

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Susan Tusing
Signature

Susan Tusing
Printed Name

9-12-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

Susan Tusing
Signature

9-12-16
Date

College Dean (if applicable)

Nae Mye
Signature

9-13-16
Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong

Signature

Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24.13:52:07 -04'00'

Date

Provost

[Signature]
Signature

10/24/16
Date

President

[Signature]
Signature

10-31-16
Date

MEMORANDUM

To: Special Course and Academic Program Fee Advisory Committee

From: Susan Tusing, Chair, Department of Visual and Performing Arts *SMX*

Re: Music Fee Audit

Date: September 12, 2016

As chair of the Department of Visual and Performing Arts, I am responsible for managing the Music fee budget. I have attached to this memo the following documents regarding the Music fees for FY 2016:

- SCAPFA Review Form
- Revenue Summary Report
- Detailed Budget Report
- Expenditure Detail (spreadsheet)

The course fee for applied music courses (courses for individual music lessons) is \$20 per course. In FY 2016, the revenue for this fee was \$2020, and the total expenditure was \$3300.

In FY 2016, all of the Music Fee revenue went toward a portion of our piano tuning expenses for the year. We have to keep the pianos in our teaching studios, classrooms, rehearsal rooms, and practice rooms regularly tuned, and these instruments are used by applied music students (and by their instructors and accompanists for lessons and rehearsals) every day. To make the expenditures more in balance with the generated fees, we could have paid another part of the tuning expenses out of OS&E.

Compared to most universities in the USG and nationwide, our applied music fee is actually extremely low. (For instance, other USG institutions charge applied music fees ranging from \$100 to several hundred dollars a semester.) Details about these programs' overall budget structure might explain the disparity between Clayton State and other institutions. Given the current structure of the VPA operating and personnel budgets, the \$20 course fee is adequate for now, and we are spending the fees appropriately to support our applied music courses. We will primarily continue to use this fee to help fund our piano maintenance needs. We will occasionally use some of this income to cover miscellaneous expenses that we may incur as we develop our new musician wellness program (to meet a NASM standard).

Feedback:

Since VPA spent 61% more than they collected the committee agreed that the fee should be increased so that it could cover the music expenses. In the future if the cost of the instrument care exceeds the cost of the revenue collected from the fees then the cost should be split amongst the fee account and the department operating supply budget.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY 2016

Department/College: Visual and Performing Arts

Fee Name: Music Fee

List the course(s) or program(s) for which this fee applies:

Applied Music Courses (MUSC 1500/2400/2500/4400/4500)

Revenue Collected this Fiscal Year \$2020

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

<u>Expenditures</u>	<u>Amount</u>
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&E</i>	
714000-Supplies and Materials	
715000-Repairs and Maintenance	\$3300
719000-Rents(Non Real Estate)	

Special Course and Academic Program Fee

Review Form

720000-Insurance and Bonding	
727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
Total Expenditures	\$3300
Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i>	(\$1280)

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2016

From Acct. Period: 1 To Acct. Period: 12

Class: 10600 Department: 0210210 Music Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409400 Applied Music Fees

-2,020.00

Class Sub-Total -----
-2,020.00

Dept Total -----
-2,020.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Tusing, Susan M	Budget Ref: 2016	From Fiscal Year: 2016	To Fiscal Year: 2016
Department: 0210210 Music Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2015)	Acct Period To: 12 (JUN2016)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u> <u>Type</u> <u>DocumentID</u> <u>Line</u> <u>Description</u>		<u>Vendor</u>	<u>Check</u>				
700000	<u>Oper Supp and Exp-Budget Acct</u>	11100 / 11000	2,020.00					
715000	Repairs And Maintenance	11100 / 11000		0.00				
715100	Repairs And Maintenance							
	07/28/15 Vchr 05302453 1 Piano Tuning		MILLERCRAI	218589	0.00	0.00	300.00	
	07/28/15 Vchr 05302454 1 Piano Tuning		MILLERCRAI	218589	0.00	0.00	1,200.00	
	08/20/15 Vchr 05302990 1 Piano tuning		MILLERCRAI	219020	0.00	0.00	1,800.00	
	<u>Totals</u>				<u>0.00</u>	<u>0.00</u>	<u>3,300.00</u>	<u>-3,300.00</u>
<u>Oper Supp and Exp-Budget Acct Total</u>			<u>2,020.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,300.00</u>	<u>-1,280.00</u>
 <u>Totals for Dept/Fund/Program/Class:</u>								
	0210210 / 10600	11100 / 11000	<u>2,020.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,300.00</u>	<u>-1,280.00</u>
 <u>Totals for Dept/Fund:</u>								
	0210210 / 10600		<u>2,020.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,300.00</u>	<u>-1,280.00</u>

Music Fees - FY 2016					
Expenditure	Purchase Type	Description	Vendor	Classes	Total
Repairs and Maintenance	voucher	piano tuning	Craig Miller	applied music courses	\$300
Repairs and Maintenance	voucher	piano tuning	Craig Miller	applied music courses	\$1,200
Repairs and Maintenance	voucher	piano tuning	Craig Miller	applied music courses	\$1,800
Total					\$3,300

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Susan Tusing
Signature

Susan Tusing
Printed Name

9-12-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

Susan Tusing 9-12-16
Signature Date

College Dean (if applicable)

Nae Mye 9-13-16
Signature Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong 10/7/16
Signature Date

Provost

[Signature]
Signature

10/31/16
Date


President

[Signature]
Signature

10-31-16
Date

MEMORANDUM

To: Special Course and Academic Program Fees Advisory Committee

From: Susan Tusing, Chair, Department of Visual and Performing Arts 

Re: Art Fee Audit

Date: September 12, 2016

As chair of the Department of Visual and Performing Arts, I am responsible for managing the Art Fee budget. I have attached to this memo the following documents regarding the Art Fee for FY 2016:

- SCAPFA Review Form
- Revenue Summary Report
- Detailed Budget Activity Report
- Expenditure Detail

The course fee for ART 3001, Oil Painting, is \$40. In FY 2016, the revenue for this fee was \$40, since during the year we enrolled only one independent study student in the course.

We had one expenditure for this course in FY 2016, \$114.50 for hazardous materials removal. In a typical year with more students enrolled in ART 3001 (such as Fall 2016), the fee income will cover the expenses for hazardous materials removal as well as the purchase of supplies. Since we were under-enrolled in this class in FY 2016, the remainder of this expense would have had to have come out of our OS&E budget.

The \$40 fee is adequate for the Oil Painting course.

The course that charges this fee had unusually low enrollment this year and the revenue collected was not sufficient to cover the cost of the waste disposal. The SCAPFA Committee does not recommend a fee increase since enrollment in the future should be more substantial. However, I would review the revenue amount collected prior to spending the fee money. If there are insufficient funds in the fees account then the budget manager should split the cost of the waste disposal between the fees account and the dept. OS&E budgets.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY16

Department/College: Visual and Performing Arts

Fee Name: Art Fee (Communicative Arts Fee)

List the course(s) or program(s) for which this fee applies:

ART 3001 – Oil Painting

Revenue Collected this Fiscal Year \$40

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

Expenditures	Amount
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&E</i>	
714000-Supplies and Materials	
715000-Repairs and Maintenance	\$114.50
719000-Rents(Non Real Estate)	
720000-Insurance and Bonding	

Special Course and Academic Program Fee

Review Form

727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
Total Expenditures	\$114.50
Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i>	(-74.50)

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000

Calendar Year: 2016

From Acct. Period: 1 To Acct. Period: 12

Class: 10600 Department: 0211150 Communicative Arts Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409940 Art Fee

-40.00

Class Sub-Total

-40.00

Dept Total

-40.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Tusing, Susan M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0211150 Communicative Arts Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	Line	Description	Vendor	Check	
700000	Oper Supp and Exp-Budget Acct				11100 / 11000		2,200.00	
715000	Repairs And Maintenance				11100 / 11000		0.00	
	715100	Repairs And Maintenance						
	09/15/15	JE	PC00227941	565	09/15/15 Procurement Card - (S			
	Totals						0.00	0.00
							114.50	-114.50
Oper Supp and Exp-Budget Acct Total							2,200.00	0.00
							0.00	0.00
							0.00	0.00
							114.50	2,085.50
<u>Totals for Dept/Fund/Program/Class:</u>								
		0211150 / 10600			11100 / 11000		2,200.00	0.00
							0.00	0.00
							0.00	0.00
							114.50	2,085.50
<u>Totals for Dept/Fund:</u>								
		0211150 / 10600					2,200.00	0.00
							0.00	0.00
							0.00	0.00
							114.50	2,085.50

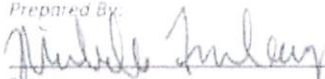
Art Fees - FY 2016					
Expenditure	Purchase Type	Description	Vendor	Classes	Total
Repairs and Maintenance	journal entry	hazmat removal	Tradebe	ART 3001	\$114.50
Total					\$114.50

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:



Signature

Michelle Furlong

Printed Name

9/1/16

Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

College Dean (if applicable)

Signature

Date


Signature

9-22-16
Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:



Signature

10/13/16
Date

Provost



Signature

10/31/16
Date

President



Signature

10-31-16
Date

Committee Comments: The Fees Committee evaluated the Dept. of Biology's audit of its laboratory fees. The audit was complete and the narrative clearly delineated the expenditures. All expenditures were found to be in within the purview of the original fee application. The justification for the revenue remaining was found to be clear and understandable, given the need to estimate summer expenditures. The committee approved the audit; it did not feel their needed to be any adjustments to the fee; and it recommended the fee continue to be assessed at the current rate.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY16

Department: Biology

Fee Name: Biology Laboratory Course Fee

List the course(s) or program(s) for which this fee applies:

All BIOL laboratory courses (courses with an L after the course number) and all BIOL research courses (BIOL 4222 and BIOL 3224).

Revenue Collected this Fiscal Year \$54,810

(obtain this from the revenue summary report you attach)

Total of expenses allocated to this account \$58,568.97 expended and encumbered (\$45,898.81 has been expended and \$12,670.16 has been encumbered but not spent at this point in time).

Attach the following to this form:

- A copy of the original application form for the fee that that was approved by the SCAPFAC (or simply link it).
- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

INTEROFFICE MEMORANDUM

TO: COURSE FEES COMMITTEE
FROM: MICHELLE FURLONG, CHAIR OF THE DEPARTMENT OF BIOLOGY
SUBJECT: BIOLOGY LAB FEE AUDIT
DATE: 9/22/2016
CC:

As the chair of the Department of Biology during FY16, I was responsible for managing the Biology laboratory fees budget. Attached is the annual course fees audit form for the BIOL courses that charge course fees. BIOL charges a fee of \$35 per student enrolled in a Biology laboratory course or research course. These fees are used to purchase consumable supplies, equipment and instrumentation, for maintaining/servicing equipment/instruments and for disposing of hazardous materials associated with these laboratories.

The final revenue total for the Biology fees budget was \$54,810 and the total expenditure for FY16 was \$58,568.97. This means that we over spent by \$3,758.97. The fiscal year deadlines occur prior to summer registration is complete. This means that a budget manager has to make estimates on additional summer revenue they will collect. I did the best job I could and actually expected our revenue to be higher than it actually was for the summer term. Unfortunately, it was not so we slightly over spent. We do not feel that our fee amount should be increased despite the fact that we over spent the budget.

After reviewing all of the expenditures closely (see appendix) I feel that the fees were spent appropriately to support laboratory Biology courses at CSU. I noted a couple of incorrect charges to the account in the appendix. For example we were charged \$61.19 for an item in November that we did not purchase. The company gave us a credit for \$61.19. Also, a background check was incorrectly allocated to the fees account in the fall and we had this charged moved on 12/18/2015. All other expenditures appear legitimate and we are not requesting any changes to the fees we charge for laboratory and research courses.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2016

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 0210510 Biology Lab Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409942 Natural Science Lab Fee

-54,810.00

Class Sub-Total

-54,810.00

Dept Total

-54,810.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong,Michelle A.
 Department: 0210510 Biology Lab Fees
 Fund Code: 10600 Other General
 Budget Ref: 2016
 All Fiscal Periods: No
 From Fiscal Year: 2016
 Acct Period From: 1 (JUL2015)
 To Fiscal Year: 2016
 Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID	Line	Description	Vendor	Check		
700000	Oper Supp and Exp-Budget Acct		11100 / 11000		67,000.00			
714000	Supplies and Materials		11100 / 11000			0.00		
714100	Supplies & Materials Expense							
07/15/15	JE	PC00207140	103	Procurement Card -7/15/2015				
07/22/15	ExRpt	0000538788	1	Boxes for BioPack	Tan,Boey Kheem	012744	0.00	153.34
07/22/15	ExRpt	0000538788	2	Bio 1111L-DNA isolation Lab	Tan,Boey Kheem	012744	0.00	44.05
07/22/15	ExRpt	0000538788	3	Bio 1108L-Bean Beetles Experiment	Tan,Boey Kheem	012744	0.00	2.48
07/22/15	ExRpt	0000538788	4	Bio 1111L-Photosynthesis lab	Tan,Boey Kheem	012744	0.00	6.47
07/22/15	ExRpt	0000538788	5	Bio 1107L -Fermentation experiment	Tan,Boey Kheem	012744	0.00	2.99
07/22/15	ExRpt	0000538788	6	Bio 1107L- Osmosis experiment	Tan,Boey Kheem	012744	0.00	10.05
08/05/15	PO	0000510372	1	LIVE BIOLOGICAL CULTURES PER QUOTE 2	CAROLINABI		0.00	4.57
08/05/15	PO	0000510373	1	BIOTECHNOLOGY ITEMS FOR BIO 4202L PE	BIORADLABO		0.00	641.20
08/13/15	PO	0000510391	1	EDVOTEK BIO4202L - SAFE DNA STRAIN /	EDVOTEKINC		0.00	1,492.00
08/14/15	ExRpt	0000540134	1	Bio 3500 Leaf Stomata Lab; Storage-bi	Tan,Boey Kheem	012793	0.00	143.00
08/14/15	ExRpt	0000540134	2	Storage Container -Biology 1107L, spr	Tan,Boey Kheem	012793	0.00	64.35
08/14/15	ExRpt	0000540134	3	Laundry-Bio lab coats	Tan,Boey Kheem	012793	0.00	38.30
08/14/15	ExRpt	0000540134	4	Bio 3500L-Scissors; Bio 4200L-Oils;In	Tan,Boey Kheem	012793	0.00	7.50
08/14/15	ExRpt	0000540134	5	Spray bottles for Osyl for new labs	Tan,Boey Kheem	012793	0.00	110.96
08/14/15	ExRpt	0000540134	6	Bleach, soaps, glue sticks(- all Lab	Tan,Boey Kheem	012793	0.00	119.20
08/15/15	JE	PC00217964	10	8/15/15 Procurement Card (S.Us			0.00	40.90
08/15/15	JE	PC00217964	74	8/15/15 Procurement Card (S.Us			0.00	152.17
08/15/15	JE	PC00217964	329	8/15/15 Procurement Card (S.Us			0.00	10.47
08/15/15	JE	PC00217964	551	8/15/15 Procurement Card (S.Us			0.00	41.44
08/15/15	JE	PC00217964	580	8/15/15 Procurement Card (S.Us			0.00	129.52
09/02/15	Vchr	05303267	1	Bal Due With PO #510128	FOTODYNEIN	219316	0.00	818.15
09/08/15	Vchr	05303301	1	Enc Liquidation: 0000510373/1	BIORADLABO		0.00	25.42
09/08/15	Vchr	05303301	1	BIOTECHNOLOGY ITEMS FOR BIO 42	BIORADLABO	219335	0.00	-86.61
09/08/15	Vchr	05303302	1	Enc Liquidation: 0000510373/1	BIORADLABO		0.00	86.61
09/08/15	Vchr	05303302	1	BIOTECHNOLOGY ITEMS FOR BIO 42	BIORADLABO	219335	0.00	-827.98
09/15/15	JE	PC00227941	36	09/15/15 Procurement Card - (S			0.00	827.98
09/15/15	JE	PC00227941	49	09/15/15 Procurement Card - (S			0.00	-13.49
09/15/15	JE	PC00227941	51	09/15/15 Procurement Card - (S			0.00	79.47
09/15/15	JE	PC00227941	107	09/15/15 Procurement Card - (S			0.00	-39.00
09/15/15	JE	PC00227941	116	09/15/15 Procurement Card - (S			0.00	32.98
09/15/15	JE	PC00227941	151	09/15/15 Procurement Card - (S			0.00	41.04
09/15/15	JE	PC00227941	177	09/15/15 Procurement Card - (S			0.00	143.00
							0.00	54.85

