



Office of the Dean
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**BARNHART AWARD REIMBURSEMENT INSTRUCTIONS
 FOR CAMPUS UNITS
 FY 2017**

Initially, the costs of projects that have been awarded funds out of the Barnhart Fund for Excellence should be paid out of a departmental or program cost center that would have funded the project had it not received a Barnhart award.

Project leaders should work with their unit’s business officer to ensure that all payments are made in accordance with UK policies and regulations.

As soon as possible after the project has been completed and all payments made, the project leaders, in cooperation with their business officer, should submit copies of all project expenditure documentation (procard vouchers, PRDs, JVs, SPVs, etc. with supporting receipts) along with this form, to Megan Lucy at megan.lucy@uky.edu or L-104 Ag North.

Once Megan has received this form and the supporting documents, she will initiate a Journal Voucher (JV) to transfer the expense to the Barnhart fund from the cost center to which the expense was originally posted.

In accordance with UK regulations, expenditures must be posted by June 30 of the fiscal year for which the award was received. Additionally, all requests for reimbursements (JV transfers) should be submitted to Megan as soon as the expense is incurred. If the request is delayed more than 60 days, the funds may be forfeited.

Project Title: _____

Project Leaders: _____

Business Officer: _____

Cost Center # to be Reimbursed: _____

Total Amount of Reimbursement Requested: _____

Submit this form and supporting documentation to Megan Lucy (megan.lucy@uky.edu) in the office of the Assistant Dean for Academic Administration, L-104 Ag North.

If you have any questions, please call Megan at 859-257-7249.