Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Signature _____ Printed Name _____ Date 9-2-19

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

Signature _____ Date _____

College Dean (if applicable)

Signature _____ Date _____

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Signature _____ Date Nov 4, 2019

Provost

Signature _____ Date Nov 4, 2019

President

Signature _____ Date 12-11-19

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Distance Learning Fee	*Review Comments*: The committee felt that the fee was managed well and spent appropriately. The committee felt that the revenue estimates should be double checked for next fiscal year since they estimate was significantly below what was collected. *Application Comments*: The committee approved the fee application. but also feels that it will be important that you have a fairly accurate revenue estimate before sending an application to the USG for approval. No appeal required. Fee approved for FY21.	FY19: $25/course capped $75 per student FY 20: $15/course capped at $75 per student FY 21: $15/course capped at $75 per student	Yes

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Signature _____ Printed Name Justin Mays Date 9-20-19

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA: *College Dean (if applicable)*

Signature _____ Date _____ Signature _____ Date _____

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Signature _____ Date _____

Provost

Signature _____ Date _____

President

Signature _____ Date _____

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Distance Learning Fee	*Review Comments*: The committee felt that the fee was managed well and spent appropriately. The committee felt that the revenue estimates should be double checked for next fiscal year since they estimate was significantly below what was collected. *Application Comments*: The committee approved the fee application, but also feels that it will be important that you have a fairly accurate revenue estimate before sending an application to the USG for approval. No appeal required. Fee approved for FY21.	FY19: $25/course capped $75 per student FY 20: $15/course capped at $75 per student FY 21: $15/course capped at $75 per student	Yes

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY19

Department/College: Center for Excellence in Learning & Teaching/Office of Distance Learning

Fee Name: Distance Learning/Telecommunications Course Fee

List the course(s) or program(s) for which this fee applies:

All hybrid, partially, fully, and entirely online courses. Students charged an e-tuition rate are NOT also charged the distance learning fee.

Revenue Collected this Fiscal Year: **$447,931.00**
(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

Expenditures	**Amount**
Personal Services	
511000-Faculty	$1,800
512000-PT Faculty	$0
513000-Summer Faculty	$0
521000-Prof/Admin	$173,821
522000-Staff	$0
523000-Grad Asst	$0
524000-Student Asst	$0
525000-Casual Labor	$0
551000-FICA	$13,302
552000-Retirement Systems	$24,085
553000-Group Insurance	$36,373
566000-Other Personal Services	$0
Travel	
641000-Employee Travel	$1,244.96
651000-NonEmployee Travel	$0
OS&E	
714000-Supplies and Materials	$20,258.46
715000-Repairs and Maintenance	$0
719000-Rents(Non Real Estate)	$0

720000-Insurance and Bonding	$0
727000-Other Operating Expense	$39,168.57
733000-Software	$37,947.07
742000-Publications and Printing	$0
743000-Equipment(Small Value)	$0
744000-IT Equipment(Small Value)	$0
748000-Real Estate Rentals	$0
751000-Per Diems & Fees	$0
753000-Contracts	$74,009.33
771000-Telecommunications	$0
781000-Scholarships	$0
783000-Stipends	$0
Equipment	
843000-Equipment(Inventory)	
Total Expenditures	$422,009.39
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	$25,921.61

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2019 **From Acct. Period:** 1 **To Acct. Period:** 12