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A.
 Department: 0210510 Biology Lab Fees Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Fund Code: 10600 Other General All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
09/15/15	JE	09/15/15	JE	PC00227941	220	09/15/15 Procurement Card - (S						
09/15/15	JE	09/15/15	JE	PC00227941	352	09/15/15 Procurement Card - (S			0.00	0.00	87.70	
09/15/15	JE	09/15/15	JE	PC00227941	484	09/15/15 Procurement Card - (S			0.00	0.00	44.66	
09/15/15	JE	09/15/15	JE	PC00227941	527	09/15/15 Procurement Card - (S			0.00	0.00	81.47	
09/15/15	JE	09/15/15	JE	PC00227941	536	09/15/15 Procurement Card - (S			0.00	0.00	51.91	
09/15/15	JE	09/15/15	JE	PC00227941	543	09/15/15 Procurement Card - (S			0.00	0.00	361.00	
09/17/15	Vchr	09/17/15	Vchr	05303590	1	Enc Liquidation: 0000510373/1	BIORADLABO		0.00	0.00	19.23	
09/17/15	Vchr	09/17/15	Vchr	05303590	1	BIOTECHNOLOGY ITEMS FOR BIO 42	BIORADLABO	219478	0.00	-409.29	0.00	
09/17/15	Vchr	09/17/15	Vchr	05303591	1	Enc Liquidation: 0000510373/1	BIORADLABO		0.00	0.00	409.29	
09/17/15	Vchr	09/17/15	Vchr	05303591	1	BIOTECHNOLOGY ITEMS FOR BIO 42	BIORADLABO	219478	0.00	-96.92	0.00	
09/22/15	Vchr	09/22/15	Vchr	05303687	1	Enc Liquidation: 0000510372/1	CAROLINABI		0.00	0.00	96.92	
09/22/15	Vchr	09/22/15	Vchr	05303687	1	LIVE BIOLOGICAL CULTURES PER	CAROLINABI	219541	0.00	-641.20	0.00	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	1	Alfalfa Sprouts for Bio 3250L	Tan,Boey Kheem	012887	0.00	0.00	641.20	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	2	TopPin filter & ASM Ctrtdg for Bio 47	Tan,Boey Kheem	012887	0.00	0.00	2.29	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	3	Dishpans , Fuzzy sticks, cups, cotton	Tan,Boey Kheem	012887	0.00	0.00	107.95	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	4	Brush, scrub, colander for bio 4700L	Tan,Boey Kheem	012887	0.00	0.00	50.62	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	5	Shoe box and Latch for new science bu	Tan,Boey Kheem	012887	0.00	0.00	20.31	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	6	Veggie wafers, fish net, Gravel, AQ d	Tan,Boey Kheem	012887	0.00	0.00	96.80	
09/24/15	ExRpt	09/24/15	ExRpt	0000541617	7	WD-40--cleaner for labs, Fixed Blade	Tan,Boey Kheem	012887	0.00	0.00	112.09	
09/24/15	ExRpt	09/24/15	ExRpt	0000542375	1	Items purchase for Bio 1107L Osmosis	Tan,Boey Kheem	012913	0.00	0.00	34.87	
09/24/15	ExRpt	09/24/15	ExRpt	0000542375	2	items for bio 1111L and spray bottles	Tan,Boey Kheem	012913	0.00	0.00	14.56	
09/24/15	ExRpt	09/24/15	ExRpt	0000542375	3	Item purchase for bio 4700L	Tan,Boey Kheem	012913	0.00	0.00	37.99	
09/24/15	ExRpt	09/24/15	ExRpt	0000542375	4	Items Purchase for Bio 4700L(Barbara	Tan,Boey Kheem	012913	0.00	0.00	6.79	
09/24/15	ExRpt	09/24/15	ExRpt	0000542375	5	Beans for bio 1108L	Tan,Boey Kheem	012913	0.00	0.00	214.69	
09/29/15	Vchr	09/29/15	Vchr	05303830	1	Replenish petty and regisistr	CLAYTONSTA	219644	0.00	0.00	55.40	
10/15/15	JE	10/15/15	JE	PC00238890	30	10/15/2015 Procurement Card (S			0.00	0.00	54.24	
10/15/15	JE	10/15/15	JE	PC00238890	34	10/15/2015 Procurement Card (S			0.00	0.00	191.00	
10/15/15	JE	10/15/15	JE	PC00238890	54	10/15/2015 Procurement Card (S			0.00	0.00	115.90	
10/15/15	JE	10/15/15	JE	PC00238890	79	10/15/2015 Procurement Card (S			0.00	0.00	278.50	
10/15/15	JE	10/15/15	JE	PC00238890	160	10/15/2015 Procurement Card (S			0.00	0.00	1,982.30	
10/15/15	JE	10/15/15	JE	PC00238890	200	10/15/2015 Procurement Card (S			0.00	0.00	153.00	
10/15/15	JE	10/15/15	JE	PC00238890	255	10/15/2015 Procurement Card (S			0.00	0.00	26.79	
10/15/15	JE	10/15/15	JE	PC00238890	257	10/15/2015 Procurement Card (S			0.00	0.00	47.97	
10/15/15	JE	10/15/15	JE	PC00238890	345	10/15/2015 Procurement Card (S			0.00	0.00	61.37	
10/15/15	JE	10/15/15	JE	PC00238890	358	10/15/2015 Procurement Card (S			0.00	0.00	471.59	
10/15/15	JE	10/15/15	JE	PC00238890	364	10/15/2015 Procurement Card (S			0.00	0.00	283.28	
10/15/15	JE	10/15/15	JE	PC00238890	440	10/15/2015 Procurement Card (S			0.00	0.00	209.15	
10/15/15	JE	10/15/15	JE	PC00238890	450	10/15/2015 Procurement Card (S			0.00	0.00	116.00	
									0.00	0.00	61.19	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A. Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210510 Biology Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID	Line	Description	Vendor	Check		
10/15/15	JE	PC00238890	467	10/15/2015 Procurement Card (S				
10/15/15	JE	PC00238890	488	10/15/2015 Procurement Card (S			324.27	
10/15/15	JE	PC00238890	495	10/15/2015 Procurement Card (S			164.41	
10/15/15	JE	PC00238890	511	10/15/2015 Procurement Card (S			130.87	
10/15/15	JE	PC00238890	756	10/15/2015 Procurement Card (S			46.17	
10/15/15	JE	PC00238890	771	10/15/2015 Procurement Card (S			73.40	
10/15/15	JE	PC00238890	783	10/15/2015 Procurement Card (S			5.04	
10/15/15	JE	PC00238890	789	10/15/2015 Procurement Card (S			46.85	
10/15/15	JE	PC00238890	811	10/15/2015 Procurement Card (S			329.22	
10/15/15	JE	PC00238890	817	10/15/2015 Procurement Card (S			440.36	
10/21/15	ExRpt	0000545356	2	waste container for Bio 4700L, potato	Tan,Boey Kheem	013036	-9.60	
10/21/15	ExRpt	0000545356	3	storage boxes for new building(organi	Tan,Boey Kheem	013036	10.55	
10/21/15	ExRpt	0000545356	4	Lamp-bio 1107L, washclothes for clean	Tan,Boey Kheem	013036	11.28	
10/21/15	ExRpt	0000545356	5	Razor for bio 4700L and other labs	Tan,Boey Kheem	013036	45.20	
10/21/15	ExRpt	0000545356	6	Pump for bio 4700L	Tan,Boey Kheem	013036	6.48	
10/21/15	ExRpt	0000545356	7	lamp for bio 1111L, rubber bands-all	Tan,Boey Kheem	013036	20.74	
10/21/15	ExRpt	0000545356	8	Food containers for growing bean beet	Tan,Boey Kheem	013036	92.85	
10/21/15	ExRpt	0000545356	9	Lima Beans for bio 1107L	Tan,Boey Kheem	013036	45.98	
10/21/15	ExRpt	0000545356	11	Bolt/lock cutter	Tan,Boey Kheem	013036	3.64	
10/27/15	Vchr	05304429	1	Enc Liquidation: 0000510373/1	BIORADLABO		16.13	
10/27/15	Vchr	05304429	1	BIOTECHNOLOGY ITEMS FOR BIO 42	BIORADLABO	220043	35.00	0.00
10/27/15	Vchr	05304430	1	Enc Liquidation: 0000510373/1	BIORADLABO		0.00	-35.00
10/27/15	Vchr	05304430	1	BIOTECHNOLOGY ITEMS FOR BIO 42	BIORADLABO	220043	-106.20	0.00
11/10/15	ExRpt	0000547670	1	Collard Greens for Bio 1111&1107L	Tan,Boey Kheem	013163	106.20	
11/10/15	ExRpt	0000547670	2	Coolers/ice bucket for 3250L, Bucket	Tan,Boey Kheem	013163	5.98	
11/10/15	ExRpt	0000547670	3	Milk for bio 4202L protein exp. sink	Tan,Boey Kheem	013163	47.76	
11/10/15	ExRpt	0000547670	4	Bana.& straw. cheesecloth, index car	Tan,Boey Kheem	013163	47.40	
11/10/15	ExRpt	0000547670	5	Potatoes	Tan,Boey Kheem	013163	76.67	
11/10/15	ExRpt	0000547670	6	shrimp for Bio 4202L(protien exp.)	Tan,Boey Kheem	013163	13.62	
11/15/15	JE	PC00248387	15	Procurement Card - 11/15/2015			1.36	
11/15/15	JE	PC00248387	17	Procurement Card - 11/15/2015			442.01	
11/15/15	JE	PC00248387	85	Procurement Card - 11/15/2015			61.19	
11/15/15	JE	PC00248387	207	Procurement Card - 11/15/2015			208.31	
11/15/15	JE	PC00248387	209	Procurement Card - 11/15/2015			247.23	
11/15/15	JE	PC00248387	268	Procurement Card - 11/15/2015			166.70	
11/15/15	JE	PC00248387	328	Procurement Card - 11/15/2015			120.00	
11/15/15	JE	PC00248387	329	Procurement Card - 11/15/2015			33.16	
11/15/15	JE	PC00248387	347	Procurement Card - 11/15/2015			536.41	
							170.61	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A.

Department: 0210510 Biology Lab Fees
Fund Code: 10600 Other General

Budget Ref: 2016
All Fiscal Periods: No

From Fiscal Year: 2016 To Fiscal Year: 2016
Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
		11/15/15	JE	PC00248387	402	Procurement Card - 11/15/2015						
		11/15/15	JE	PC00248387	425	Procurement Card - 11/15/2015			0.00	0.00	49.00	
		11/15/15	JE	PC00248387	454	Procurement Card - 11/15/2015			0.00	0.00	-162.00	
		11/15/15	JE	PC00248387	501	Procurement Card - 11/15/2015			0.00	0.00	2,488.00	
		11/15/15	JE	PC00248387	579	Procurement Card - 11/15/2015			0.00	0.00	409.98	
		11/15/15	JE	PC00248387	616	Procurement Card - 11/15/2015			0.00	0.00	30.83	
		11/15/15	JE	PC00248387	661	Procurement Card - 11/15/2015			0.00	0.00	125.19	
		11/18/15	ExRpt	0000548663	1	Soaps for bio 1108L & 3650L	Tan,Boey Kheem	013163	0.00	0.00	155.13	
		11/18/15	ExRpt	0000548663	2	Bio 4700L crawfish inv. # 6828	Tan,Boey Kheem	013163	0.00	0.00	26.24	
		12/15/15	Vchr	05305444	1	Overage for PO #510007	FISHERSCIE	220849	0.00	0.00	169.03	
		12/15/15	JE	PC00256925	320	Procurement Card			0.00	0.00	18.19	
		12/15/15	JE	PC00256925	381	Procurement Card			0.00	0.00	490.00	
		12/15/15	JE	PC00256925	481	Procurement Card			0.00	0.00	-61.19	
		12/15/15	JE	PC00256925	529	Procurement Card			0.00	0.00	227.99	
		12/15/15	JE	PC00256925	568	Procurement Card			0.00	0.00	161.80	
		12/16/15	Vchr	05305539	1	Overage for PO# 510093	FISHERSCIE		0.00	0.00	360.74	
		12/16/15	Vchr	05305539	1	Overage for PO# 510093	FISHERSCIE		0.00	0.00	38.42	
		01/07/16	ExRpt	0000551782	1	Soaps, Pins, hand soaps for bio. Labs	Tan,Boey Kheem	013287	0.00	0.00	-38.42	
		01/07/16	ExRpt	0000551782	2	Light bulbs for bio 1111L & 1107L	Tan,Boey Kheem	013287	0.00	0.00	47.48	
		01/15/16	JE	PC00267781	254	Procurement Card - 01/16/16 {			0.00	0.00	26.64	
		01/15/16	JE	PC00267781	302	Procurement Card - 01/16/16 {			0.00	0.00	302.45	
		01/15/16	JE	PC00267781	327	Procurement Card - 01/16/16 {			0.00	0.00	1,529.72	
		01/15/16	JE	PC00267781	484	Procurement Card - 01/16/16 {			0.00	0.00	93.00	
		02/09/16	ExRpt	0000553995	1	Butterfly kits & its supplies for Dr.	Tan,Boey Kheem	013398	0.00	0.00	-0.01	
		02/09/16	ExRpt	0000553995	2	Yeast and sugar bio 1108L Bean Beetle	Tan,Boey Kheem	013398	0.00	0.00	97.21	
		02/09/16	ExRpt	0000553995	3	Jelly beans & Coffee Beans for Bio Be	Tan,Boey Kheem	013398	0.00	0.00	15.62	
		02/09/16	ExRpt	0000553995	4	Windex-Scopes Lens Cleaner; batteries	Tan,Boey Kheem	013398	0.00	0.00	22.95	
		02/09/16	ExRpt	0000553995	5	Filter for -200C Freezer in NBS RM 12	Tan,Boey Kheem	013398	0.00	0.00	24.68	
		02/09/16	ExRpt	0000553995	6	clocks NBS RM 123 & Annex RM 210	Tan,Boey Kheem	013398	0.00	0.00	0.97	
		02/09/16	ExRpt	0000553995	7	Sprouts for Bio 3250L	Tan,Boey Kheem	013398	0.00	0.00	67.57	
		02/09/16	ExRpt	0000553995	8	Glue Guns & Sticks for Bio 3650L Bio	Tan,Boey Kheem	013398	0.00	0.00	2.49	
		02/09/16	ExRpt	0000553995	9	Milks , Creamer, soy milk for bio 111	Tan,Boey Kheem	013398	0.00	0.00	27.88	
		02/09/16	ExRpt	0000553995	10	Cups for bio 3650L Biophysics labs	Tan,Boey Kheem	013398	0.00	0.00	9.93	
		02/09/16	ExRpt	0000553995	11	wall charges for Scopes in LDS Rm 122	Tan,Boey Kheem	013398	0.00	0.00	8.04	
		02/15/16	JE	PC00281967	50	Procurement Card -02/15/2016			0.00	0.00	21.00	
		02/15/16	JE	PC00281967	77	Procurement Card -02/15/2016			0.00	0.00	251.60	
		02/15/16	JE	PC00281967	80	Procurement Card -02/15/2016			0.00	0.00	111.39	
		02/15/16	JE	PC00281967	109	Procurement Card -02/15/2016			0.00	0.00	73.98	
									0.00	0.00	13.08	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A.

Department: 0210510 Biology Lab Fees
Fund Code: 10600 Other General

Budget Ref: 2016
All Fiscal Periods: No

From Fiscal Year: 2016 To Fiscal Year: 2016
Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID	Line	Description	Vendor	Check		
02/15/16	JE	PC00281967	136	Procurement Card -02/15/2016				
02/15/16	JE	PC00281967	184	Procurement Card -02/15/2016			0.00	2,347.60
02/15/16	JE	PC00281967	323	Procurement Card -02/15/2016			0.00	352.36
02/15/16	JE	PC00281967	355	Procurement Card -02/15/2016			0.00	1,601.38
02/15/16	JE	PC00281967	377	Procurement Card -02/15/2016			0.00	287.76
02/15/16	JE	PC00281967	382	Procurement Card -02/15/2016			0.00	212.75
02/15/16	JE	PC00281967	415	Procurement Card -02/15/2016			0.00	18.72
02/15/16	JE	PC00281967	443	Procurement Card -02/15/2016			0.00	451.86
02/15/16	JE	PC00281967	445	Procurement Card -02/15/2016			0.00	354.00
02/15/16	JE	PC00281967	447	Procurement Card -02/15/2016			0.00	250.24
02/15/16	JE	PC00281967	518	Procurement Card -02/15/2016			0.00	1.53
02/15/16	JE	PC00281967	607	Procurement Card -02/15/2016			0.00	155.38
02/15/16	JE	PC00281967	670	Procurement Card -02/15/2016			0.00	182.86
02/15/16	JE	PC00281967	722	Procurement Card -02/15/2016			0.00	152.09
02/15/16	JE	PC00281967	729	Procurement Card -02/15/2016			0.00	1,842.60
02/15/16	JE	PC00281967	735	Procurement Card -02/15/2016			0.00	281.44
02/15/16	JE	PC00281967	742	Procurement Card -02/15/2016			0.00	13.08
02/15/16	JE	PC00281967	768	Procurement Card -02/15/2016			0.00	20.50
02/18/16	Vchr	05306679	1	Lab research supplies	CLAYTONSTA	221808	0.00	34.36
03/04/16	ExRpt	0000556587	1	Drip boxes for Boudell's Growth Chamb	Tan,Boey Kheem	013519	0.00	31.98
03/04/16	ExRpt	0000556587	2	Organic Soy, Adzuki, and Black beans	Tan,Boey Kheem	013519	0.00	8.47
03/04/16	ExRpt	0000556587	3	Strainer for Diane and stoppers(for A	Tan,Boey Kheem	013519	0.00	57.38
03/04/16	ExRpt	0000556587	4	Potatoes(Bio 1107L-Osmosis labs & 111	Tan,Boey Kheem	013519	0.00	7.73
03/04/16	ExRpt	0000556587	6	org. Baby lima, Black eyed, garbanzo,	Tan,Boey Kheem	013519	0.00	22.88
03/04/16	ExRpt	0000556587	7	Org. Great Northern, Green Peas for b	Tan,Boey Kheem	013519	0.00	218.78
03/15/16	JE	PC00291423	60	Procurement Card - 3/15/2016			0.00	55.54
03/15/16	JE	PC00291423	116	Procurement Card - 3/15/2016			0.00	146.52
03/15/16	JE	PC00291423	117	Procurement Card - 3/15/2016			0.00	224.38
03/15/16	JE	PC00291423	232	Procurement Card - 3/15/2016			0.00	484.59
03/15/16	JE	PC00291423	405	Procurement Card - 3/15/2016			0.00	67.00
03/15/16	JE	PC00291423	464	Procurement Card - 3/15/2016			0.00	349.50
03/15/16	JE	PC00291423	525	Procurement Card - 3/15/2016			0.00	280.86
03/15/16	JE	PC00291423	613	Procurement Card - 3/15/2016			0.00	23.56
03/15/16	JE	PC00291423	656	Procurement Card - 3/15/2016			0.00	825.13
03/15/16	JE	PC00291423	663	Procurement Card - 3/15/2016			0.00	28.20
03/15/16	JE	PC00291423	687	Procurement Card - 3/15/2016			0.00	114.70
03/15/16	JE	PC00291423	766	Procurement Card - 3/15/2016			0.00	87.84
03/15/16	JE	PC00291423	768	Procurement Card - 3/15/2016			0.00	18.45
							0.00	257.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A.

