GUIDELINES FOR ACCESSING APPROVED PUBLIC LECTURE FUNDING

If the Office of Dean of Arts and Sciences approves a specific amount for an upcoming event(s) in your department/program, an email will be forwarded to Joan Shablin so that she can include the encumbrance on an internal Public Lecture Spreadsheet.

Joan will then expect to receive from you a flyer or public announcement with the details of the event—Guest speaker(s), date of event, department/program hosting event, etc.).

If there are multiple expenses being paid for by the Public Lecture budget, our office would like to receive an expected event budget with the expense components, sent in advance to Joan Shablin. Please be specific...don’t list “tent rental for event”; do list the name of the event, the date, the total expenditure, etc.

When submitting an expense in MarketPlace+, under “Expense Category” choose A&S Dean’s Public Lecture Fund. Proceed to enter expenses, attach receipts and submit. Joan Shablin will receive an email instructing her to enter the unet id/chartstring/account code and approve.

ALL Public Lecture funding approved by the Office of Deans of Arts and Sciences must be used BEFORE the end of the fiscal year, or from July 1st thru June 30th. If your approved event is in early June, you or your administrator should submit your expense report on Marketplace+ as soon as possible; if submitted after June 30th, it will not be accepted. If you have questions regarding MarketPlace+, please contact Courtney Sampson (x64266).

Public Lecture funds are ONLY to be used for events such as visiting speakers/authors/artists, along with costs directly related to these events.
Public Lecture Budget Guidelines

Checklist

Please email this information to Joan Shablin PRIOR to the event:

____ Flyer or other public announcement with the name of the event, date/time of the event, department/program hosting this event, and other sponsors.

____ List of each individual expense for the event (please be specific), along with the expected costs.

____ When submitting an expense in MarketPlace+, under “Expense Category” choose A&S Dean’s Public Lecture Fund. Proceed to enter expenses, attach receipts and submit. Joan Shablin will receive an email instructing her to enter the unet id/chartstring/account code and approve.

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