Bailey, Office of the President, kbailey@cameron.edu.

**FACULTY/STAFF:**

1. Funds are awarded **ONLY** for expenses included in your approved proposal.
2. All purchasing is done through Karin Bailey in the Office of the President and all requests/documents should be forwarded to her.
3. If you need a Purchase Order, please submit at least three weeks in advance of your event. **Do not expect a Purchase Order the week of your event.**
4. You should avoid sending requests/documents directly to HR or the Business Office as this will result in a delay in processing.
5. Please refer to your award letter/email for the amount you were awarded and relevant deadlines.
6. Any revisions to projects need to be submitted to Sarah Janda at sjanda@cameron.edu. **Changes submitted one week prior to the spending deadline will not be approved.**
7. Submit original receipts/invoices/contracts to Karin Bailey with your signature and the date as early as possible. You should keep a copy for yourself.
8. Please sign invoices **ONLY after** items have been received. If the product has not been received, the invoice should not be paid. If the Invoice is over 45 days from date of issue, the Business Office requires a memo explaining why it is being paid late. Submit invoice and memo to Karin.
9. **Final invoices (along with any other supporting documents) must be received by Karin Bailey within 30 days of the date of the event or purchase.** Failure to submit the proper documents and in a timely manner may result in non-payment of funds.
10. If using a new vendor, please request appropriate tax forms and submit to Laura Kane in a timely manner. Once received please notify Karin Bailey in the President's Office, so she can enter a requisition.
11. ***SALES TAX***

    Please make sure sales tax has not been included in your invoicing. Remember to include shipping costs in the budget and requisition. Please see

12. ***PURCHASING MATERIALS OR SUPPLIES***

    **Remember to include shipping costs in the budget and requisition.** Please see https://www.cameron.edu/business-office/purchasing for additional purchasing procedures.

13. ***CREDIT CARD PURCHASES***

    The only time a university Credit Card should be used is if the company does not accept POs. For purchases that require the use of a university Credit Card, contact Karin Bailey. **Please do not email the Business Office directly.**

14. ***TRAVEL FOR INVITED SPEAKERS***

University travel procedures must be followed. **Please observe any travel restrictions that are in place.** Attach a copy of the award letter/email to each travel request and ensure that a sheet/memo is also provided stating how classes will be covered. If flying, you will need to provide a quote from Adventure Travel. Tickets should not be purchased until the travel request has been approved. For travel reimbursement information, please contact the Business Office at 2226.

15. **All receipts/invoices need to be turned in by the deadline provided unless an extension is received in writing. Please note that funds do not roll over. Applicants will lose any funds not spent during the award year. Overspending may affect future funding for projects.**

***NOTE:*** ***It is faculty/staff member's or student organization sponsor's responsibility to keep up with the amount of money spent.***