Fund: 10600 **Department:** 3450100 Distance Learning Fees

Class: 11000 General Operations **Project/Grant:**

409000 - Other Fees

409200	Lab/Supplmntl Course Mat Fees	-447,931.00
	Class Sub-Total	-447,931.00
	Dept Total	-447,931.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays,Justin M | **Budget Ref:** 2019 | **From Fiscal Year:** ALL | **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees | **All Fiscal Periods:** Yes | **Acct Period From:** 1 ALL | **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Description	Program/ Class	APPROP Budgeted / Vendor	ORG Budgeted / Check	Pre-Encum	Encumbrance	Expended	Remaining
500000	**Personal Services**					14800 / 11000	249,381.00					
516000	Salaries - Other - Faculty					14800 / 11000		1,800.00				
516150	Extra Pay - Faculty											
	08/31/18	JE	P000614131	229	August 2018 3rd Biweekly and M				0.00	0.00	600.00	
	02/28/19	JE	P000668135	233	February 2019 Monthly Payroll				0.00	0.00	600.00	
	03/29/19	JE	P000680131	238	March 2019 Monthly Payroll				0.00	0.00	300.00	
	06/28/19	JE	P000715627	179	June 2019 Monthly Payroll				0.00	0.00	300.00	
	Totals								**0.00**	**0.00**	**1,800.00**	**0.00**
521000	Salaries-Professional/Admin					14800 / 11000		173,821.00				
521100	Salaries-Professional/Admin											
	07/31/18	JE	P000600850	191	July 2018 Monthly Payroll				0.00	0.00	14,485.04	
	08/18/18	JE	P000614130	179	FY 2019 Encumbrance Projection				0.00	155,658.90	0.00	
	08/31/18	JE	P000614131	255	August 2018 3rd Biweekly and M				0.00	0.00	14,485.04	
	08/31/18	JE	P000614132	181	August 2018 Encumbrance Projec				0.00	-0.01	0.00	
	08/31/18	JE	P000614135	179	August 2018 Monthly Encumbranc				0.00	-14,485.04	0.00	
	09/28/18	JE	P000620883	277	September 2018 Monthly Payroll				0.00	0.00	14,485.04	
	09/28/18	JE	P000620884	181	September 2018 Monthly Payroll				0.00	-14,485.04	0.00	
	10/31/18	JE	P000626500	185	October 2018 Encumbrance Proje				0.00	-20.80	0.00	
	10/31/18	JE	P000633247	186	Encumbrance Projection				0.00	3,697.23	0.00	
	10/31/18	JE	P000633248	275	October 2018 Monthly Payroll				0.00	0.00	14,485.02	
	10/31/18	JE	P000633250	162	HR Payroll - Encumbrances				0.00	-14,485.02	0.00	
	11/30/18	JE	P000641854	260	Payroll Interface for 8NX3 pro				0.00	0.00	14,485.02	
	11/30/18	JE	P000641855	163	HR Payroll - Encumbrances- 8NX				0.00	-14,485.02	0.00	
	12/31/18	JE	P000649120	277	Dec 2018 Monthly Payroll 8DM1				0.00	0.00	14,485.02	
	12/31/18	JE	P000649126	165	Dec 2018 Monthly Payroll 8DM1				0.00	-14,485.02	0.00	
	01/31/19	JE	P000657522	262	Jan 2019 Monthly Payroll - 91M				0.00	0.00	14,485.02	
	01/31/19	JE	P000657544	160	Jan 2019 Monthly Payroll - 91M				0.00	-14,485.02	0.00	
	01/31/19	JE	P000658586	191	January 2019 Monthly Encumbran				0.00	-0.01	0.00	
	02/28/19	JE	P000668135	263	February 2019 Monthly Payroll				0.00	0.00	14,485.02	
	02/28/19	JE	P000668136	164	Feb 2019 Monthly Encumbrance				0.00	-14,485.02	0.00	
	02/28/19	JE	P000669496	186	Encumbrance Projection-Februar				0.00	-0.02	0.00	
	03/29/19	JE	P000680131	269	March 2019 Monthly Payroll				0.00	0.00	14,485.02	
	03/29/19	JE	P000680135	170	March 2019 Monthly Payroll Enc				0.00	-14,485.02	0.00	
