

**Western Illinois University**

**Substance Abuse Prevention Education/Research Grant  
Agreement Form**

Grant Committee Chair:  
*Amy Carrigan*

Program Name: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Program Coordinator's e-mail: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**Committee Recommendation:**  Approved for \$\_\_\_\_\_  Not Approved

Committee Chair Signature: \_\_\_\_\_

**Vice President for Student Success Office:**

Approved for \$\_\_\_\_\_  Not Approved

***Rationale for denial or reduced funding of programs and/or general comments:***

Vice President for Student Success Signature: \_\_\_\_\_

**Program Coordinator Signature:** \_\_\_\_\_

(My signature indicates I agree to abide by the terms and specifications of my grant application and within 2 weeks of program/research completion, I will submit an evaluation; **and I have read and understand the rules and procedures found on the reverse side of this agreement.**)

Grant #: 3-28900

## RULES FOR SUBSTANCE ABUSE PREVENTION ACCOUNT

All bills should be submitted to Amy Carrigan in Sherman Hall 321

- Only one person (the Coordinator) may purchase items and/or be reimbursed per grant.
- We cannot reimburse campus accounts.
- We do not pay for party goods/paper goods (including napkins).
- Food must be pre-approved by the Vice President for Student Success.
- We are not able to reimburse for state tax on any bills or receipts. Please inform the vendor that we are a state agency and do not pay tax.
- All receipts and invoices must be legible.
- Bills are to be clearly marked as to what they are for, which budget is to pay for them (the name of the grant will suffice), and signed by the Coordinator of the specific program, along with his/her address and phone number.

### CHARGES

- PCards may be used to charge items to be paid for by the grant. PCard charges must be made by a staff member with their own PCard. They will have to accompany you to purchase the items from the store.
- Make sure all PCard charges are without sales tax. WIU is a sales tax exempt entity. The exemption number is listed on the yellow card with the PCard.
- Once the charge has been made, make a copy of the invoice and give the original invoice to the staff member who made the PCard purchase. They will need to turn this invoice into the correct staff member who reviews their PCard charges.
- When the PCard charge is reviewed, the budget number will need to be changed to 3-28900 (Alcohol/Controlled Substance) on the review screen. (The reviewer will need to contact Purchasing Office to make sure this account has been added to their list of possible accounts for reconciliation.)
- The staff member will need to attach the approved grant form to the invoice for reconciliation, when submitted for final approval.
- The staff member will need to send an email to Amy Carrigan requesting permission to charge the Alcohol/Controlled Substance account for your purchases. A copy of the email granting approval should accompany the invoice.
- Copies of all invoices, email approval, and/or PCard charges should be sent to Amy Carrigan in 321 Sherman Hall.

**Research published or programs presented using these funds must carry the following acknowledgment: “This program or research is endorsed by (and/or) in part funded through a WIU Substance Abuse Prevention Education/Research Grant.”**

*Please call Amy Carrigan at 298-1814 if you have any questions.*