Department: 0210510 Biology Lab Fees
Fund Code: 10600 Other General

Budget Ref: 2016
All Fiscal Periods: No

From Fiscal Year: 2016 To Fiscal Year: 2016
Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID	Line	Description	Vendor	Check		
03/15/16	JE	PC00291423	769	Procurement Card - 3/15/2016				
04/11/16	ExRpt	0000560143	1	WD40-Cleaner for all bio labs	Tan,Boey Kheem	013667	0.00	32.29
04/11/16	ExRpt	0000560143	2	plants for bio 1107L & collard green	Tan,Boey Kheem	013667	0.00	19.99
04/11/16	ExRpt	0000560143	3	Bleach-all bio labs, CTN Ball for bio	Tan,Boey Kheem	013667	0.00	10.38
04/11/16	ExRpt	0000560143	4	Rubber bands, Aluminum foil, storage	Tan,Boey Kheem	013667	0.00	74.97
04/11/16	ExRpt	0000560143	5	Dawn detergents, bleach for All bio 1	Tan,Boey Kheem	013667	0.00	64.64
04/11/16	ExRpt	0000560143	6	Banana for Bio 1111L DNA isolation	Tan,Boey Kheem	013667	0.00	72.34
04/11/16	ExRpt	0000560143	7	Black eyed peas for bio 1108L Bean be	Tan,Boey Kheem	013667	0.00	2.28
04/14/16	REQ	0000500027	1	Elodea densa, Living, Pack of 50			0.00	60.20
04/14/16	REQ	0000500027	2	Spirogyra, Living Culture			19.35	0.00
04/14/16	REQ	0000500027	3	Green and Brown Mixed Hydra, Living			33.32	0.00
04/14/16	REQ	0000500027	4	Volvox aureus, Living			21.52	0.00
04/14/16	REQ	0000500027	5	Blepharisma, Living			13.50	0.00
04/14/16	REQ	0000500027	6	Paramecium, Living			13.50	0.00
04/14/16	REQ	0000500027	7	Scenedesmus, Living			13.50	0.00
04/14/16	REQ	0000500027	8	Bovine Blood, Defibrinated, Pooled, 1			13.50	0.00
04/14/16	REQ	0000500027	9	Brown Planaria, Living			41.63	0.00
04/14/16	REQ	0000500027	10	Tryptic Soy Agar with 5% Sheep Blood,			16.66	0.00
04/15/16	PO	0000510698	1	Pre-Enc Liquidation: 0000500027/1	CARBIO-CAT		106.90	0.00
04/15/16	PO	0000510698	1	Elodea densa, Living, Pack of 50	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	1	Elodea densa, Living, Pack of 50	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	1	Pre-Enc Liquidation: 0000500027/1	CARBIO-CAT		0.00	19.35
04/15/16	PO	0000510698	2	Spirogyra, Living Culture	CARBIO-CAT		-19.35	0.00
04/15/16	PO	0000510698	2	Pre-Enc Liquidation: 0000500027/2	CARBIO-CAT		0.00	-0.04
04/15/16	PO	0000510698	2	Pre-Enc Liquidation: 0000500027/2	CARBIO-CAT		-33.32	0.00
04/15/16	PO	0000510698	2	Spirogyra, Living Culture	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	3	Pre-Enc Liquidation: 0000500027/3	CARBIO-CAT		0.00	33.32
04/15/16	PO	0000510698	3	Green and Brown Mixed Hydra, Living	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	3	Pre-Enc Liquidation: 0000500027/3	CARBIO-CAT		0.00	-0.02
04/15/16	PO	0000510698	3	Green and Brown Mixed Hydra, Living	CARBIO-CAT		-21.52	0.00
04/15/16	PO	0000510698	4	Pre-Enc Liquidation: 0000500027/4	CARBIO-CAT		0.00	21.52
04/15/16	PO	0000510698	4	Volvox aureus, Living	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	4	Volvox aureus, Living	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	4	Pre-Enc Liquidation: 0000500027/4	CARBIO-CAT		0.00	13.50
04/15/16	PO	0000510698	5	Blepharisma, Living	CARBIO-CAT		-13.50	0.00
04/15/16	PO	0000510698	5	Pre-Enc Liquidation: 0000500027/5	CARBIO-CAT		0.00	13.50
04/15/16	PO	0000510698	5	Pre-Enc Liquidation: 0000500027/5	CARBIO-CAT		0.00	0.00
04/15/16	PO	0000510698	5	Blepharisma, Living	CARBIO-CAT		-13.50	0.00
							0.00	0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A.

Department: 0210510 Biology Lab Fees
Fund Code: 10600 Other General

Budget Ref: 2016
All Fiscal Periods: No

From Fiscal Year: 2016 To Fiscal Year: 2016
Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
		04/15/16	PO	0000510698	6	Pre-Enc Liquidation: 0000500027/6	CARBIO-CAT					
		04/15/16	PO	0000510698	6	Paramecium, Living	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	6	Paramecium, Living	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	6	Pre-Enc Liquidation: 0000500027/6	CARBIO-CAT		0.00	13.50	0.00	
		04/15/16	PO	0000510698	7	Pre-Enc Liquidation: 0000500027/7	CARBIO-CAT		-13.50	0.00	0.00	
		04/15/16	PO	0000510698	7	Scenedesmus, Living	CARBIO-CAT		-13.50	0.00	0.00	
		04/15/16	PO	0000510698	7	Pre-Enc Liquidation: 0000500027/7	CARBIO-CAT		0.00	13.50	0.00	
		04/15/16	PO	0000510698	7	Scenedesmus, Living	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	8	Bovine Blood, Defibrinated, Pooled, 1	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	8	Pre-Enc Liquidation: 0000500027/8	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	8	Pre-Enc Liquidation: 0000500027/8	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	8	Bovine Blood, Defibrinated, Pooled, 1	CARBIO-CAT		-41.63	0.00	0.00	
		04/15/16	PO	0000510698	9	Pre-Enc Liquidation: 0000500027/9	CARBIO-CAT		0.00	41.63	0.00	
		04/15/16	PO	0000510698	9	Brown Planaria, Living	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	9	Brown Planaria, Living	CARBIO-CAT		0.00	16.66	0.00	
		04/15/16	PO	0000510698	9	Pre-Enc Liquidation: 0000500027/9	CARBIO-CAT		0.00	-0.02	0.00	
		04/15/16	PO	0000510698	10	Tryptic Soy Agar with 5% Sheep Blood,	CARBIO-CAT		-16.66	0.00	0.00	
		04/15/16	PO	0000510698	10	Pre-Enc Liquidation: 0000500027/10	CARBIO-CAT		0.00	-0.05	0.00	
		04/15/16	PO	0000510698	10	Pre-Enc Liquidation: 0000500027/10	CARBIO-CAT		0.00	0.00	0.00	
		04/15/16	PO	0000510698	10	Tryptic Soy Agar with 5% Sheep Blood,	CARBIO-CAT		-106.90	0.00	0.00	
		04/15/16	JE	PC00303417	68	Procurement Card -4/15/2016 {			0.00	106.90	0.00	
		04/15/16	JE	PC00303417	103	Procurement Card -4/15/2016 {			0.00	0.00	243.86	
		04/15/16	JE	PC00303417	186	Procurement Card -4/15/2016 {			0.00	0.00	155.34	
		04/15/16	JE	PC00303417	391	Procurement Card -4/15/2016 {			0.00	0.00	63.45	
		04/15/16	JE	PC00303417	392	Procurement Card -4/15/2016 {			0.00	0.00	38.02	
		04/15/16	JE	PC00303417	394	Procurement Card -4/15/2016 {			0.00	0.00	67.05	
		04/15/16	JE	PC00303417	447	Procurement Card -4/15/2016 {			0.00	0.00	843.22	
		04/15/16	JE	PC00303417	519	Procurement Card -4/15/2016 {			0.00	0.00	109.98	
		04/15/16	JE	PC00303417	540	Procurement Card -4/15/2016 {			0.00	0.00	77.74	
		04/15/16	JE	PC00303417	557	Procurement Card -4/15/2016 {			0.00	0.00	385.50	
		04/15/16	JE	PC00303417	561	Procurement Card -4/15/2016 {			0.00	0.00	174.47	
		04/15/16	JE	PC00303417	595	Procurement Card -4/15/2016 {			0.00	0.00	21.23	
		04/15/16	JE	PC00303417	649	Procurement Card -4/15/2016 {			0.00	0.00	101.91	
		04/15/16	JE	PC00303417	654	Procurement Card -4/15/2016 {			0.00	0.00	169.33	
		04/15/16	JE	PC00303417	656	Procurement Card -4/15/2016 {			0.00	0.00	40.33	
		04/15/16	JE	PC00303417	713	Procurement Card -4/15/2016 {			0.00	0.00	104.01	
		04/15/16	JE	PC00303417	787	Procurement Card -4/15/2016 {			0.00	0.00	393.08	
		04/15/16	JE	PC00303417	822	Procurement Card -4/15/2016 {			0.00	0.00	1,430.94	
									0.00	0.00	57.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A. Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210510 Biology Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/	APPROP	ORG	Budgeted	Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	Line	Class	Vendor	Check			
	04/25/16	ExRpt	0000562189	1	Pain killer, bandages, and bismuth fo	Tan,Boey Kheem	013750	0.00	0.00	24.18
	04/25/16	ExRpt	0000562189	2	Garbanzo beans for Bio 1108L research	Tan,Boey Kheem	013750	0.00	0.00	62.61
	05/15/16	JE	PC00318307	2	Procurement Card - 05/15/2016			0.00	0.00	330.64
	05/15/16	JE	PC00318307	9	Procurement Card - 05/15/2016			0.00	0.00	68.03
	05/15/16	JE	PC00318307	581	Procurement Card - 05/15/2016			0.00	0.00	53.61
	05/15/16	JE	PC00318307	583	Procurement Card - 05/15/2016			0.00	0.00	85.52
	05/15/16	JE	PC00318307	591	Procurement Card - 05/15/2016			0.00	0.00	28.99
	05/15/16	JE	PC00318307	633	Procurement Card - 05/15/2016			0.00	0.00	56.69
	05/15/16	JE	PC00318307	688	Procurement Card - 05/15/2016			0.00	0.00	140.62
	05/15/16	JE	PC00318307	765	Procurement Card - 05/15/2016			0.00	0.00	105.36
	05/18/16	REQ	0000500220	1	Part # 1100201300061 Model SMZ-161-BL			7,214.40	0.00	0.00
	05/18/16	REQ	0000500220	2	Part # 1100201300081 Model SMZ-161-TL			1,941.84	0.00	0.00
	05/18/16	REQ	0000500220	3	Part # 1100600100761 Model Moticam X2			646.56	0.00	0.00
	05/18/16	REQ	0000500220	4	Part # 1100100402641 Model BA310Elite			2,511.36	0.00	0.00
	05/18/16	REQ	0000500220	5	1101001901791 / 0.5X C-mount camera a			213.00	0.00	0.00
	06/01/16	PO	0000510893	1	Pre-Enc Liquidation: 0000500220/5	CAPITALMIC		-213.00	0.00	0.00
	06/01/16	PO	0000510893	1	1101001901791 / 0.5X C-mount camera a	CAPITALMIC		0.00	213.00	0.00
	06/01/16	PO	0000510893	2	Pre-Enc Liquidation: 0000500220/4	CAPITALMIC		-2,511.36	0.00	0.00
	06/01/16	PO	0000510893	2	Part # 1100100402641 Model BA310Elite	CAPITALMIC		0.00	2,511.36	0.00
	06/01/16	PO	0000510893	3	Pre-Enc Liquidation: 0000500220/3	CAPITALMIC		-646.56	0.00	0.00
	06/01/16	PO	0000510893	3	Part # 1100600100761 Model Moticam X2	CAPITALMIC		0.00	646.56	0.00
	06/01/16	PO	0000510893	4	Pre-Enc Liquidation: 0000500220/2	CAPITALMIC		-1,941.84	0.00	0.00
	06/01/16	PO	0000510893	4	Part # 1100201300081 Model SMZ-161-TL	CAPITALMIC		0.00	1,941.84	0.00
	06/01/16	PO	0000510893	5	Pre-Enc Liquidation: 0000500220/1	CAPITALMIC		-7,214.40	0.00	0.00
	06/01/16	PO	0000510893	5	Part # 1100201300061 Model SMZ-161-BL	CAPITALMIC		0.00	7,214.40	0.00
	06/17/16	Vchr	05309152	1	Enc Liquidation: 0000510698/8	CARBIO-CAT		0.00	-41.63	0.00
	06/17/16	Vchr	05309152	1	Bovine Blood, Defibrinated, Po	CARBIO-CAT	223621	0.00	0.00	95.04
	06/17/16	Vchr	05309153	1	Enc Liquidation: 0000510698/1	CARBIO-CAT		0.00	-19.35	0.00
	06/17/16	Vchr	05309153	1	Elodea densa, Living, Pack of	CARBIO-CAT	223621	0.00	0.00	19.35
	06/17/16	Vchr	05309153	2	Enc Liquidation: 0000510698/2	CARBIO-CAT		0.00	-33.28	0.00
	06/17/16	Vchr	05309153	2	Spirogyra, Living Culture	CARBIO-CAT	223621	0.00	0.00	33.28
	06/17/16	Vchr	05309172	1	Enc Liquidation: 0000510698/3	CARBIO-CAT		0.00	-21.50	0.00
	06/17/16	Vchr	05309172	1	Green and Brown Mixed Hydra, L	CARBIO-CAT	223557	0.00	0.00	21.50
	06/17/16	Vchr	05309172	2	Enc Liquidation: 0000510698/4	CARBIO-CAT		0.00	-13.50	0.00
	06/17/16	Vchr	05309172	2	Volvox aureus, Living	CARBIO-CAT	223557	0.00	0.00	13.50
	06/17/16	Vchr	05309172	3	Enc Liquidation: 0000510698/5	CARBIO-CAT		0.00	-13.50	0.00
	06/17/16	Vchr	05309172	3	Blepharisma, Living	CARBIO-CAT	223557	0.00	0.00	13.50
	06/17/16	Vchr	05309172	4	Enc Liquidation: 0000510698/6	CARBIO-CAT		0.00	-13.50	0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A. Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210510 Biology Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining				
Date	Type	DocumentID	Line	Description	Vendor	Check						
06/17/16	Vchr	05309172	4	Paramecium, Living	CARBIO-CAT	223557	0.00	0.00	13.50			
06/17/16	Vchr	05309172	5	Enc Liquidation: 0000510698/7	CARBIO-CAT		0.00	-13.50	0.00			
06/17/16	Vchr	05309172	5	Scenedesmus, Living	CARBIO-CAT	223557	0.00	0.00	13.50			
06/17/16	Vchr	05309172	6	Brown Planaria, Living	CARBIO-CAT	223557	0.00	0.00	16.64			
06/17/16	Vchr	05309172	6	Enc Liquidation: 0000510698/9	CARBIO-CAT		0.00	-16.64	0.00			
06/17/16	Vchr	05309172	7	Tryptic Soy Agar with 5% Sheep	CARBIO-CAT	223557	0.00	0.00	106.85			
06/17/16	Vchr	05309172	7	Enc Liquidation: 0000510698/10	CARBIO-CAT		0.00	-106.85	0.00			
714111	Sup & Mat-Ship/Handl/Freight											
02/15/16	JE	PC00281967	763	Procurement Card -02/15/2016			0.00	0.00	35.19			
Totals							0.00	12,670.16	38,908.49	-51,578.65		
715000	Repairs And Maintenance		11100 / 11000			0.00						
715100	Repairs And Maintenance											
10/15/15	JE	PC00238890	431	10/15/2015 Procurement Card (S			0.00	0.00	89.00			
10/21/15	ExRpt	0000545356	1	Aerator for faucet for Lab Annex room	Tan,Boey Kheem	013036	0.00	0.00	18.83			
10/21/15	ExRpt	0000545356	10	Aerator Adapter	Tan,Boey Kheem	013036	0.00	0.00	15.44			
11/15/15	JE	PC00248387	637	Procurement Card - 11/15/2015			0.00	0.00	397.00			
12/15/15	JE	PC00256925	560	Procurement Card			0.00	0.00	380.00			
12/15/15	JE	PC00256925	566	Procurement Card			0.00	0.00	1,379.00			
02/15/16	JE	PC00281967	47	Procurement Card -02/15/2016			0.00	0.00	38.56			
02/15/16	JE	PC00281967	315	Procurement Card -02/15/2016			0.00	0.00	35.76			
02/15/16	JE	PC00281967	364	Procurement Card -02/15/2016			0.00	0.00	740.00			
03/15/16	JE	PC00291423	414	Procurement Card - 3/15/2016			0.00	0.00	600.00			
03/15/16	JE	PC00291423	531	Procurement Card - 3/15/2016			0.00	0.00	95.00			
04/15/16	JE	PC00303417	593	Procurement Card -4/15/2016 (0.00	0.00	227.50			
04/15/16	JE	PC00303417	617	Procurement Card -4/15/2016 (0.00	0.00	2,161.00			
04/15/16	JE	PC00303417	815	Procurement Card -4/15/2016 (0.00	0.00	150.00			
715120	Repairs & Maint-Contract											
05/15/16	JE	PC00318307	481	Procurement Card - 05/15/2016			0.00	0.00	663.23			
Totals							0.00	0.00	6,990.32	-6,990.32		
727000	Other Operating Expense		11100 / 11000			0.00						
727140	Other Operating Exp - Other											
08/25/15	JE	EXT1000673	8	Background Checks Proc/ Fac- J			0.00	0.00	19.50			
12/18/15	JE	0000253219	1	Move Background check expense			0.00	0.00	-19.50			
Totals							0.00	0.00	0.00	0.00		
Oper Supp and Exp-Budget Acct Total							67,000.00	0.00	0.00	12,670.16	45,898.81	8,431.03

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A. Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210510 Biology Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u> <u>Line</u> <u>Description</u>	<u>Vendor</u>	<u>Check</u>				
<u>Totals for Dept/Fund/Program/Class:</u>								
		0210510 / 10600 11100 / 11000	<u>67,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,670.16</u>	<u>45,898.81</u>	<u>8,431.03</u>
<u>Totals for Dept/Fund:</u>								
		0210510 / 10600	<u>67,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,670.16</u>	<u>45,898.81</u>	<u>8,431.03</u>

