

Start Up Fund Procedures

1. Submit [Expenditure Approval](#) form to Aly Valentine prior to any spending.
2. Make purchase with Procurement card, Travel card, or TES, respectfully. These initial charges need to be on your STATE accounts.
3. Once charges have been approved (signed off on monthly statements), ALL documents including receipts, TES, approved logs, and approved expenditure form must be uploaded to your reimbursement box. (<https://umd.account.box.com/>)
4. Once all documents are uploaded, complete the [google doc](#) for reimbursement.
5. Reimbursements are completed on a quarterly basis by David Toledo. Please note it is very important for the administrative assistants to track these funds on the State accounts so they can ensure all reimbursements have been completed, especially when the end of a fiscal year is near.

Your start up fund expiration date is 3 fiscal years – If you started in the middle of a fiscal year that counts as 1 of the 3 years.

**** Please note that all funds due to expire June 2021 have been extended to December 2021****

Please contact Taylor Garrett (tgarret1@umd.edu) with any questions.

Updated 4/21/2021