	04/14/19	JE	P000686123	187	Encumbrance Projection April 1				0.00	-43,455.09	0.00	
	04/14/19	JE	P000696403	188	Encumbrance Projection				0.00	43,455.09	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	04/28/19	JE	P000691305	188	Encumbrance Projection 04-28-2			0.00	-0.01	0.00	
	04/30/19	JE	P000691147	268	April 2019 Monthly Payroll			0.00	0.00	14,485.02	
	04/30/19	JE	P000691152	170	April 2019 Monthly Payroll Enc			0.00	-14,485.02	0.00	
	05/31/19	JE	P000706215	284	May 2019 Monthly Payroll			0.00	0.00	14,485.02	
	05/31/19	JE	P000706220	169	May 2019 Monthly Payroll Encum			0.00	-14,485.02	0.00	
	05/31/19	JE	P000706607	177	Encumbrance Projection 2019053			0.00	-0.01	0.00	
	06/26/19	JE	P000717011	119	Encumbrance Projection 06-26-2			0.00	-0.01	0.00	
	06/28/19	JE	P000715615	151	June 2019 Monthly Payroll Encu			0.00	-14,485.02	0.00	
	06/28/19	JE	P000715627	207	June 2019 Monthly Payroll			0.00	0.00	14,485.02	
	Totals							**0.00**	**0.00**	**173,820.30**	**0.70**
551000	FICA				14800 / 11000		13,302.00				
551100	FICA-Employer										
	07/31/18	JE	P000600850	307	July 2018 Monthly Payroll			0.00	0.00	793.57	
	08/18/18	JE	P000614130	373	FY 2019 Encumbrance Projection			0.00	8,953.64	0.00	
	08/31/18	JE	P000614131	554	August 2018 3rd Biweekly and M			0.00	0.00	830.38	
	08/31/18	JE	P000614132	378	August 2018 Encumbrance Projec			0.00	0.22	0.00	
	08/31/18	JE	P000614135	373	August 2018 Monthly Encumbranc			0.00	-793.59	0.00	
	09/28/18	JE	P000620883	570	September 2018 Monthly Payroll			0.00	0.00	793.57	
	09/28/18	JE	P000620884	375	September 2018 Monthly Payroll			0.00	-793.57	0.00	
	10/31/18	JE	P000626500	383	October 2018 Encumbrance Proje			0.00	-0.20	0.00	
	10/31/18	JE	P000633247	386	Encumbrance Projection			0.00	-23.47	0.00	
	10/31/18	JE	P000633248	404	October 2018 Monthly Payroll			0.00	0.00	793.59	
	10/31/18	JE	P000633250	260	HR Payroll - Encumbrances			0.00	-793.59	0.00	
	11/30/18	JE	P000641854	388	Payroll Interface for 8NX3 pro			0.00	0.00	799.79	
	11/30/18	JE	P000641855	267	HR Payroll - Encumbrances- 8NX			0.00	-799.79	0.00	
	11/30/18	JE	P000642413	388	Encumbrance Projection - Novem			0.00	24.51	0.00	
	12/31/18	JE	P000649120	404	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	793.59	
	12/31/18	JE	P000649126	265	Dec 2018 Monthly Payroll 8DM1			0.00	-793.59	0.00	
	01/31/19	JE	P000657522	390	Jan 2019 Monthly Payroll - 91M			0.00	0.00	807.84	
	01/31/19	JE	P000657544	257	Jan 2019 Monthly Payroll - 91M			0.00	-807.84	0.00	
	01/31/19	JE	P000658586	388	January 2019 Monthly Encumbran			0.00	-8.63	0.00	
	02/28/19	JE	P000668135	388	February 2019 Monthly Payroll			0.00	0.00	843.83	
	02/28/19	JE	P000668136	263	Feb 2019 Monthly Encumbrance			0.00	-807.86	0.00	
	02/28/19	JE	P000669496	380	Encumbrance Projection-Februar			0.00	-24.88	0.00	
	03/29/19	JE	P000680131	393	March 2019 Monthly Payroll			0.00	0.00	828.92	
	03/29/19	JE	P000680135	273	March 2019 Monthly Payroll Enc			0.00	-813.10	0.00	
	03/31/19	JE	P000680750	382	Encumbrance Projection 03-31-2			0.00	-4.02	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	04/14/19	JE	P000686123	382	Encumbrance Projection April 1			0.00	-2,514.24	0.00	
	04/14/19	JE	P000696403	384	Encumbrance Projection			0.00	2,514.24	0.00	