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Furlong, Michelle A. Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210530 Natural Sciences Exams Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID	Line	Description	Vendor	Check		
500000	Personal Services	11100 / 11000	0.00					
516000	Salaries - Other - Faculty	11100 / 11000		0.00				
516150	Extra Pay - Faculty							
06/30/16	JE	P000326507	163	June 2016 Monthly Payroll			100.00	
	Totals						100.00	-100.00
551000	FICA	11100 / 11000		0.00				
551100	FICA-Employer							
06/30/16	JE	P000326507	319	June 2016 Monthly Payroll			5.46	
551200	FICA-Employer Medicare							
06/30/16	JE	P000326507	449	June 2016 Monthly Payroll			1.28	
	Totals						6.74	-6.74
Personal Services Total			0.00	0.00	0.00	0.00	106.74	-106.74
<u>Totals for Dept/Fund/Program/Class:</u>								
0210530 / 10600			0.00	0.00	0.00	0.00	106.74	-106.74
<u>Totals for Dept/Fund:</u>								
0210530 / 10600			0.00	0.00	0.00	0.00	106.74	-106.74

P-Card Purchases

Account:		715000 repairs/maintenance/contracts					
Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account #	Notes	
MLC150-checked fan & bulb replacement	10/2/2015	Capital Microscop e Service	\$89.00	15-Oct	715000		
Balance service & calibration	11/15/2015	Lab Tech, Inc.	\$397.00	15-Nov	715000		
Lab Annex Pipette Service	12/4/2015	Precision Pipette	\$ 380.00	15-Dec	715000		
NBS Pipette Service	12/4/2015	Precision Pipette	\$ 1,379.00	15-Dec	715000		
Dry in line Filter for CO2 Incubator	1/27/2016	NUIRE	\$38.56	15-Feb	715000		
Key for -200C(NBS)	1/28/2016	Fisher Scientific	\$35.76	15-Feb	715000		
Biosafety Cabinet certification	1/19/2016	Dixie Certificatio n	\$740.00	15-Feb	715000		
Fume Hoods certifications	3/2/2016	NCI	\$600.00	15-Mar	715000		
Waste pickup(12/2015-05/2016)	12/10/2016	Cyntox	\$95.00	15-Mar	715000		
Freezer(-20oC) diagnostic	3/18/2016	Southeast Scientific	\$227.50	15-Apr	715000		
Service microscopes	3/15/2016	Capital Microscop e Service	\$2,161.00	15-Apr	715000		
Mercury lamp service	3/27/2016	Capital Microscop e	\$150.00	15-Apr	715000		
Chemical waste disposal	5/10/2016	Tradebe Treatment	\$663.23	15-May	715120		
			\$6,956.05				
Account:		714100--operating supplies/materials					
Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account	Notes	
Sharpies, labels, tape, scissors, staplers and other supplies needed for lab	8/15/2015	Staples	\$ 818.15	15-Aug	714000		
Sharpies, labels, tape, scissors, staplers and other supplies needed for lab	8/15/2015	Staples	\$ 129.52	15-Aug	714000		
Door Gaskets for autoclave	8/15/2015	Alpha Medical Equipment	\$ 152.17	15-Aug	714000		
Ponceau S	8/11/2015	Edvotek	\$ 51.91	15-Aug	714000		
Ponceau S	8/11/2015	Edvotek	\$ 51.91	15-Sep	714000		
Octopamine hydrochloride	9/1/2015	Sigma-Aldrich	\$143.00	15-Sep	714000		

P-Card PURchases

Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account #	Notes
Octopamine Antibody	9/1/2015	Sigma-Aldrich	\$361.00	15-Sep	714000	
Tyramine	9/1/2015	VWR	\$19.23	15-Sep	714000	
Serotonin & dopamine hydrochloride	9/1/2015	VWR	\$81.47	15-Sep	714000	
Caffeine	9/1/2015	VWR	\$44.66	15-Sep	714000	
Pot Chloride, Albumin, Magnesium CHL	9/9/2015	Carolina Biological	\$54.85	15-Sep	714000	
Neostigmine MTHL Sulfate	9/8/2015	VWR	\$87.70	15-Sep	714000	
Thermometer w/ Clock HuM Moni	9/10/2015	VWR	\$32.98	15-Sep	714000	
Thermometer w/ 10 Mem	9/10/2015	VWR	\$41.04	15-Sep	714000	
Chemicals	7/15/2015	Sigma-Aldrich	\$ 153.34	15-Jul	714000	
Tze-131 tapes	9/15/2015	Staple	\$26.98	15-Sep	714000	Charged 79.47 and then credited 13.49 + 39.00.
Anti-Tryosine Hydrolase	9/18/2015	Fisher Scientific	\$329.22	15-Oct	714000	
Vials, tapes, bottles	9/17/2015	Carolina Biological	\$440.36	15-Oct	714000	
Tze-131 tapes	9/16/2015	Staple	\$46.85	15-Oct	714000	
Sharp Container-2 Gal	9/17/2015	Fisher Scientific	\$73.40	15-Oct	714000	
Caclium Chloride	9/16/2015	Carolina Biological	\$5.04	15-Oct	714000	
Tryptic Soy Agar	9/25/2015	Carolina Biological	\$191.00	15-Oct	714000	
RB PAB TO SOTONIN	9/25/2015	VWR	\$324.27	15-Oct	714000	
Hydrogen Peroxide & wire Loops	9/25/2015	Carolina Biological	\$46.17	15-Oct	714000	
SylGard Dow	9/24/2015	Fisher Scientific	\$61.19	15-Oct	714000	
Tweezer	9/23/2015	Fisher Scientific	\$116.00	15-Oct	714000	
Nasonia Orange eye culture	10/2/2015	VWR	\$47.97	15-Oct	714000	
Sarcophaga Puapae, WOW bugs	10/2/2015	Carolina Biological	\$61.37	15-Oct	714000	
Plucks, Rats, & Larynx	10/6/2015	eNasco	\$1,982.30	15-Oct	714000	
MellitoBia	10/6/2015	Carolina Biological	\$26.79	15-Oct	714000	
Preserved Crayfish & dialysis tubing(bio 1111L)	10/5/2015	Carolina Biological	\$153.00	15-Oct	714000	
ALEXA Fluor	10/7/2015	Fisher Scientific	\$164.41	15-Oct	714000	
Single-fold paper towels	10/10/2015	Dade Paper	\$278.50	15-Oct	714000	
Halobacterium & tryptic soy agars, tapes	10/11/2015	Carolina Biological	\$130.87	15-Oct	714000	

P-Card PURchases

Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account #	Notes
PBR322 HAE III Digest for DNA eletro.	10/15/2015	Sigma-Aldrich	\$471.59	15-Oct	714000	
PCR Master Mix	10/22/2015	Qiagen	\$283.28	15-Oct	714000	
DNA Bac plus Kit & Loading dyes	10/22/2015	Qiagen	\$209.15	15-Oct	714000	
Bacterial primers	10/12/2015	IDTDNA	\$115.90	15-Oct	714000	
Bacteria PV, SE, SA, SF,CA & Tapes	10/18/2015	Carolina Biological	\$155.13	15-Nov	714000	
Pot Phosp MonoB, Pot Phosp DiBasic, sodium Phos monoB, Sodium Phosp DiBasic, Dextrose, TBE	10/20/2015	Carolina Biological	\$125.19	15-Nov	714000	
Plastic bottles (Pay credit Memo differences)	10/19/2015	W.W. Grainger	\$30.83	15-Nov	714000	
CornMealagar Sordaria	10/28/2015	Carolina Biological	\$166.70	15-Nov	714000	
Sheep hearts, eyes, and pigs	11/3/2015	eNasco	\$2,326.00	15-Nov	714000	charge (2488)- dicount (162) = \$2326
Pathogen Lysis Tubes	10/26/2015	Qiagen	\$247.23	15-Nov	714000	
Uvette Routine	10/29/2015	Fisher Scientific	\$409.98	15-Nov	714000	
Dextran Tetramethylrhoda	10/30/2015	Fisher Scientific	\$170.61	15-Nov	714000	
GOTAQ DNA Polymerase	11/4/2015	VWR	\$33.16	15-Nov	714000	
Microcentrifuge tubes 0.5 & 1.5 ml	10/27/2015	Argos	\$120.00	15-Nov	714000	
Inks, toner, scissors, tape dispenser, Hole Punch, & Calculators	11/4/2015	Staple	\$536.41	15-Nov	714000	
50 test tube racks	11/11/2015	Science Lab Supplies	\$208.31	15-Nov	714000	
Sylgard Dow(item did not order or Fisher send it 2X)	11/6/2015	Fisher Scientific	\$0.00	15-Nov	714000	Fraud charge 61.19 and credit (61.19)
Genes in Bottles for Kendrick	11/10/2015	BioRad	\$442.00	15-Nov	714000	Charge (\$442.01) - discount (0.01) = \$442
95% ethyl alcohol for bio labs	11/16/2015	VWR	\$161.80	15-Dec	714000	
Primers for lab	11/2/2015	IDTDNA	\$ 49.00	15-Dec	714000	
TriDye 2-Log DNA Ladder	11/24/2015	NEB	\$ 490.00	15-Dec	714000	
Xanthophyll From Marigold	11/24/2015	Sigma-Aldrich	\$ 360.74	15-Dec	714000	
TAE, TBE, Sucrose, Dextrose, KCL, HCL, Loading dye	12/10/2014	Carolina Biological	\$ 227.99	15-Dec	714000	
Nitrile Gloves for all Biology labs	1/8/2016	VWR	\$1,529.72	15-Jan	714000	

P-Card PUrchases

Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account #	Notes
Lambda DNA-Hind III Digest	1/7/2016	New England BioLabs	\$93	15-Jan	714000	
Petri dishes(60mmX100mm) for all labs	1/11/2016	VWR	\$302.45	15-Jan	714000	
Part of 4202L Arabinose	1/25/2016	BioRad	\$13.08	15-Feb	714000	
Part of 4202L Arabinose	2/13/2016	BioRad	\$13.08	15-Feb	714000	
Part of Bo 4202L Arabinose, protein profile , PGLO plasmid, DNA extraction, Blocker	1/16/2016	BioRad	\$281.44	15-Feb	714000	
part of Bio 4202L order Arabinose, protein profile, & etc...	1/20/2016	BioRad	\$250.24	15-Feb	714000	
part of Bio 4202L order Arabinose, protein profile, & etc...	1/31/2016	BioRad	\$1.53	15-Feb	714000	
3 pkgs ELISA refill for bio 2250L	1/20/2016	BioRad	\$354	15-Feb	714000	
Bio 3350L(Trilobite Fossil Study)	1/15/2016	VWR	\$20.50	15-Feb	714000	
Fetal pigs, sheep eyes, hearts, owl pellets	1/20/2016	eNasco	\$1,842.60	15-Feb	714000	
Conical tubes for Biology 4202L	1/15/2016	Fisher Scientific	\$152.09	15-Feb	714000	
Cotton swaps for Bio 2250 & 3250L	1/20/2016	Fisher Scientific	\$155.38	15-Feb	714000	
Soil thermometer for 3500L, Get this items instead of paying shipping charges for - 200C replacement key	2/1/2016	Fisher Scientific	\$18.72	15-Feb	714000	
Live cultures(Elodea, spirogyra, hydra, volvox, blepharisma, planaria, & etc...	2/5/2016	Carolina Biological	\$287.76	15-Feb	714000	
Culture Dish, Ox Blood, Tapes	2/5/2016	Carolina Biological	\$212.75	15-Feb	714000	
DNA & water Kits, Dihybride, monohybrid corns	2/5/2016	Carolina Biological	\$1,601.38	15-Feb	714000	
100 x 15 mm Petri dishes	1/26/2016	Fisher Scientific	451.86	15-Feb	714000	
weighing Boats for all Bio labs	2/4/2016	Carolina Biological	\$251.60	15-Feb	714000	
Aluminium Test Tube Baskets	2/14/2016	MSP	\$182.86	15-Feb	714000	
Economy spill PPE Kit	2/5/2016	Fisher Scientific	\$352.36	15-Feb	714000	

P-Card Purchases

Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account #	Notes
Label tape, 1" and 3/4"	1/15/2016	Carolina Biological	\$34.36	15-Feb	714000	
shipping for blood agar	1/17/2016	Carolina Biological	\$35.19	15-Feb	714000	
Emergency Shower Test Kit	2/17/2016	Fisher Scientific	\$73.98	15-Feb	714000	
Sheep hearts, eyes, kidneys, & Brain	2/16/2016	eNasco	\$2,347.60	15-Feb	714000	
Tissue Culture Flask for bio 4200L(Fran's Life overflow)	2/12/2016	VWR	\$111.39	15-Feb	714000	
Sodium Alginate for Saturday program & Bio 1107L(Day)	2/15/2016	VWR	\$18.45	15-Mar	714000	
Multifold Paper Towels Bio Labs	2/11/2016	Dade Paper	\$257.00	15-Mar	714000	
Sordaria Fungi for bio 1107L	2/15/2016	Carolina Biological	\$32.29	15-Mar	714000	
GASPACK EZ ANAEROBE CONT 20PK 5ml pipettes	2/23/2016	Fisher Scientific	\$280.86	15-Mar	714000	
Wash Bottle LDPE 250ml(6/pkg)	2/15/2016	Fisher Scientific	\$23.56	15-Mar	714000	
GENEBLAZER CHO-K1 control Kit	2/9/2015	Fisher Scientific	\$825.13	15-Mar	714000	
Nitrate reagent A & B	2/18/2015	Carolina Biological	\$87.84	15-Mar	714000	
NITR BR w/DUR Tube pk10	2/18/2016	Carolina Biological	\$114.70	15-Mar	714000	
NEISSER SICCA	2/18/2016	Carolina Biological	\$28.20	15-Mar	714000	
Protease	2/23/2016	BioRad	\$67.00	15-Mar	714000	
2 Platinum PCR Supermix - Diane	3/3/2016	Life Technology Corporation	\$349.50	15-Mar	714000	
Letter E -bio 1107L, Bio 3202L maintain HS bacteria	3/8/2016	Carolina Biological	\$224.38	15-Mar	714000	
GE HeathCare ILLUSTRATE PURETAQ Ready-to-go P	3/8/2016	Fisher Scientific	\$146.52	15-Mar	714000	
PBR322 HAE III Digest for DNA	3/8/2016	Sigma-Aldrich	\$484.59	15-Mar	714000	
Freezer(-20oC)	3/24/2018	VWR	1,430.94	15-Apr	714000	
Actin and Myosin Standard replacement	3/21/2016	Bio-Rad	\$57.00	15-Apr	714000	
Multifold Paper Towels for Fall and Summer	3/8/2016	Dade Paper	\$385.50	15-Apr	714000	
Blood Plates for bio 2250L(pcard charge as \$174.47 +\$ 21.23)	2/15/2016	Carolina Biological	\$195.70	15-Apr	714000	

P-Card PUrchases

Items purchased	Date order placed	Vendor	total cost	Pcard statement month	Account #	Notes
SENSI-DISC DISPENSER 6-PLACE	3/25/2016	VWR	\$393.08	15-Apr	714000	
PETRI DISH 150X15MM 100/CS	3/25/2016	Fisher Scientific	\$104.01	15-Apr	714000	
35mm x10 petri dishes & 24 well plates		MedSupply	\$243.86	15-Apr	714000	
Petri Dishes,TSA, muller Hinton agar, Fluid Thioglycolate med, Autoclave bags	3/29/2016	Fisher Scientific	\$843.22	15-Apr	714000	
Sucrose, Dextrose, potassium Phosphate Monobasic, dibasic, TBE(20x), Sodium Bicarbonate	3/29/2016	Carolina Biological	\$169.33	15-Apr	714000	
11/2L cylinder jar(974)	3/28/2016	Weckjars.com/GLasH AUS INC	\$101.91	15-Apr	714000	
Methylene Chloride	3/30/2016	Carolina Biological	\$40.33	15-Apr	714000	
Ethanol	3/30/2016	VWR	\$109.98	15-Apr	714000	
Methanol, hexane	3/30/2016	VWR	\$77.74	15-Apr	714000	
BG AUTO ORNG 8X11 100/PK	4/8/2016	Fisher Scientific	\$155.34	15-Apr	714000	
VWR 80 place racks	3/30/2016	VWR	\$67.05	15-Apr	714000	
Tapes	3/30/2016	VWR	\$38.02	15-Apr	714000	
15ml centrifuge tubes	3/30/2016	VWR	\$63.45	15-Apr	714000	
2.0ml microcentrifuge Tubes	3/30/2016	VWR	\$330.64	15-May	714000	
SYBR Safe	4/15/2016	Fisher Scientific	\$140.62	15-May	714000	
MCFARLAND LATEX STANDARDS #2	3/25/2016	VWR	\$105.36	15-May	714000	
Mannitol salt Agar	3/29/2016	Fisher Scientific	\$68.03	15-May	714000	
25ml Pipette	4/5/2016	MSP	\$85.52	15-May	714000	
Microscope slides coverglass	4/5/2016	MSP	\$28.99	15-May	714000	
PCR tubes(200ul)	4/5/2016	MSP	\$56.69	15-May	714000	
10 ml Pipette	4/5/2016	MSP	\$53.61	15-May	714000	

Expense Reports and Petty Cash

Items purchased	Date order placed	Vendor	total cost	Account	Notes
Petty cash: for sunscreens for a micro lab, batteries for lab equipment	9/29/2015	Walmart	\$ 54.24	71400	
Boxes for Biopac	7/22/2015	Walmart	\$ 44.05	714000	
BIOL 1111L bananas and strawberries for DNA lab	7/22/2015	Walmart	\$ 2.48	714000	
BIOL 1108L beans for beetles	7/22/2015	Walmart	\$ 6.47	714000	
BIOL 1111L collard greens for photosyn lab	7/22/2015	Walmart	\$ 2.99	714000	
BIOL 1107L yeast and supplies for fermentation lab	7/22/2015	Walmart	\$ 10.05	714000	
BIOL 1107L supplies for osmosis lab	7/22/2015	Walmart	\$ 4.57	714000	
BIOL 3500L Leaf stomata lab storage bins	8/14/2015	Walmart	\$ 64.35	714000	
Storage containers for BIOL 1107L	8/14/2015	Walmart	\$ 38.30	714000	
Cleaner for lab coats	8/14/2015	Walmart	\$ 7.50	714000	
BIOL 3500L scissors	8/14/2015	Walmart	\$ 110.96	714000	
Spray bottles for new labs	8/14/2015	Walmart	\$ 119.20	714000	
Bleach, soap, glue	8/14/2015	Walmart	\$ 40.90	714000	
Alfalfa sprouts for BIOL 3250L	9/24/2015	Walmart	\$ 2.29	714000	
topfin filter and ASM cartridge for BIOL 4700L	9/24/2015	Walmart	\$ 107.95	714000	
Dishpans, fuzzy sticks, cups, cotton, etc. lab supplies	9/24/2015	Walmart	\$ 50.62	714000	
Brush, scrub, colander for BIOL 4700L	9/24/2015	Walmart	\$ 20.31	714000	
Sho box and latch for new building	9/24/2015	Walmart	\$ 96.80	714000	
Food for animals	9/24/2015	Walmart	\$ 112.09	714000	

