

Faculty Seminar Disbursement of Funds Guidelines

* Refreshments, printing costs, etc… can be charged directly to Associated Colleges. Be sure to use the term “Associated Colleges Faculty Seminar” so that when the Invoice is received it can be identified.
* Out of Pocket expenses. You will need to make the expenditures and send in receipts to the Associated Colleges office so you can be reimbursed. Checks are cut at Associated Colleges on Wednesdays, so there is a quick turnaround time.

06/09