	04/28/19	JE	P000691305	384	Encumbrance Projection 04-28-2			0.00	-25.01	0.00	
	04/30/19	JE	P000691147	401	April 2019 Monthly Payroll			0.00	0.00	813.09	
	04/30/19	JE	P000691152	273	April 2019 Monthly Payroll Enc			0.00	-813.09	0.00	
	05/31/19	JE	P000706215	419	May 2019 Monthly Payroll			0.00	0.00	802.05	
	05/31/19	JE	P000706220	271	May 2019 Monthly Payroll Encum			0.00	-802.05	0.00	
	05/31/19	JE	P000706607	374	Encumbrance Projection 2019053			0.00	-47.06	0.00	
	06/26/19	JE	P000717011	256	Encumbrance Projection 06-26-2			0.00	-25.00	0.00	
	06/28/19	JE	P000715615	251	June 2019 Monthly Payroll Encu			0.00	-802.03	0.00	
	06/28/19	JE	P000715627	337	June 2019 Monthly Payroll			0.00	0.00	820.63	
551200	FICA-Employer Medicare										
	07/31/18	JE	P000600850	413	July 2018 Monthly Payroll			0.00	0.00	185.59	
	08/18/18	JE	P000614130	494	FY 2019 Encumbrance Projection			0.00	2,094.07	0.00	
	08/31/18	JE	P000614131	685	August 2018 3rd Biweekly and M			0.00	0.00	194.19	
	08/31/18	JE	P000614132	501	August 2018 Encumbrance Projec			0.00	-0.01	0.00	
	08/31/18	JE	P000614135	494	August 2018 Monthly Encumbranc			0.00	-185.59	0.00	
	09/28/18	JE	P000620883	701	September 2018 Monthly Payroll			0.00	0.00	185.59	
	09/28/18	JE	P000620884	498	September 2018 Monthly Payroll			0.00	-185.59	0.00	
	10/31/18	JE	P000626500	506	October 2018 Encumbrance Proje			0.00	-0.01	0.00	
	10/31/18	JE	P000633247	510	Encumbrance Projection			0.00	-5.52	0.00	
	10/31/18	JE	P000633248	514	October 2018 Monthly Payroll			0.00	0.00	185.59	
	10/31/18	JE	P000633250	359	HR Payroll - Encumbrances			0.00	-185.59	0.00	
	11/30/18	JE	P000641854	495	Payroll Interface for 8NX3 pro			0.00	0.00	187.04	
	11/30/18	JE	P000641855	367	HR Payroll - Encumbrances- 8NX			0.00	-187.04	0.00	
	11/30/18	JE	P000642413	512	Encumbrance Projection - Novem			0.00	5.72	0.00	
	12/31/18	JE	P000649120	512	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	185.60	
	12/31/18	JE	P000649126	364	Dec 2018 Monthly Payroll 8DM1			0.00	-185.60	0.00	
	01/31/19	JE	P000657522	495	Jan 2019 Monthly Payroll - 91M			0.00	0.00	188.94	
	01/31/19	JE	P000657544	354	Jan 2019 Monthly Payroll - 91M			0.00	-188.94	0.00	
	01/31/19	JE	P000658586	513	January 2019 Monthly Encumbran			0.00	-2.00	0.00	
	02/28/19	JE	P000668135	493	February 2019 Monthly Payroll			0.00	0.00	197.33	
	02/28/19	JE	P000668136	363	Feb 2019 Monthly Encumbrance			0.00	-188.92	0.00	
	02/28/19	JE	P000669496	502	Encumbrance Projection-Februar			0.00	-5.94	0.00	
	03/29/19	JE	P000680131	502	March 2019 Monthly Payroll			0.00	0.00	193.88	
	03/29/19	JE	P000680135	374	March 2019 Monthly Payroll Enc			0.00	-190.18	0.00	
	03/31/19	JE	P000680750	503	Encumbrance Projection 03-31-2			0.00	-0.80	0.00	
	04/14/19	JE	P000686123	503	Encumbrance Projection April 1			0.00	-588.06	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	04/14/19	JE	P000696403	505	Encumbrance Projection			0.00	588.06	0.00	
	04/28/19	JE	P000691305	506	Encumbrance Projection 04-28-2			0.00	-5.90	0.00	
	04/30/19	JE	P000691147	511	April 2019 Monthly Payroll			0.00	0.00	190.16	
	04/30/19	JE	P000691152	377	April 2019 Monthly Payroll Enc			0.00	-190.16	0.00	
	05/31/19	JE	P000706215	532	May 2019 Monthly Payroll			0.00	0.00	187.58	