Expense Reports and Petty Cash

Items purchased	Date order placed	Vendor	total cost	Account	Notes
WD40, cleaners and razor blades for labs	9/24/2015	Walmart	\$ 34.87	714000	
Osmosis lab supplies	9/24/2015	Walmart	\$ 14.56	714000	
Spray bottles for labs	9/24/2015	Walmart	\$ 37.99	714000	
lab supplies for 4700L	9/24/2015	Walmart	\$ 6.79	714000	
lab supplies for 4700L	9/24/2015	Walmart	\$ 214.69	714000	
Beans for beetles	9/24/2015	Walmart	\$ 55.40	714000	
Waste container, potatoes	10/21/2015	Walmart	\$ 10.55	714000	
Storage boxes for new building	10/21/2015	Walmart	\$ 11.28	714000	
Lamps for labs, washcloths	10/21/2015	Walmart	\$ 45.20	714000	
Razors	10/21/2015	Walmart	\$ 6.48	714000	
Pump for lab	10/21/2015	Walmart	\$ 20.74	714000	
lamps, rubber bands, sharpies	10/21/2015	Walmart	\$ 92.85	714000	
Containers for beetles	10/21/2015	Walmart	\$ 45.98	714000	
Lima beans for lab	10/21/2015	Walmart	\$ 3.64	714000	
Bolt cutter	10/21/2015	Home depot	\$ 16.13	714000	
Collard greens for labs	11/10/2015	Walmart	\$ 5.98	714000	
coolers/ice buckets for micro	11/10/2015	Walmart	\$ 47.76	714000	
Milk for labs, cleaning products	11/10/2015	Walmart	\$ 47.40	714000	
fruit for labs, cheesecloth, index cards	11/10/2015	Walmart	\$ 76.67	714000	
potatoes for labs	11/10/2015	Walmart	\$ 13.62	714000	
Shrimp for protein experiment	11/10/2015	Walmart	\$ 1.36	714000	
Soaps for labs	11/18/2015	Walmart	\$ 26.24	714000	
Crawfish for lab	11/18/2015	Atchafalaya	\$ 169.03	714000	
background check	8/25/2015	Journal Entry	\$ -	727000	incorrectly allocated and moved on 12/18

Expense Reports and Petty Cash

Items purchased	Date order placed	Vendor	total cost	Account	Notes
Soaps and pins for labs	1/7/2016	Walmart	\$ 47.48	714000	
Light bulbs for BIOL 1111L and 1107L	1/7/2016	Walmart	\$ 26.64	714000	
butterfly kits and supplies	2/9/2016	Walmart	\$ 97.21	714000	
yeast and sugar 1108L	2/9/2016	Walmart	\$ 15.62	714000	
Jelly beans, coffee beans for bio labs activity	2/9/2016	Walmart	\$ 22.95	714000	
windex for scopes and batteries	2/9/2016	Walmart	\$ 24.68	714000	
freezer filter	2/9/2016	Walmart	\$ 0.97	714000	
clocks for labs	2/9/2016	Walmart	\$ 67.57	714000	
Sprouts for 3250L	2/9/2016	Walmart	\$ 2.49	714000	
Glue guns and sticks for BIOL 3650L	2/9/2016	Walmart	\$ 27.88	714000	
Milks, creamer, soy milk for BIOL 1111L	2/9/2016	Walmart	\$ 9.93	714000	
cups for BIOL 3650L	2/9/2016	Walmart	\$ 8.04	714000	
wall charger for scopes	2/9/2016	Walmart	\$ 21.00	714000	
lab supplies for 4700L	3/4/2016	Walmart	\$ 31.98	714000	
drip boxes for growth chambers	3/4/2016	Walmart	\$ 8.47	714000	
organic soy, adzuki and black beans for beetles	3/4/2016	Walmart	\$ 57.38	714000	
strainer and stoppers for labs	3/4/2016	Walmart	\$ 7.73	714000	
potatoes for osmosis lab	3/4/2016	Walmart	\$ 22.88	714000	
Beans for beetles	3/4/2016	Walmart	\$ 218.78	714000	
Beans for beetles	3/4/2016	Walmart	\$ 55.54	714000	

Expense Reports and Petty Cash

Items purchased	Date order placed	Vendor	total cost	Account	Notes
Lab cleaner, plants, collard green, bleach, rubber bands, foil, storage bins, bananas, detergent, beans for beetles	4/11/2016	Walmart	\$ 304.80	714000	
Aerator for facet	1/21/2015	Home depot	\$ 18.83	715000	
Aerator adapter	1/22/2015	Home depot	\$ 15.44	715000	

Purchase Orders

Items purchased	Date order placed	Vendor	total cost	Account	
Live organism fo Bio 1107L &1111L	7/27/2015	Carolina B	\$ 641.20	714000	
Supplies for biotech lab (GMO, Aurum plasmid purification, Genes in Bottle kits, Arabinose & etc...)	7/28/2015	Bio-Rad	\$ 1,492.00	714000	
Shipping for fotodyne equipment	9/8/2015	fotodyne	\$ 25.42	714000	
overage for PO 510007: supplies for new science building	12/15/2015	Fisher	\$ 18.19	714000	
overage for PO 510093: supplies for new science building	12/16/2015	Fisher	\$ -	714000	Charged and credited \$38.42
Live organism fo Bio 1107L &1111L and blood agar for micro	6/17/2016	Carolina B	\$ 346.66	714000	
Microscopes required for new building and to replace broken ones	6/1/2016	Capital m	\$12,527.16	714000	

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:



Patricia M. Todebush

9/23/2016

Signature

Printed Name

Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

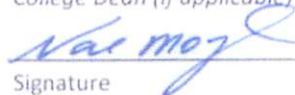
College Dean (if applicable)

Signature

Date

Signature

Date



9-23-16

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong

10/7/2016

Signature

Date

Provost

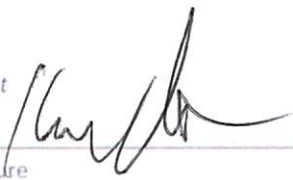
Signature

Date

President

Signature

Date



10/31/16



11-1-16

Review Comments: The ACS exam fee does not appear to be associated with a course that collects lab fees. The committee understands that the changes made in the procurement process was a huge challenge and may have resulted in an accidental case where you charged the exam to the wrong account. The SCAPFA committee recommends being more careful. When you conduct your quarterly reviews you can always request the budget office to move items that are incorrectly allocated to the fees account to your OS&E account.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY16

Department/College: Chemistry and Physics College of Arts and Sciences

Fee Name: Chem/Phys Lab Fees

List the course(s) or program(s) for which this fee applies:

All CHEM, PHYS, ASTR, SCI and FOSC courses with L following the course number. For example: CHEM 1211L
The L following the course number signifies a laboratory course.
All CHEM, and PHYS introductory and practicum research courses with numbers 3224 and 4222.
All SCI and FOSC courses with a laboratory credit component, for example SCI 3120, 3130, 3140 and FOSC 3101

Revenue Collected this Fiscal Year \$46,536.00

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

Expenditures	Amount
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&E</i>	
714000-Supplies and Materials	37,554.78

Special Course and Academic Program Fee

Review Form

715000-Repairs and Maintenance	7421.60
719000-Rents(Non Real Estate)	950.72
720000-Insurance and Bonding	
727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	733.50
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
Total Expenditures	46,660.60
Net Operating Gain (Loss)	(124.60)
<i>Subtract your total revenue from your total expenditures.</i>	

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

MEMO

To: Special Course and Academic Program Fee Audit Committee
From: Patricia M. Todebush Chair Department of Chemistry and Physics
Re: Chemistry and Physics Laboratory Fee

As the chair of the Department of Chemistry and Physics during FY16, I was responsible for managing the Chemistry and Physics laboratory fees budget. Attached is the annual course fees audit form for the CHPH courses that charge course fees. CHPH charges a fee of \$35 per student enrolled in a laboratory course or research course. These fees are used to purchase consumable supplies, equipment and instrumentation, for maintaining/servicing equipment/instruments and for disposing of hazardous materials associated with these laboratories.

FY16 was the first year that this fee was managed outside of the Department of Natural Sciences. On July 1, 2015 the Department of Natural Sciences was split into the Department of Chemistry and Physics and the Department of Biology. In addition to the split of the Natural Sciences Laboratory fee budget, the Department of Chemistry and Physics hired a new administrative assistant who handled purchasing beginning in September 2015. In January of 2016, the Laboratory Manager (previously the laboratory manager for Natural Sciences) retired. He was responsible for purchasing until January 30, 2016. The Chemistry and Physics Department started with a new administrative assistant and new purchaser and lost an experienced laboratory manager and purchaser all within four months. In addition to the personnel changes that took place within the department, the purchasing system EPro was initiated by CSU Procurement in the spring of 2016. This new purchasing system is rather complex and we experienced issues during its initial implementation yet we were forced to use the system once the purchasing card in the department was shut down due to year end processing in April.

The major issue that the Department of Chemistry and Physics had with the EPro system is that originally our administrative assistant only had access to the department OS&E budget string within the system. All items she purchased were changed to that budget string even if they were lab expenses. Once we realized this, the Budget Office and Procurement Services then had to go in and line by line over-ride the transactions to have them post to the correct budget string. This made the process of tracking spending extremely difficult because the same purchase would appear on both the OS&E and Lab Fees summary report, (some moving between both accounts more than once) and it was not clear where each expense would end up. Now that the dust has settled, and the administrative assistant has the ability to adjust the budget strings correctly in EPro this will no longer be a problem. In addition, we have centralized the purchasing process within the department. We have assigned the task of purchasing to our administrative assistant. She is the only person in the department that has a P-card, and she is the only requester from our department in EPro. Since all purchasing goes through one person, she can now keep a master list of all spending in the department, and as the approver of both the P-card and EPro system, I can much more easily reconcile the amount that has been spent in each account which was very difficult to do last year with the personnel changes and movement of purchases within the budget strings.

The revenue generated by the lab fees in the Department of Chemistry and Physics were \$46,536.00 and the total expenditure for FY16 was \$41,458.82 with an additional \$5,201.78 encumbered for a total of \$46,660. This means that we overspent our revenue by \$124.60

I have included a detailed spreadsheets listing all of the purchases that were charged to the Lab Fees account. I feel that the fees were spent appropriately to support the Science, Chemistry, Physics, Astronomy, and Forensics laboratory courses at CSU. This fee should not be increased nor should it be reduced.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2016

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 0210550 Chem/Physics Lab Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409942 Natural Science Lab Fee

-46,536.00

Class Sub-Total

-46,536.00

Dept Total

-46,536.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210550 Chem/Physics Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
	Date	Type	DocumentID	Line	Description	Vendor	Check	
700000	<u>Oper Supp and Exp-Budget Acct</u>		11100 / 11000		43,000.00			
714000	Supplies and Materials		11100 / 11000			0.00		
714100	Supplies & Materials Expense							
07/15/15	JE	PC00207140	127		Procurement Card -7/15/2015			44.75
08/15/15	JE	PC00217964	557		8/15/15 Procurement Card (S.Us			71.05
08/15/15	JE	PC00217964	571		8/15/15 Procurement Card (S.Us			47.92
09/15/15	JE	PC00227941	29		09/15/15 Procurement Card - (S			60.49
09/15/15	JE	PC00227941	124		09/15/15 Procurement Card - (S			221.32
09/15/15	JE	PC00227941	210		09/15/15 Procurement Card - (S			57.76
09/15/15	JE	PC00227941	258		09/15/15 Procurement Card - (S			55.19
09/15/15	JE	PC00227941	275		09/15/15 Procurement Card - (S			408.91
09/15/15	JE	PC00227941	285		09/15/15 Procurement Card - (S			35.53
09/29/15	Vchr	05303829	1		Replinish petty cash	CLAYTONSTA	219644	14.09
10/15/15	JE	PC00238890	225		10/15/2015 Procurement Card (S			110.76
10/15/15	JE	PC00238890	272		10/15/2015 Procurement Card (S			14.12
10/15/15	JE	PC00238890	301		10/15/2015 Procurement Card (S			9.09
10/15/15	JE	PC00238890	465		10/15/2015 Procurement Card (S			171.46
10/15/15	JE	PC00238890	517		10/15/2015 Procurement Card (S			121.20
10/15/15	JE	PC00238890	526		10/15/2015 Procurement Card (S			61.65
11/15/15	JE	PC00248387	12		Procurement Card - 11/15/2015			107.84
11/15/15	JE	PC00248387	68		Procurement Card - 11/15/2015			168.96
11/15/15	JE	PC00248387	131		Procurement Card - 11/15/2015			29.86
11/15/15	JE	PC00248387	674		Procurement Card - 11/15/2015			51.50
11/15/15	JE	PC00248387	682		Procurement Card - 11/15/2015			110.76
12/15/15	Vchr	05305444	1		Overage for PO #510007	FISHERSCIE	220849	18.19
12/15/15	JE	PC00256925	156		Procurement Card			285.24
12/15/15	JE	PC00256925	160		Procurement Card			22.06
12/16/15	Vchr	05305539	1		Overage for PO# 510093	FISHERSCIE		38.42
12/16/15	Vchr	05305539	1		Overage for PO# 510093	FISHERSCIE		-38.42
01/15/16	JE	PC00267781	25		Procurement Card - 01/16/16 (125.42
01/15/16	JE	PC00267781	69		Procurement Card - 01/16/16 (349.25
01/15/16	JE	PC00267781	206		Procurement Card - 01/16/16 (120.59
01/15/16	JE	PC00267781	217		Procurement Card - 01/16/16 (35.20
01/15/16	JE	PC00267781	232		Procurement Card - 01/16/16 (413.26
01/15/16	JE	PC00267781	279		Procurement Card - 01/16/16 (143.58
01/15/16	JE	PC00267781	283		Procurement Card - 01/16/16 (172.24

