

College of Agricultural Sciences Approving SRFC's

The following is list of a SRFC purposes and the individual that the SRFC should be approved to:

ADVANCE-LT	PSU Long Term Advances	JUC9	Jaimie Garrison
ADVANCE-ST	PSU Short Term Advances	JUC9	Jaimie Garrison
ADVERTISING	Advertising	BAC3	Lynn Colyer
BOOKS	Books	BAC3	Lynn Colyer
CEN-USE•	Centrally Authorized Uses	BAC3	Lynn Colyer
CONF-REG	Conference Pre registration	BAC3	Lynn Colyer
EMPLAWDS	Payment of Employee Award	BAC3	Lynn Colyer
FREIGHT	Freight Charges at Campus	BAC3	Lynn Colyer
GRPMEALS•	Group Meetings/Meals	BAC3	Lynn Colyer
KEYREFND	Key Deposit Refund	BAC3	Lynn Colyer
LODGE-EXP	Lodging Exp for Non-employee	JUC9	Jaimie Garrison
MEMBERSHIPS	Memberships	BAC3	Lynn Colyer
MOVE-EXP	Moving Expenses	SAN1	Stacy Port
PERIODICALS	Periodical Subscription/Renewal	BAC3	Lynn Colyer
PETTY CASH	Petty Cash Fund Reimbursement	JUC9	Jaimie Garrison
POSTMETER	Postage Meters	BAC3	Lynn Colyer
REFUNDREQ	Refund Request	BAC3	Lynn Colyer
REPAIRS	Emergency Repairs	BAC3	Lynn Colyer
TRAVEL EXP	Travel Expenses - Departments	JUC9	Jaimie Garrison
	Travel Expenses – Cooperative Ext	JUC9	Jaimie Garrison
UTILITIES	Utilities	BAC3	Lynn Colyer
1099AWARDS	Non-employee awards	BAC3	Lynn Colyer
1099CATER	Caterer Payments	BAC3	Lynn Colyer
1099HONOR	Honorarium Payments	BAC3	Lynn Colyer
	Honorarium Payments with Travel	JUC9	Jaimie Garrison
1099 PROSVC	Professional Services	BAC3	Lynn Colyer
	Professional Services with Travel	JUC9	Jaimie Garrison
1099RENT	Rent Payments	BAC3	Lynn Colyer

- Any SRFC with the purpose CEN-USE or GRPMEALS, that is reimbursing a cash advance from Brian Mauersburg should be APP'd to Jaimie Garrison, JUC9.
- Any SRFC with the purpose CEN-USE and a travel object code should be APP'd to Jaimie Garrison, JUC9.

Any required backup paperwork should be mailed to the appropriate individual.

Lynn Colyer – 209 Ag Admin., Jaimie Garrison – 210 Ag Admin. Stacy Port – 205 Ag. Admin.