

MCNEESE STATE UNIVERSITY
U. S. Department of Education Emergency Grant
DISTRIBUTION GUIDELINES

In response to Hurricane Katrina and Rita, the U.S. Department of Education and the Louisiana Board of Regents has entered into an agreement for the administration of emergency funds as authorized by P.L. 109-148. In accordance with this agreement, the Board of Regents has contracted with McNeese State University, and the University is to receive up to \$2,600,000 in emergency grant funding. A portion of these funds are budgeted to purchase needed equipment and instruments. For the fiscal year ended June 30, 2007, the University has a maximum of \$1,400,000 available to purchase equipment and instruments needed in response to the impact of Hurricane Rita.

To facilitate the expenditure of these funds, the University has established the following procedures and attached form. Assessed needs may take the form of expedited purchase needs to replace damaged equipment, additional equipment needed because of facility displacement or adjustment, or other Hurricane Rita related matters. For replacement of damaged equipment where time is not a pressing issue, requests for insurance reimbursements and FEMA funds will be available.

Please assess your equipment and instrument needs and prepare your requests in accordance with the following instructions and information. The deadline for requests is February 28, 2007.

I. FACULTY AND STAFF

Faculty and staff from each department are invited to submit requests for use of USDOE Emergency Grant funds. The forms should be completed to include the following detailed information:

- Description and estimated cost of the equipment (including shipping, handling, installation, and other costs)
- Detailed explanation of how Hurricane Rita makes this equipment purchase necessary
- Population to benefit from the purchase
- Appropriate signatures/dates of submitter, department head, dean, and vice president.

II. DEANS/DIRECTORS

- Collect requests from each department within your college/department.
- Sign requests.
- Submit the request to the appropriate Vice President.

III. VICE PRESIDENTS

- Review and sign requests.
- Submit the requests to the Vice President of Business Affairs.

IV. VICE PRESIDENT OF BUSINESS AFFAIRS

- Receive and log requests
- Forward requests to the Emergency Grant Funds Committee for review

V. COMMITTEE FOR EMERGENCY GRANT FUNDS REVIEW OF REQUEST

The committee will review all requests. The general guidelines listed below are followed in prioritizing requests:

- Funds will be approved for Hurricane Rita necessitated equipment and instrument purchases only.
- Cost effective projects/items that will impact the most members of the university community and closely related to Hurricane Rita are given high priority.
- Requests given equal weight will be processed on a first received, first processed basis.

The Vice President for Business Affairs receives requests and the Committee for Emergency Grant Funds assesses and approves or disapproves requests based upon grant contract guidelines and overall needs of the University. All persons who submitting requests will be informed about the outcome of their request by the appropriate division head.

Requisitions will be verified against the original request before approval is given. *Any item(s) ordered which does not match the item(s) on the original request will be denied.*

MCNEESE STATE UNIVERSITY
U. S. Department of Education Emergency Grant
REQUEST FORM

Date Received _____
 Control No. _____

GUIDELINES:

- Funds are approved for Hurricane Rita necessitated equipment and instrument purchases only.
- Requests given equal weight will be processed on a first received, first processed basis.
- Cost effective purchases closely related to Hurricane Rita that will impact the most members of the university community are given highest priority.
- The completed form should be signed and dated by the faculty/staff making the request and the department head/director. The ORIGINAL request is then forwarded to the next appropriate supervisor.
- **Requisitions will be verified against the original request before approval is given. Any item(s) ordered which does not match the item(s) on the original request will be denied approval.**

Name of item requested:	Estimated total cost (<u>Include shipping, handling, installation, etc</u>):
Detailed description of requested equipment to be purchased. Provide additional sheets if more space is needed.	
Please provide a detailed explanation of how Hurricane Rita makes this equipment purchase necessary. (If this is an emergency request, include when the item is needed and why.)	
Which students/faculty/staff will be able to use the item/project?	
Does this purchase replace damaged or missing equipment? If so, please identify the equipment, including tag number, if applicable, to be replaced.	

Request submitted by: _____ Date: _____

Department Head/Director Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Vice President/ Signature: _____ Date: _____

Received by Committee Staff: _____ (Request author should be informed of receipt of request prior to determination of funded requests)

Committee Action: Approved ___ Denied ___ Date _____

Date Requestor notified _____