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M
 Department: 0210550 Chem/Physics Lab Fees
 Fund Code: 10600 Other General
 Budget Ref: 2016
 All Fiscal Periods: No
 From Fiscal Year: 2016
 Acct Period From: 1 (JUL2015)
 To Fiscal Year: 2016
 Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
		01/15/16	JE	PC00267781	286	Procurement Card - 01/16/16			0.00	0.00	115.39	
		01/15/16	JE	PC00267781	309	Procurement Card - 01/16/16			0.00	0.00	223.46	
		01/15/16	JE	PC00267781	330	Procurement Card - 01/16/16			0.00	0.00	444.50	
		01/15/16	JE	PC00267781	332	Procurement Card - 01/16/16			0.00	0.00	43.15	
		01/15/16	JE	PC00267781	408	Procurement Card - 01/16/16			0.00	0.00	168.50	
		01/15/16	JE	PC00267781	412	Procurement Card - 01/16/16			0.00	0.00	64.95	
		02/15/16	JE	PC00281967	59	Procurement Card - 02/15/2016			0.00	0.00	78.18	
		02/15/16	JE	PC00281967	78	Procurement Card - 02/15/2016			0.00	0.00	90.30	
		02/15/16	JE	PC00281967	91	Procurement Card - 02/15/2016			0.00	0.00	108.64	
		02/15/16	JE	PC00281967	98	Procurement Card - 02/15/2016			0.00	0.00	437.82	
		02/15/16	JE	PC00281967	132	Procurement Card - 02/15/2016			0.00	0.00	149.13	
		02/15/16	JE	PC00281967	142	Procurement Card - 02/15/2016			0.00	0.00	246.04	
		02/15/16	JE	PC00281967	161	Procurement Card - 02/15/2016			0.00	0.00	20.50	
		02/15/16	JE	PC00281967	190	Procurement Card - 02/15/2016			0.00	0.00	88.52	
		02/15/16	JE	PC00281967	192	Procurement Card - 02/15/2016			0.00	0.00	123.40	
		02/15/16	JE	PC00281967	196	Procurement Card - 02/15/2016			0.00	0.00	52.10	
		02/15/16	JE	PC00281967	204	Procurement Card - 02/15/2016			0.00	0.00	320.49	
		02/15/16	JE	PC00281967	205	Procurement Card - 02/15/2016			0.00	0.00	13.93	
		02/15/16	JE	PC00281967	206	Procurement Card - 02/15/2016			0.00	0.00	45.96	
		02/15/16	JE	PC00281967	225	Procurement Card - 02/15/2016			0.00	0.00	57.41	
		02/15/16	JE	PC00281967	375	Procurement Card - 02/15/2016			0.00	0.00	26.00	
		02/15/16	JE	PC00281967	393	Procurement Card - 02/15/2016			0.00	0.00	33.50	
		02/15/16	JE	PC00281967	431	Procurement Card - 02/15/2016			0.00	0.00	152.73	
		02/15/16	JE	PC00281967	474	Procurement Card - 02/15/2016			0.00	0.00	474.88	
		02/15/16	JE	PC00281967	592	Procurement Card - 02/15/2016			0.00	0.00	99.02	
		02/15/16	JE	PC00281967	620	Procurement Card - 02/15/2016			0.00	0.00	93.96	
		02/15/16	JE	PC00281967	685	Procurement Card - 02/15/2016			0.00	0.00	235.88	
		02/15/16	JE	PC00281967	737	Procurement Card - 02/15/2016			0.00	0.00	99.02	
		02/15/16	JE	PC00281967	842	Procurement Card - 02/15/2016			0.00	0.00	482.65	
		02/15/16	JE	PC00281967	844	Procurement Card - 02/15/2016			0.00	0.00	370.00	
		02/15/16	JE	PC00281967	855	Procurement Card - 02/15/2016			0.00	0.00	112.93	
		02/18/16	Vchr	05306678	1	Lab supplies	CLAYTONSTA	221808	0.00	0.00	17.03	
		03/15/16	JE	PC00291423	29	Procurement Card - 3/15/2016			0.00	0.00	88.50	
		03/15/16	JE	PC00291423	115	Procurement Card - 3/15/2016			0.00	0.00	20.50	
		03/15/16	JE	PC00291423	124	Procurement Card - 3/15/2016			0.00	0.00	62.52	
		03/15/16	JE	PC00291423	159	Procurement Card - 3/15/2016			0.00	0.00	147.90	
		03/15/16	JE	PC00291423	161	Procurement Card - 3/15/2016			0.00	0.00	45.46	
		03/15/16	JE	PC00291423	164	Procurement Card - 3/15/2016			0.00	0.00	274.26	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210550 Chem/Physics Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
03/15/16	JE			PC00291423	201	Procurement Card - 3/15/2016			0.00	0.00	15.48	
03/15/16	JE			PC00291423	202	Procurement Card - 3/15/2016			0.00	0.00	43.74	
03/15/16	JE			PC00291423	208	Procurement Card - 3/15/2016			0.00	0.00	1,407.60	
03/15/16	JE			PC00291423	227	Procurement Card - 3/15/2016			0.00	0.00	285.96	
03/15/16	JE			PC00291423	235	Procurement Card - 3/15/2016			0.00	0.00	317.05	
03/15/16	JE			PC00291423	251	Procurement Card - 3/15/2016			0.00	0.00	442.93	
03/15/16	JE			PC00291423	361	Procurement Card - 3/15/2016			0.00	0.00	43.59	
03/15/16	JE			PC00291423	363	Procurement Card - 3/15/2016			0.00	0.00	76.50	
03/15/16	JE			PC00291423	378	Procurement Card - 3/15/2016			0.00	0.00	337.65	
03/15/16	JE			PC00291423	402	Procurement Card - 3/15/2016			0.00	0.00	30.60	
03/15/16	JE			PC00291423	505	Procurement Card - 3/15/2016			0.00	0.00	99.25	
03/15/16	JE			PC00291423	598	Procurement Card - 3/15/2016			0.00	0.00	70.84	
03/15/16	JE			PC00291423	634	Procurement Card - 3/15/2016			0.00	0.00	134.85	
03/15/16	JE			PC00291423	646	Procurement Card - 3/15/2016			0.00	0.00	28.72	
03/15/16	JE			PC00291423	699	Procurement Card - 3/15/2016			0.00	0.00	162.69	
03/15/16	JE			PC00291423	702	Procurement Card - 3/15/2016			0.00	0.00	886.60	
03/15/16	JE			PC00291423	754	Procurement Card - 3/15/2016			0.00	0.00	295.52	
04/15/16	JE			PC00303417	57	Procurement Card -4/15/2016 {			0.00	0.00	161.60	
04/15/16	JE			PC00303417	78	Procurement Card -4/15/2016 {			0.00	0.00	504.80	
04/15/16	JE			PC00303417	107	Procurement Card -4/15/2016 {			0.00	0.00	1,126.18	
04/15/16	JE			PC00303417	194	Procurement Card -4/15/2016 {			0.00	0.00	45.91	
04/15/16	JE			PC00303417	222	Procurement Card -4/15/2016 {			0.00	0.00	700.40	
04/15/16	JE			PC00303417	227	Procurement Card -4/15/2016 {			0.00	0.00	75.40	
04/15/16	JE			PC00303417	437	Procurement Card -4/15/2016 {			0.00	0.00	3,200.00	
04/15/16	JE			PC00303417	501	Procurement Card -4/15/2016 {			0.00	0.00	20.50	
04/15/16	JE			PC00303417	622	Procurement Card -4/15/2016 {			0.00	0.00	312.27	
04/15/16	JE			PC00303417	667	Procurement Card -4/15/2016 {			0.00	0.00	648.23	
04/15/16	JE			PC00303417	682	Procurement Card -4/15/2016 {			0.00	0.00	40.13	
04/15/16	JE			PC00303417	768	Procurement Card -4/15/2016 {			0.00	0.00	401.19	
04/15/16	JE			PC00303417	842	Procurement Card -4/15/2016 {			0.00	0.00	48.60	
04/15/16	JE			PC00303417	852	Procurement Card -4/15/2016 {			0.00	0.00	127.47	
04/27/16	PO			0000510717	1	POT HYDRN PTHALAT 1RY STD 250G	VWRINT-CAT		0.00	94.54	0.00	
04/27/16	PO			0000510717	1	Pre-Enc Liquidation: 0000500076/1	VWRINT-CAT		0.00	0.00	0.00	
04/27/16	PO			0000510717	2	BDH HCL ACS NF FCC 2.5 L	VWRINT-CAT		0.00	51.26	0.00	
04/27/16	PO			0000510717	2	Pre-Enc Liquidation: 0000500076/2	VWRINT-CAT		0.00	0.00	0.00	
04/27/16	PO			0000510717	3	Pre-Enc Liquidation: 0000500076/3	VWRINT-CAT		0.00	0.00	0.00	
04/27/16	PO			0000510717	3	P-NITROPHENOL (99%) BAK 100GM	VWRINT-CAT		0.00	56.93	0.00	
04/27/16	PO			0000510717	4	Pre-Enc Liquidation: 0000500076/4	VWRINT-CAT		0.00	0.00	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210550 Chem/Physics Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
04/27/16	PO	0000510717	4	VWR GLOVE NITRILE PF S PK100	VWRINT-CAT	0.00	86.86	0.00				
04/27/16	PO	0000510717	5	VWR GLOVE NITRILE PF M PK100	VWRINT-CAT	0.00	78.78	0.00				
04/27/16	PO	0000510717	5	Pre-Enc Liquidation: 0000500076/5	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	6	VWR GLOVE NITRILE PF L PK100	VWRINT-CAT	0.00	82.82	0.00				
04/27/16	PO	0000510717	6	Pre-Enc Liquidation: 0000500076/6	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	7	Pre-Enc Liquidation: 0000500076/7	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	7	VWR HEXAGONAL WEIGH BOAT MED ANTI-STA	VWRINT-CAT	0.00	32.78	0.00				
04/27/16	PO	0000510717	8	VWR HEXAGONAL WEIGH BOAT LRG ANTI-STA	VWRINT-CAT	0.00	70.05	0.00				
04/27/16	PO	0000510717	8	Pre-Enc Liquidation: 0000500076/8	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	9	PAPER - RED LITMUS PK8	VWRINT-CAT	0.00	30.60	0.00				
04/27/16	PO	0000510717	9	Pre-Enc Liquidation: 0000500076/9	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	10	PAPER BLUE LITMUS 25 SHEET PK8	VWRINT-CAT	0.00	28.65	0.00				
04/27/16	PO	0000510717	10	Pre-Enc Liquidation: 0000500076/10	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	11	SLVR WIRE .5MMDIA SOFT 99.9 2M	VWRINT-CAT	0.00	87.16	0.00				
04/27/16	PO	0000510717	11	Pre-Enc Liquidation: 0000500076/11	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	12	JUG 128OZ GLASS CS4	VWRINT-CAT	0.00	399.24	0.00				
04/27/16	PO	0000510717	12	Pre-Enc Liquidation: 0000500076/12	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	13	Pre-Enc Liquidation: 0000500076/13	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	13	VWR FILTER PAPER 4.25CM PK100	VWRINT-CAT	0.00	8.34	0.00				
04/27/16	PO	0000510717	14	Pre-Enc Liquidation: 0000500076/14	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	14	VWR FILTER PAPER 413 9CM PK100	VWRINT-CAT	0.00	8.55	0.00				
04/27/16	PO	0000510717	15	VWR FILTER PAPER 12.5CM PK100	VWRINT-CAT	0.00	12.24	0.00				
04/27/16	PO	0000510717	15	Pre-Enc Liquidation: 0000500076/15	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	16	Pre-Enc Liquidation: 0000500076/16	VWRINT-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510717	16	COPPER TURNINGS 250G	VWRINT-CAT	0.00	30.63	0.00				
04/27/16	PO	0000510718	1	Pre-Enc Liquidation: 0000500078/1	CARBIO-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510718	1	Calcium Nitrate Tetrahydrate, Laborat	CARBIO-CAT	0.00	11.16	0.00				
04/27/16	PO	0000510718	2	Pre-Enc Liquidation: 0000500078/2	CARBIO-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510718	2	Potassium Nitrate, ACS Grade, 100 g	CARBIO-CAT	0.00	7.43	0.00				
04/27/16	PO	0000510718	3	Phenolphthalein, Reagent Grade, 500 g	CARBIO-CAT	0.00	97.74	0.00				
04/27/16	PO	0000510718	3	Pre-Enc Liquidation: 0000500078/3	CARBIO-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510718	4	Pre-Enc Liquidation: 0000500078/4	CARBIO-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510718	4	Toluene, ACS Grade, 3.8 L	CARBIO-CAT	0.00	41.54	0.00				
04/27/16	PO	0000510718	5	Magnesium Turnings, Reagent Grade, 10	CARBIO-CAT	0.00	30.52	0.00				
04/27/16	PO	0000510718	5	Pre-Enc Liquidation: 0000500078/5	CARBIO-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510718	6	Pre-Enc Liquidation: 0000500078/6	CARBIO-CAT	0.00	0.00	0.00				
04/27/16	PO	0000510718	6	Magnesium Nitrate, Hexahydrate, Reage	CARBIO-CAT	0.00	27.36	0.00				
05/02/16	PO	0000510732	1	Pre-Enc Liquidation: 0000500101/1	CARBIO-CAT	0.00	0.00	0.00				

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210550 Chem/Physics Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran		Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining	
	Date	Type	DocumentID	Line	Description	Vendor	Check			
	05/02/16	PO	0000510732	1	Sodium Hydroxide, Flake, Laboratory G	CARBIO-CAT		0.00	35.64	0.00
	05/04/16	PO	0000510774	1	Pre-Enc Liquidation: 0000500123/1	CARBIO-CAT		0.00	0.00	0.00
	05/04/16	PO	0000510774	1	Ether, Anhydrous, Reagent Grade, 500	CARBIO-CAT		0.00	70.47	0.00
	05/05/16	REQ	0000500134	1	Celestron Advanced VX 11" f/10 Schmid			2,699.00	0.00	0.00
	05/05/16	REQ	0000500134	2	Celestron SkySync GPS Accessory			169.99	0.00	0.00
	05/15/16	JE	PC00318307	173	Procurement Card - 05/15/2016			0.00	0.00	1,401.00
	05/15/16	JE	PC00318307	256	Procurement Card - 05/15/2016			0.00	0.00	75.40
	05/15/16	JE	PC00318307	314	Procurement Card - 05/15/2016			0.00	0.00	1,052.90
	05/15/16	JE	PC00318307	337	Procurement Card - 05/15/2016			0.00	0.00	317.00
	05/15/16	JE	PC00318307	352	Procurement Card - 05/15/2016			0.00	0.00	722.11
	05/15/16	JE	PC00318307	381	Procurement Card - 05/15/2016			0.00	0.00	413.49
	05/15/16	JE	PC00318307	387	Procurement Card - 05/15/2016			0.00	0.00	287.00
	05/15/16	JE	PC00318307	389	Procurement Card - 05/15/2016			0.00	0.00	18.55
	05/15/16	JE	PC00318307	446	Procurement Card - 05/15/2016			0.00	0.00	132.79
	05/15/16	JE	PC00318307	535	Procurement Card - 05/15/2016			0.00	0.00	20.25
	05/15/16	JE	PC00318307	555	Procurement Card - 05/15/2016			0.00	0.00	1,915.00
	05/15/16	JE	PC00318307	600	Procurement Card - 05/15/2016			0.00	0.00	316.90
	05/15/16	JE	PC00318307	656	Procurement Card - 05/15/2016			0.00	0.00	83.46
	05/15/16	JE	PC00318307	663	Procurement Card - 05/15/2016			0.00	0.00	468.26
	05/19/16	REQ	0000500234	1	Lunt-6x30 White Light Mini Sunoculars			299.50	0.00	0.00
	05/19/16	REQ	0000500234	2	Lunt-Sunocular 8x32 Solay Binocular -			129.00	0.00	0.00
	05/20/16	REQ	0000500239	1	CYCLOHEXENE R 1L			155.01	0.00	0.00
	05/20/16	REQ	0000500239	2	POT HYDROXIDE CERT ACS 500G			29.38	0.00	0.00
	05/20/16	REQ	0000500239	3	COBALT(II) CHLORIDE, ANH 500GR			313.99	0.00	0.00
	05/20/16	REQ	0000500239	4	ETHYL ACETATE CERT ACS/HPLC4L			29.54	0.00	0.00
	05/20/16	REQ	0000500239	5	ALUM CHLRIDE ANHY PWR 99% 500G			51.79	0.00	0.00
	05/20/16	REQ	0000500239	6	RUBBER BULB RD 2ML 12/PK			43.36	0.00	0.00
	05/20/16	REQ	0000500240	1	Magnesium, Ribbon, Laboratory Grade,			31.47	0.00	0.00
	05/20/16	REQ	0000500240	2	Silver Nitrate, Reagent Grade, 100 g			864.00	0.00	0.00
	05/20/16	REQ	0000500241	1	Brother TZe-231 Labeler Tape, Black o			42.09	0.00	0.00
	05/25/16	PO	0000510864	1	Pre-Enc Liquidation: 0000500239/1	FISHER-CAT		0.00	0.00	0.00
	05/25/16	PO	0000510864	1	CYCLOHEXENE R 1L	FISHER-CAT		0.00	0.00	0.00
	05/25/16	PO	0000510864	1	CYCLOHEXENE R 1L	FISHER-CAT		0.00	155.01	0.00
	05/25/16	PO	0000510864	1	Pre-Enc Liquidation: 0000500239/1	FISHER-CAT		-155.01	0.00	0.00
	05/25/16	PO	0000510864	2	Pre-Enc Liquidation: 0000500239/2	FISHER-CAT		-29.38	0.00	0.00
	05/25/16	PO	0000510864	2	Pre-Enc Liquidation: 0000500239/2	FISHER-CAT		0.00	0.00	0.00
	05/25/16	PO	0000510864	2	POT HYDROXIDE CERT ACS 500G	FISHER-CAT		0.00	0.00	0.00
	05/25/16	PO	0000510864	2	POT HYDROXIDE CERT ACS 500G	FISHER-CAT		0.00	29.38	0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210550 Chem/Physics Lab Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
05/25/16	PO	05/25/16	PO	0000510864	3	Pre-Enc Liquidation: 0000500239/3	FISHER-CAT		-313.99	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	3	COBALT(II) CHLORIDE, ANH 500GR	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	3	COBALT(II) CHLORIDE, ANH 500GR	FISHER-CAT		0.00	313.99	0.00	
05/25/16	PO	05/25/16	PO	0000510864	3	Pre-Enc Liquidation: 0000500239/3	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	4	ETHYL ACETATE CERT ACS/HPLC4L	FISHER-CAT		0.00	29.54	0.00	
05/25/16	PO	05/25/16	PO	0000510864	4	Pre-Enc Liquidation: 0000500239/4	FISHER-CAT		-29.54	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	4	Pre-Enc Liquidation: 0000500239/4	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	4	ETHYL ACETATE CERT ACS/HPLC4L	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	5	ALUM CHLRIDE ANHY PWR 99% 500G	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	5	Pre-Enc Liquidation: 0000500239/5	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	5	ALUM CHLRIDE ANHY PWR 99% 500G	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	5	Pre-Enc Liquidation: 0000500239/5	FISHER-CAT		0.00	51.79	0.00	
05/25/16	PO	05/25/16	PO	0000510864	5	Pre-Enc Liquidation: 0000500239/5	FISHER-CAT		-51.79	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	6	Pre-Enc Liquidation: 0000500239/6	FISHER-CAT		-43.36	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	6	RUBBER BULB RD 2ML 12/PK	FISHER-CAT		0.00	43.36	0.00	
05/25/16	PO	05/25/16	PO	0000510864	6	Pre-Enc Liquidation: 0000500239/6	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510864	6	RUBBER BULB RD 2ML 12/PK	FISHER-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510865	1	Pre-Enc Liquidation: 0000500240/1	CARBIO-CAT		-31.47	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510865	1	Magnesium, Ribbon, Laboratory Grade,	CARBIO-CAT		0.00	-0.03	0.00	
05/25/16	PO	05/25/16	PO	0000510865	1	Pre-Enc Liquidation: 0000500240/1	CARBIO-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510865	1	Magnesium, Ribbon, Laboratory Grade,	CARBIO-CAT		0.00	31.47	0.00	
05/25/16	PO	05/25/16	PO	0000510865	2	Silver Nitrate, Reagent Grade, 100 g	CARBIO-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510865	2	Pre-Enc Liquidation: 0000500240/2	CARBIO-CAT		0.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510865	2	Silver Nitrate, Reagent Grade, 100 g	CARBIO-CAT		0.00	864.00	0.00	
05/25/16	PO	05/25/16	PO	0000510865	2	Pre-Enc Liquidation: 0000500240/2	CARBIO-CAT		-864.00	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510866	1	Pre-Enc Liquidation: 0000500241/1	STAPLE-CAT		-42.09	0.00	0.00	
05/25/16	PO	05/25/16	PO	0000510866	1	Brother TZe-231 Labeler Tape, Black o	STAPLE-CAT		0.00	42.09	0.00	
05/26/16	REQ	05/26/16	REQ	0000500276	1	NITRIC ACID REAGENT ACS 21/2L			103.62	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500276	2	BENZOPHENONE 100 G			18.75	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500276	3	BORIC ACID POWDER ACS 500G			88.84	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500276	4	CYCLOHEXENE R 1L			206.68	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500278	1	POT HYDRN PTHALAT 1RY STD 250G			153.69	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500279	1	Sodium Hydroxide, Flake, Laboratory G			35.64	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500279	2	Ether, Anhydrous, Reagent Grade, 500			70.47	0.00	0.00	
05/26/16	REQ	05/26/16	REQ	0000500279	3	Silver Nitrate, Reagent Grade, 100 g			864.00	0.00	0.00	
05/26/16	PO	05/26/16	PO	0000510880	1	Pre-Enc Liquidation: 0000500276/1	FISHER-CAT		0.00	0.00	0.00	
05/26/16	PO	05/26/16	PO	0000510880	1	NITRIC ACID REAGENT ACS 21/2L	FISHER-CAT		0.00	0.00	0.00	
05/26/16	PO	05/26/16	PO	0000510880	1	NITRIC ACID REAGENT ACS 21/2L	FISHER-CAT		0.00	103.62	0.00	
05/26/16	PO	05/26/16	PO	0000510880	1	Pre-Enc Liquidation: 0000500276/1	FISHER-CAT		-103.62	0.00	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M
 Department: 0210550 Chem/Physics Lab Fees
 Fund Code: 10600 Other General
 Budget Ref: 2016
 All Fiscal Periods: No
 From Fiscal Year: 2016
 Acct Period From: 1 (JUL2015)
 To Fiscal Year: 2016
 Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
		05/26/16	PO	0000510880	2	BENZOPHENONE 100 G	FISHER-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510880	2	Pre-Enc Liquidation: 0000500276/2	FISHER-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510880	2	Pre-Enc Liquidation: 0000500276/2	FISHER-CAT		-18.75	0.00	0.00	
		05/26/16	PO	0000510880	2	BENZOPHENONE 100 G	FISHER-CAT		0.00	18.75	0.00	
		05/26/16	PO	0000510880	3	BORIC ACID POWDER ACS 500G	FISHER-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510880	3	Pre-Enc Liquidation: 0000500276/3	FISHER-CAT		-88.84	0.00	0.00	
		05/26/16	PO	0000510880	3	BORIC ACID POWDER ACS 500G	FISHER-CAT		0.00	88.84	0.00	
		05/26/16	PO	0000510880	3	Pre-Enc Liquidation: 0000500276/3	FISHER-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510880	4	CYCLOHEXENE R 1L	FISHER-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510880	4	Pre-Enc Liquidation: 0000500276/4	FISHER-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510880	4	CYCLOHEXENE R 1L	FISHER-CAT		0.00	206.68	0.00	
		05/26/16	PO	0000510880	4	Pre-Enc Liquidation: 0000500276/4	FISHER-CAT		-206.68	0.00	0.00	
		05/26/16	PO	0000510881	1	Pre-Enc Liquidation: 0000500278/1	VWRINT-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510881	1	POT HYDRN PTHALAT 1RY STD 250G	VWRINT-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510881	1	Pre-Enc Liquidation: 0000500278/1	VWRINT-CAT		-153.69	0.00	0.00	
		05/26/16	PO	0000510881	1	POT HYDRN PTHALAT 1RY STD 250G	VWRINT-CAT		0.00	153.69	0.00	
		05/26/16	PO	0000510882	1	Pre-Enc Liquidation: 0000500279/1	CARBIO-CAT		-35.64	0.00	0.00	
		05/26/16	PO	0000510882	1	Sodium Hydroxide, Flake, Laboratory G	CARBIO-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510882	1	Pre-Enc Liquidation: 0000500279/1	CARBIO-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510882	1	Sodium Hydroxide, Flake, Laboratory G	CARBIO-CAT		0.00	35.64	0.00	
		05/26/16	PO	0000510882	2	Pre-Enc Liquidation: 0000500279/2	CARBIO-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510882	2	Ether, Anhydrous, Reagent Grade, 500	CARBIO-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510882	2	Pre-Enc Liquidation: 0000500279/2	CARBIO-CAT		-70.47	0.00	0.00	
		05/26/16	PO	0000510882	2	Ether, Anhydrous, Reagent Grade, 500	CARBIO-CAT		0.00	70.47	0.00	
		05/26/16	PO	0000510882	3	Pre-Enc Liquidation: 0000500279/3	CARBIO-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510882	3	Silver Nitrate, Reagent Grade, 100 g	CARBIO-CAT		0.00	0.00	0.00	
		05/26/16	PO	0000510882	3	Silver Nitrate, Reagent Grade, 100 g	CARBIO-CAT		0.00	864.00	0.00	
		05/26/16	PO	0000510882	3	Pre-Enc Liquidation: 0000500279/3	CARBIO-CAT		-864.00	0.00	0.00	
		06/01/16	ExRpt	0000563310	1	Lowe's	Agyeman, Augusti	013866	0.00	0.00	71.49	
		06/02/16	PO	0000510900	1	Celestron Advanced VX 11" f/10 Schmid	B&HFOTO&EL		0.00	2,699.00	0.00	
		06/02/16	PO	0000510900	1	Pre-Enc Liquidation: 0000500134/1	B&HFOTO&EL		-2,699.00	0.00	0.00	
		06/02/16	PO	0000510900	2	Pre-Enc Liquidation: 0000500134/2	B&HFOTO&EL		-169.99	0.00	0.00	
		06/02/16	PO	0000510900	2	Celestron SkySync GPS Accessory	B&HFOTO&EL		0.00	169.99	0.00	
		06/13/16	Vchr	05308970	1	POT HYDRN PTHALAT 1RY STD 250G	VWRINT-CAT	223423	0.00	0.00	153.69	
		06/13/16	Vchr	05308970	1	Enc Liquidation: 0000510881/1	VWRINT-CAT		0.00	-153.69	0.00	
		06/16/16	Vchr	05309108	1	Magnesium, Ribbon, Laboratory	CARBIO-CAT	223507	0.00	0.00	31.44	
		06/16/16	Vchr	05309108	1	Enc Liquidation: 0000510865/1	CARBIO-CAT		0.00	-31.44	0.00	
		06/16/16	Vchr	05309108	2	Enc Liquidation: 0000510865/2	CARBIO-CAT		0.00	-864.00	0.00	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M
 Department: 0210550 Chem/Physics Lab Fees
 Fund Code: 10600 Other General
 Budget Ref: 2016
 All Fiscal Periods: No
 From Fiscal Year: 2016
 Acct Period From: 1 (JUL2015)
 To Fiscal Year: 2016
 Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining	
Date	Type	DocumentID	Line	Description	Vendor	Check			
06/16/16	Vchr	05309108	2	Silver Nitrate, Reagent Grade,	CARBIO-CAT	223507	0.00	0.00	864.00
06/17/16	Vchr	05309155	1	Enc Liquidation: 0000510864/1	FISHER-CAT		0.00	-155.01	0.00
06/17/16	Vchr	05309155	1	CYCLOHEXENE R 1L	FISHER-CAT	223623	0.00	0.00	161.18
06/17/16	Vchr	05309155	2	Enc Liquidation: 0000510864/2	FISHER-CAT		0.00	-29.38	0.00
06/17/16	Vchr	05309155	2	POT HYDROXIDE CERT ACS 500G	FISHER-CAT	223623	0.00	0.00	30.55
06/17/16	Vchr	05309155	3	Enc Liquidation: 0000510864/3	FISHER-CAT		0.00	-313.99	0.00
06/17/16	Vchr	05309155	3	COBALT(II) CHLORIDE, ANH 500GR	FISHER-CAT	223623	0.00	0.00	326.49
06/17/16	Vchr	05309155	4	Enc Liquidation: 0000510864/4	FISHER-CAT		0.00	-29.54	0.00
06/17/16	Vchr	05309155	4	ETHYL ACETATE CERT ACS/HPLC4L	FISHER-CAT	223623	0.00	0.00	30.72
06/17/16	Vchr	05309155	6	RUBBER BULB RD 2ML 12/PK	FISHER-CAT	223623	0.00	0.00	45.09
06/17/16	Vchr	05309155	6	Enc Liquidation: 0000510864/6	FISHER-CAT		0.00	-43.36	0.00
06/17/16	Vchr	05309157	1	Enc Liquidation: 0000510880/1	FISHER-CAT		0.00	-103.62	0.00
06/17/16	Vchr	05309157	1	NITRIC ACID REAGENT ACS 21/2L	FISHER-CAT	223623	0.00	0.00	115.87
06/17/16	Vchr	05309157	3	BORIC ACID POWDER ACS 500G	FISHER-CAT	223623	0.00	0.00	99.34
06/17/16	Vchr	05309157	3	Enc Liquidation: 0000510880/3	FISHER-CAT		0.00	-88.84	0.00
06/17/16	Vchr	05309159	1	Enc Liquidation: 0000510866/1	STAPLE-CAT		0.00	-42.09	0.00
06/17/16	Vchr	05309159	1	Brother TZe-231 Labeler Tape,	STAPLE-CAT	223635	0.00	0.00	42.09
06/17/16	Vchr	05309165	5	ALUM CHLRIDE ANHY PWR 99% 500G	FISHER-CAT	223559	0.00	0.00	51.79
06/17/16	Vchr	05309165	5	Enc Liquidation: 0000510864/5	FISHER-CAT		0.00	-51.79	0.00
06/17/16	Vchr	05309171	1	Enc Liquidation: 0000510882/1	CARBIO-CAT		0.00	-35.64	0.00
06/17/16	Vchr	05309171	1	Sodium Hydroxide, Flake, Labor	CARBIO-CAT	223621	0.00	0.00	38.38
06/17/16	Vchr	05309171	2	Enc Liquidation: 0000510882/2	CARBIO-CAT		0.00	-70.47	0.00
06/17/16	Vchr	05309171	2	Ether, Anhydrous, Reagent Grad	CARBIO-CAT	223621	0.00	0.00	75.89
06/17/16	Vchr	05309171	3	Silver Nitrate, Reagent Grade,	CARBIO-CAT	223621	0.00	0.00	930.43
06/17/16	Vchr	05309171	3	Enc Liquidation: 0000510882/3	CARBIO-CAT		0.00	-864.00	0.00
06/17/16	Vchr	05309173	4	Enc Liquidation: 0000510880/4	FISHER-CAT		0.00	-206.68	0.00
06/17/16	Vchr	05309173	4	CYCLOHEXENE R 1L	FISHER-CAT	223559	0.00	0.00	206.68
06/28/16	Vchr	05309335	1	Petty Cash Reimb	CLAYTONSTA	223645	0.00	0.00	37.55
06/28/16	Vchr	05309335	1	Petty Cash Reimb	CLAYTONSTA	223645	0.00	0.00	34.21
06/28/16	Vchr	05309349	2	Enc Liquidation: 0000510880/2	FISHER-CAT		0.00	-18.75	0.00
06/28/16	Vchr	05309349	2	BENZOPHENONE 100 G	FISHER-CAT	223633	0.00	0.00	18.75
06/30/16	PO	0000511095	1	Lunt-6x30 White Light Mini Sunoculars	KHOROVSKYE		0.00	299.50	0.00
06/30/16	PO	0000511095	1	Pre-Enc Liquidation: 0000500234/1	KHOROVSKYE		-299.50	0.00	0.00
06/30/16	PO	0000511095	2	Lunt-Sunocular 8x32 Solay Binocular -	KHOROVSKYE		0.00	129.00	0.00
06/30/16	PO	0000511095	2	Pre-Enc Liquidation: 0000500234/2	KHOROVSKYE		-129.00	0.00	0.00
06/30/16	PO	0000511096	1	General Chemistry 1st Term #GC15F	AMERICANCH		0.00	168.75	0.00
06/30/16	PO	0000511096	2	General Chemistry Second Term #GC14S	AMERICANCH		0.00	168.75	0.00
06/30/16	PO	0000511096	3	Organic Biochemistry 2014 #GB14	AMERICANCH		0.00	15.00	0.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M
 Department: 0210550 Chem/Physics Lab Fees
 Fund Code: 10600 Other General
 Budget Ref: 2016
 All Fiscal Periods: No
 From Fiscal Year: 2016
 Acct Period From: 1 (JUL2015)
 To Fiscal Year: 2016
 Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	06/30/16	PO		0000511096	4	Preparing for your ACS Exam #GCSG	AMERICANCH		0.00	46.00	0.00	
	06/30/16	JE		PC00332192	50	Procurement Card - 6/30/2016			0.00	0.00	90.66	
714111	Sup & Mat-Ship/Handl/Freight											
	06/30/16	PO		0000511096	5	Shipping	AMERICANCH		0.00	24.50	0.00	
714120	Supplies & Matl Exp - Other											
	01/31/16	JE		EXT1000713	8	Non-Docutech - December 2015 -			0.00	0.00	192.00	
	Totals											
									0.00	5,201.78	32,353.00	-37,554.78
715000	Repairs And Maintenance					11100 / 11000		0.00				
715100	Repairs And Maintenance											
	11/15/15	JE		PC00248387	187	Procurement Card - 11/15/2015			0.00	0.00	1,273.00	
	03/24/16	Vchr		05307394	1	Verify proper installation ice	COMMERCIAL	222324	0.00	0.00	239.00	
715120	Repairs & Maint-Contract											
	08/15/15	JE		PC00217964	552	8/15/15 Procurement Card (S.Us			0.00	0.00	1,678.75	
	05/15/16	JE		PC00318307	168	Procurement Card - 05/15/2016			0.00	0.00	1,500.00	
	05/15/16	JE		PC00318307	482	Procurement Card - 05/15/2016			0.00	0.00	1,516.57	
715132	Repairs & Maint-Service Contr											
	11/15/15	JE		PC00248387	27	Procurement Card - 11/15/2015			0.00	0.00	1,214.28	
	Totals											
									0.00	0.00	7,421.60	-7,421.60
719000	Rents- Non-Real Estate					11100 / 11000		0.00				
719100	Rents- Non-Real Estate											
	08/15/15	JE		PC00217964	445	8/15/15 Procurement Card (S.Us			0.00	0.00	45.91	
	08/15/15	JE		PC00217964	539	8/15/15 Procurement Card (S.Us			0.00	0.00	195.40	
	08/15/15	JE		PC00217964	574	8/15/15 Procurement Card (S.Us			0.00	0.00	61.50	
	09/15/15	JE		PC00227941	295	09/15/15 Procurement Card - (S			0.00	0.00	45.91	
	10/15/15	JE		PC00238890	153	10/15/2015 Procurement Card (S			0.00	0.00	44.75	
	11/15/15	JE		PC00248387	71	Procurement Card - 11/15/2015			0.00	0.00	197.30	
	12/15/15	JE		PC00256925	115	Procurement Card			0.00	0.00	44.75	
	12/15/15	JE		PC00256925	157	Procurement Card			0.00	0.00	146.29	
	12/15/15	JE		PC00256925	189	Procurement Card			0.00	0.00	102.50	
	01/15/16	JE		PC00267781	355	Procurement Card - 01/16/16 (0.00	0.00	45.91	
	02/15/16	JE		PC00281967	852	Procurement Card -02/15/2016			0.00	0.00	20.50	
	Totals											
									0.00	0.00	950.72	-950.72
753000	Contracts					11100 / 11000		0.00				
753100	Contracts											
	01/15/16	JE		PC00267781	369	Procurement Card - 01/16/16 (0.00	0.00	733.50	

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Todebush, Patricia M
 Department: 0210550 Chem/Physics Lab Fees
 Fund Code: 10600 Other General
 Budget Ref: 2016
 All Fiscal Periods: No
 From Fiscal Year: 2016
 Acct Period From: 1 (JUL2015)
 To Fiscal Year: 2016
 Acct Period To: 12 (JUN2016)

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining		
Date	Type	DocumentID	Line	Description	Vendor	Check				
Totals										
						0.00	0.00	733.50	-733.50	
Oper Supp and Exp-Budget Acct Total			<u>43,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,201.78</u>	<u>41,458.82</u>	<u>-3,660.60</u>		
Totals for Dept/Fund/Program/Class:										
		0210550 / 10600		11100 / 11000	<u>43,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,201.78</u>	<u>41,458.82</u>	<u>-3,660.60</u>
Totals for Dept/Fund:										
		0210550 / 10600	<u>43,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,201.78</u>	<u>41,458.82</u>	<u>-3,660.60</u>		

Purchase	Purchase Date	Company	Amount
gas cylinder rental	7/8/2015	MATHESON-308	\$ 44.75
liquid nitrogen tank rental	7/15/2015	O2 PLUS HAPEVILLE	\$ 61.50
gas cylinder rental	7/15/2015	NEXAIR	\$ 195.40
toluene	7/16/2015	VWR INTERNATIONAL INC	\$ 47.92
glycerol	7/16/2015	CAROLINA BIOLOGIC SUPPLY	\$ 71.05
hazardous waste pickup	7/16/2015	TRADEBE TREATMENT	\$ 1,678.75
gas cylinder rental	8/6/2015	MATHESON-308	\$ 45.91
sodium hydroxide, ether, methanol, zinc, silver nitrate, etc.	8/25/2015	CAROLINA BIOLOGIC SUPPLY	\$ 408.91
benzophenone	8/26/2015	VWR INTERNATIONAL INC	\$ 35.53
chloroform, ether, ammonium hydroxide, glass disposal boxes	8/26/2015	VWR INTERNATIONAL INC	\$ 221.32
magnets	8/26/2015	CMSMAGNETIC	\$ 55.19
cyclohexene	8/28/2015	VWR INTERNATIONAL INC	\$ 57.76
gas cylinder rental	9/7/2015	MATHESON-308	\$ 45.91
chemicals for new lab	9/10/2015	CAROLINA BIOLOGIC SUPPLY	\$ 60.49
Simple Green lab bench cleaner	9/24/2015	VWR INTERNATIONAL INC	\$ 171.46
cyclohexene	9/24/2015	VWR INTERNATIONAL INC	\$ 121.20
pH standards	9/24/2015	VWR INTERNATIONAL INC	\$ 61.65
cleaning supplies, protein & carbohydrte samples for 1152 ex. whole milk, vinegar, potatoes	9/29/2015	PETTY CASH	\$ 14.01
indicator solution	9/30/2015	VWR INTERNATIONAL INC	\$ 9.09
indicator solution	10/1/2015	VWR INTERNATIONAL INC	\$ 14.12
gas cylinder clamps	10/2/2015	VWR INTERNATIONAL INC	\$ 110.76
gas cylinder rental	10/6/2015	MATHESON-308	\$ 44.75
Glo-germ biochemistry	10/16/2015	VWR INTERNATIONAL INC	\$ 51.50
gas cylinder clamps	10/16/2015	VWR INTERNATIONAL INC	\$ 110.76
balance calibration	10/27/2015	Lab Tech	\$ 1,273.00
gas cylinder rental	11/3/2015	NEXAIR	\$ 29.86
gas cylinder rental	11/5/2015	MATHESON-308	\$ 45.91
gas cylinder rental	11/9/2015	NEXAIR	\$ 197.30
filter paper	11/11/2015	VWR INTERNATIONAL INC	\$ 168.96
hazardous waste pickup	11/12/2015	TRADEBE TREATMENT	\$ 1,214.28
labeling tape	11/13/2015	VWR INTERNATIONAL INC	\$ 107.84
acetylene for AA	12/2/2015	NEXAIR	\$ 285.24
tags for freezer boxes	12/2/2015	MEDSUPPLY PARTNERS	\$ 22.06
liquid nitrogen tank rental	12/2/2015	O2 PLUS HAPEVILLE	\$ 102.50
gas cylinder rentals	12/2/2015	NEXAIR	\$ 146.29
gas cylinder rental	12/4/2015	MATHESON-308	\$ 44.75
biochemistry lab supplies	1/5/2016	CAROLINA BIOLOGIC SUPPLY	\$ 168.50
blood typing kit - forensics lab	1/6/2016	VWR INTERNATIONAL INC	\$ 64.95
hazardous waste pickup	1/6/2016	TRADEBE TREATMENT AND REC	\$ 733.50
Kit-Qed Forensics lab Supplies	1/7/2016	MICRO DISTRIBUTING	\$ 83.46
biochemistry lab supplies	1/7/2016	VWR INTERNATIONAL INC	\$ 115.39
biochemistry lab supplies	1/7/2016	VWR INTERNATIONAL INC	\$ 223.46

gas cylinder rental	1/7/2016	MATHESON-308	\$	45.91
Petri Dishes plastic	1/8/2016	Home Science Tools	\$	17.85
biochemistry lab supplies	1/8/2016	VWR INTERNATIONAL INC	\$	43.15
biochemistry lab supplies	1/8/2016	TFS FISHERSCI ECOM ATL	\$	143.58
biochemistry lab supplies	1/9/2016	TFS FISHERSCI ECOM ATL	\$	172.24
ring stand clamp holders	1/9/2016	TFS FISHERSCI ECOM ATL	\$	444.50
voltammetry cell starter kit 4811L	1/11/2016	PINE RESEARCH INSTRUME	\$	413.26
Forensics Class Items	2/1/2016	SAFARILAND	\$	26.00
Forensics Class Items	2/1/2016	SAFARILAND	\$	33.50
Cylinder Rental	2/5/2016	MATHESON	\$	45.91
Forensics Class Items	2/9/2016	VWR	\$	57.41
Difco Bacto Agar 4202L	2/9/2016	VWR	\$	45.96
Forensics Class Items	2/10/2016	VWR	\$	88.52
Forensics Class Items	2/10/2016	VWR	\$	123.40
Forensics Class Items	2/10/2016	VWR	\$	52.10
Forensics Class Items	2/10/2016	VWR	\$	320.49
Forensics Class Items	2/10/2016	VWR	\$	13.93
Cylinder Rental	2/10/2016	O ₂	\$	20.50
GOTAQ HS Colorless MM	2/11/2016	FISHER	\$	149.13
Hexanes, Ammonium Hydroxide	2/12/2016	FISHER	\$	246.04
Petri Dishes Glass	2/12/2016	FISHER	\$	90.30
Ecori, HindIII	2/12/2016	FISHER	\$	108.64
Micro Spatula, Test Shower, Rubber Stoppers	2/12/2016	FISHER	\$	437.82
Forensics Class Items	2/16/2016	SAFARILAND	\$	886.60
Det. Of Ammonia	2/17/2016	SIGMA-ALDRICH	\$	295.52
Comparison Scope 2 Forensics	2/18/2016	I MILLER PRECISION OPTICAL	\$	1,915.00
Dirite Dessicant	2/19/2016	FISHER	\$	70.84
DNA Biochemistry	2/19/2016	INTEGRATED DNA	\$	99.25
Forensics Class Items	2/23/2016	VWR	\$	28.72
Quinine	2/23/2016	FISHER	\$	134.85
Celluls	2/24/2016	FISHER	\$	162.69
Bromoform	2/29/2016	FISHER	\$	317.05
Kimwipe, Capillary Tubes	3/1/2016	FISHER	\$	285.96
Diiodomethane	3/3/2016	VWR	\$	442.93
5cm Ring w/Clamp	3/4/2016	FISHER	\$	76.50
Cylinder Rental	3/4/2016	MATHESON	\$	43.59
Chloroform	3/4/2016	FISHER	\$	43.74
Clove Oil - Forensics	3/5/2016	WALMART.COM	\$	15.48
Air/Acetylene Filter	3/5/2016	PERKINELMER	\$	1,407.60
Bromoform	3/6/2016	VWR	\$	337.65
Cylinder Rental	3/8/2016	O ₂	\$	20.50
Charcoal Tube -- Forensics Class	3/9/2016	VWR	\$	62.52
Glyphosate, 4-D Pestanal, Dicamba Pestanal	3/10/2016	SIGMA-ALDRICH	\$	88.50
Tube Grad NSTR	3/11/2016	FISHER	\$	147.90
Nickle Wire	3/11/2016	ALFA AESAR	\$	45.46

Nat Ultra Micro, Yel. Blvd. Grad, EPTPS Blik	3/12/2016	FISHER	\$	274.26
One Shot DNA	3/14/2016	FISHER	\$	312.27
Glyphosate Pestanal, R-D Pestanal, Dicamba Pesanal	3/15/2016	SIGMA-ALDRICH	\$	40.13
Silver Nitrate	3/16/2016	FISHER	\$	648.23
Acetylene Regulator, Arrestor Kit	3/22/2016	PERKINELMER	\$	700.40
Cylinder Rental	3/22/2016	O2	\$	20.50
ChemDraw Licenses	3/22/2016	PERKINELMER	\$	3,200.00
Methylene	3/25/2016	FISHER	\$	48.60
Chloroform	3/25/2016	FISHER	\$	127.47
Cloning Kit, Miniprep Kit	3/29/2016	FISHER	\$	401.19
Cylinder Rental	3/31/2016	MATHESON	\$	45.91
Waste Pickup	4/6/2016	TRADEBE	\$	3,016.57
Waste Pickup	4/6/2016	TRADEBE	\$	3,016.57
Desktop Spectrometry Kit	4/11/2016	PUBLIC LAB	\$	1,126.18
Spectrum Analysis, Classroom Sets	4/12/2016	ARBOR SCIENTIFIC	\$	504.80
Sodium Alginate	4/14/2016	AMAZON	\$	27.06
Medium & Large Gloves	4/15/2016	VWR	\$	161.60
Poly (Vinyl Alcohol)	4/15/2016	SIGMA-ALDRICH	\$	188.32
Nitrogen	4/16/2016	O2	\$	75.40
Chemicals	4/19/2016	FISHER	\$	316.90
Chemicals	4/19/2016	FISHER	\$	20.25
Chemicals	4/19/2016	FISHER	\$	132.79
Chemicals	4/19/2016	FISHER	\$	316.90
Chemicals	4/19/2016	FISHER	\$	20.25
Cylinder Rental -- Helium	4/20/2016	NEXAIR	\$	468.26
Resistor-Capacitor Circuit, 30 Meter				
Measuring Tape	4/25/2016	PASCO	\$	287.00
Copper Nitrate	4/26/2016	Fisher Scientific	\$	97.41
Sodium Hydroxide	4/26/2016	Fisher Scientific	\$	92.04
Salicylic Acid	4/26/2016	Fisher Scientific	\$	66.94
Ferrous Chloride	4/26/2016	Fisher Scientific	\$	55.28
Methyl T-Butyl Ether	4/26/2016	Fisher Scientific	\$	101.50
Nitric Acid	4/26/2016	Fisher Scientific	\$	103.62
Methylene Chlor.	4/26/2016	Fisher Scientific	\$	102.63
Methanol LC	4/26/2016	Fisher Scientific	\$	127.80
Hexanes ACS	4/26/2016	Fisher Scientific	\$	23.48
Electrothermal Mel Temp	4/26/2016	Fisher Scientific	\$	839.09
Barium Nitrate	4/27/2016	CAROLINA BIOLOGICAL	\$	18.55
Calcium Nitrate	4/27/2016	Carolina Biological	\$	11.16
Potassium Nitrate	4/27/2016	Carolina Biological	\$	7.43
Phenolphthalein	4/27/2016	Carolina Biological	\$	97.74
Toluene	4/27/2016	Carolina Biological	\$	41.54
Magnesium Turnings	4/27/2016	Carolina Biological	\$	30.52
Magnesium Nitrate	4/27/2016	Carolina Biological	\$	27.36
Pot Hydrn	4/27/2016	VWR International	\$	94.54

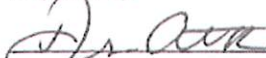
BDH HCL ACS	4/27/2016	VWR International	\$	51.26
P-Nitrophenol	4/27/2016	VWR International	\$	56.93
Nitrile Glove (Sm)	4/27/2016	VWR International	\$	86.86
Nitril Glove (Med)	4/27/2016	VWR International	\$	78.78
Nitril Glove (Lg.)	4/27/2016	VWR International	\$	82.82
Hexagonal Weigh Boat (Med)	4/27/2016	VWR International	\$	32.78
Hexagonal Weigh Boat (Lg)	4/27/2016	VWR International	\$	70.05
Paper-Red Litmus	4/27/2016	VWR International	\$	30.60
Paper-Blue Litmus	4/27/2016	VWR International	\$	28.65
Silver Wire .5mm	4/27/2016	VWR International	\$	87.16
Jug 128oz Glass	4/27/2016	VWR International	\$	399.24
VWR Filter Paper 4.25cm	4/27/2016	VWR International	\$	8.34
VWR Filter Paper 9cm	4/27/2016	VWR International	\$	8.55
VWR Filter Paper 12.5cm	4/27/2016	VWR International	\$	12.24
Copper Turnings	4/27/2016	VWR International	\$	30.63
Sucrose, Glucose, Hellma Cuvette	4/28/2016	SIGMA-ALDRICH	\$	413.49
Glassy Carbon Electrode, Platinum Wire Counter	4/28/2016	SYC TECHNOLOGIES	\$	317.00
BA, SB Lumina	4/28/2016	PERKINELMER	\$	1,052.90
Sterilizing Tray 10-1/2x5-1/8	4/28/2016	Carolina Biological	\$	562.60
Tote Tray 14-1/2x12	4/28/2016	Carolina Biological	\$	130.30
Ultrasonic Cleaner	5/2/2016	COLE-PARMER	\$	1,401.00
Sodium Hydroxide Flake	5/2/2016	Carolina Biological	\$	76.95
Cobalt Bromide	5/2/2016	Fisher Scientific	\$	254.65
Ammonium Bromide	5/2/2016	Fisher Scientific	\$	39.89
Cobalt Carbonate	5/2/2016	Fisher Scientific	\$	96.05
Sodium Hydroxide Flake (2kg)	5/3/2016	Carolina Biological	\$	17.82
Cobalt Chloride	5/3/2016	Carolina Biological	\$	98.92
Ferric Chloride	5/3/2016	Carolina Biological	\$	18.41
Potassium Nitrate	5/3/2016	Carolina Biological	\$	6.75
Ether	5/4/2016	Carolina Biological	\$	70.47
Molecular Biology Ethanol	5/4/2016	Fisher Scientific	\$	110.16
Celluls 18x150	5/4/2016	Fisher Scientific	\$	162.69
Clorox Bleach	5/5/2016	Staples	\$	13.96
Hellma Cuvette UV, 10MM	5/9/2016	SIGMA-ALDRICH	\$	708.00
Nitrophenol	5/9/2016	VWR International	\$	88.16
America Chemical Society standards	5/11/2016	ACS Exam Institute	\$	386.30
Telescope	6/1/2016	B&H Photo	\$	2,868.99
Sunoculars	6/30/2016	Telescopes.net	\$	428.50

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:



Signature

Dawn A Hick
Printed Name

9/24/16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:


Signature

9/24/16
Date

College Dean (if applicable)


Signature

9-22-16
Date

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

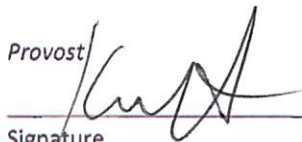
Michelle Furlong

Signature

Date

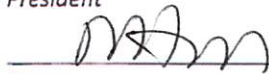
Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology, email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 13:23:34 -0400

Provost


Signature

12/31/16
Date

President


Signature

16-31-16
Date

The Teacher Education Practicum fee (EdTPA) was spent appropriately and did not contain any significant revenue that was left unspent. The SCAPFA committee does not recommend any changes to be made to this fee. We do recommend however naming it the EDTPA fee so that it can be distinguished from the Practicum fee that is used to pay faculty travel. You should ask Scott to have these fees collected separately (maybe?) and placed in separate accounts so that you can more easily manage the fees. I am guessing he combined the EDTPA fee with the previous practicum fee in one account, which caused a lot of confusion. Just a suggestion.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): 2016

Department/College: Teacher Education

Fee Name: Teacher Education Practicum Fee (EdTPA)

List the course(s) or program(s) for which this fee applies:

EDUC 4710: Middle Level Internship I
 EDUC 4725: Secondary Internship
 EDUC 5102: MAT Practicum
 MUSC 4930: Student Teaching

Revenue Collected this Fiscal Year \$15,275.00

(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

<u>Expenditures</u>	<u>Amount</u>
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&E</i>	
714000-Supplies and Materials	
715000-Repairs and Maintenance	
719000-Rents(Non Real Estate)	
720000-Insurance and Bonding	

Special Course and Academic Program Fee

Review Form

727000-Other Operating Expense	\$15,275.00
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
Total Expenditures	\$13,500.00
Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i>	\$1,775.00

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

Fiscal Year 2016**Fee Review Memo for the Department of Teacher Education Practicum Fee**

The Fiscal Year 2016 Practicum Fee of \$325 per student had two purposes. The majority of the fee (\$300 per student) allowed the Department of Teacher Education to secure a voucher to be used to purchase an Educator Teacher Performance Assessment (EdTPA) package for each student at a cost of \$300 per student. The \$300 cost of EdTPA is each student's responsibility; however, to expedite this process and be sure that each student has purchased EdTPA prior to beginning his or her senior year, the department handles securing the EdTPA packets for the students. An additional \$25 fee per student was collected with the intent of paying teacher mentors for our student teachers in local schools. However, we did not pay the mentor teachers from this fee as planned and this contributed to the positive balance in our budget.

In 2016, this fee collected \$15,275.00 from 47 students. Our budget activity report shows we expended \$13,500 for EdTPA (\$300 per student x 45 students). There is a remaining revenue of \$1,775.00 due to the fact that 2 students did not take EdTPA (2 x \$300) as anticipated and we did not pay mentor teachers as planned (47 x \$25).

This fee was reduced to \$300 for FY17 as we are using this fee only for the purpose of purchasing EdTPA for our students and we are no longer using the fee to pay mentors. As such, we do not anticipate a large remaining balance and request that the \$300 fee not be reduced.

Type	Description	Detail	Amount	Comment
Fee	EdTPA Vouchers	\$300	15,275	This money was used to purchahse each student's EdTPA voucher at \$300 per student.
	Practicum Fee	\$25		This fee was charged but not used to pay mentor teachers.
Total	47 students		15,275	
			-13,500	45 EdTPA vouchers purchased for 45 students
			1,775	Balance: 2 student vouchers not purchased + mentor teachers not paid from this fee

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mitchell, Shayla L Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 0210310 Teacher Ed Practicum Fees All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 Fund Code: 10600 Other General

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u> <u>Type</u> <u>DocumentID</u> <u>Line</u> <u>Description</u>		<u>Vendor</u>	<u>Check</u>				
700000	Oper Supp and Exp-Budget Acct	11100 / 11000	15,275.00					
727000	Other Operating Expense	11100 / 11000		0.00				
727140	Other Operating Exp - Other							
	10/27/15 PO 0000510513 1 EDTPA VOUCHERS FOR TEACHER ASSESSMENT NCSPEARSON				0.00	13,500.00	0.00	
	10/27/15 PO 0000510513 1 EDTPA VOUCHERS FOR TEACHER ASSESSMENT NCSPEARSON				0.00	0.00	0.00	
	12/03/15 Vchr 05305137 1 Enc Liquidation: 0000510513/1 NCSPEARSON				0.00	-13,500.00	0.00	
	12/03/15 Vchr 05305137 1 EDTPA VOUCHERS FOR TEACHER ASS NCSPEARSON 220481				0.00	0.00	13,500.00	
	Totals				0.00	0.00	13,500.00	-13,500.00
Oper Supp and Exp-Budget Acct Total			<u>15,275.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,500.00</u>	<u>1,775.00</u>
<u>Totals for Dept/Fund/Program/Class:</u>								
0210310 / 10600			<u>15,275.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,500.00</u>	<u>1,775.00</u>
<u>Totals for Dept/Fund:</u>								
0210310 / 10600			<u>15,275.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,500.00</u>	<u>1,775.00</u>

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2016

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 0210310 Teacher Ed Practicum Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409922 Education Program Fees

-15,275.00

Class Sub-Total

-15,275.00

Dept Total

-15,275.00

Fee Feedback

Michelle Furlong

Mon 8/22/2016 4:19 PM

To:Dennis Attick <DennisAttick@clayton.edu>;

Dennis,

I have included the fee feedback from last year below. This will help guide you in your fee audit this year.

Fee Name/Manager	Fee Amount	Notes
Teacher Education Internship Fee/ Shayla Mitchell	\$100/ student/ course/ no max.	Fee was managed well. The fee revenue from the TE sponsor travel (if approved by the BOR) in FY17, but \$100 /student.
Teacher Education Practicum Fee/Shayla Mitchell	\$325/ student/ course/ no max.	Fee was managed well. The fee revenue from the TE the budget manager) and will now be used only to pay mentor stipends).

.....

Dr. Michelle Furlong
 Department Chair and Professor of Biology
 2000 Clayton State Blvd.
 Morrow, GA 30260
 678-466-4778