	05/31/19	JE	P000706220	374	May 2019 Monthly Payroll Encum			0.00	-187.58	0.00	
	05/31/19	JE	P000706607	496	Encumbrance Projection 2019053			0.00	-11.00	0.00	
	06/26/19	JE	P000717011	359	Encumbrance Projection 06-26-2			0.00	-5.86	0.00	
	06/28/19	JE	P000715615	351	June 2019 Monthly Payroll Encu			0.00	-187.56	0.00	
	06/28/19	JE	P000715627	449	June 2019 Monthly Payroll			0.00	0.00	191.91	
	Totals							**0.00**	**0.00**	**11,994.25**	**1,307.75**
552000	Retirement Systems				14800 / 11000		24,085.00				
552100	Retirement Plans - TRS										
	07/31/18	JE	P000600850	506	July 2018 Monthly Payroll			0.00	0.00	1,291.67	
	08/18/18	JE	P000614130	610	FY 2019 Encumbrance Projection			0.00	14,021.54	0.00	
	08/31/18	JE	P000614131	812	August 2018 3rd Biweekly and M			0.00	0.00	1,409.62	
	08/31/18	JE	P000614132	620	August 2018 Encumbrance Projec			0.00	93.46	0.00	
	08/31/18	JE	P000614135	610	August 2018 Monthly Encumbranc			0.00	-1,291.67	0.00	
	09/28/18	JE	P000620883	827	September 2018 Monthly Payroll			0.00	0.00	1,291.67	
	09/28/18	JE	P000620884	617	September 2018 Monthly Payroll			0.00	-1,291.67	0.00	
	10/31/18	JE	P000626500	626	October 2018 Encumbrance Proje			0.00	93.46	0.00	
	10/31/18	JE	P000633247	631	Encumbrance Projection			0.00	5.21	0.00	
	10/31/18	JE	P000633248	615	October 2018 Monthly Payroll			0.00	0.00	1,292.25	
	10/31/18	JE	P000633250	451	HR Payroll - Encumbrances			0.00	-1,292.25	0.00	
	11/30/18	JE	P000641854	594	Payroll Interface for 8NX3 pro			0.00	0.00	1,292.25	
	11/30/18	JE	P000641855	460	HR Payroll - Encumbrances- 8NX			0.00	-1,292.25	0.00	
	11/30/18	JE	P000642413	634	Encumbrance Projection - Novem			0.00	-0.01	0.00	
	12/31/18	JE	P000649120	612	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	1,292.25	
	12/31/18	JE	P000649126	457	Dec 2018 Monthly Payroll 8DM1			0.00	-1,292.25	0.00	
	01/31/19	JE	P000657522	593	Jan 2019 Monthly Payroll - 91M			0.00	0.00	1,292.25	
	01/31/19	JE	P000657544	445	Jan 2019 Monthly Payroll - 91M			0.00	-1,292.25	0.00	
	01/31/19	JE	P000658586	636	January 2019 Monthly Encumbran			0.00	-0.02	0.00	
	02/28/19	JE	P000668135	590	February 2019 Monthly Payroll			0.00	0.00	1,292.25	
	02/28/19	JE	P000668136	456	Feb 2019 Monthly Encumbrance			0.00	-1,292.25	0.00	
	02/28/19	JE	P000669496	622	Encumbrance Projection-Februar			0.00	-0.01	0.00	
	03/29/19	JE	P000680131	604	March 2019 Monthly Payroll			0.00	0.00	1,352.01	
	03/29/19	JE	P000680135	469	March 2019 Monthly Payroll Enc			0.00	-1,292.25	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	03/31/19	JE	P000680750	622	Encumbrance Projection 03-31-2			0.00	-0.01	0.00	
	04/14/19	JE	P000686123	622	Encumbrance Projection April 1			0.00	-3,876.78	0.00	
	04/14/19	JE	P000696403	624	Encumbrance Projection			0.00	3,876.78	0.00	
	04/28/19	JE	P000691305	626	Encumbrance Projection 04-28-2			0.00	-0.01	0.00	
	04/30/19	JE	P000691147	613	April 2019 Monthly Payroll			0.00	0.00	1,292.25	
	04/30/19	JE	P000691152	475	April 2019 Monthly Payroll Enc			0.00	-1,292.25	0.00	
	05/31/19	JE	P000706215	636	May 2019 Monthly Payroll			0.00	0.00	1,292.25	
	05/31/19	JE	P000706220	471	May 2019 Monthly Payroll Encum			0.00	-1,292.25	0.00	
	05/31/19	JE	P000706607	616	Encumbrance Projection 2019053			0.00	-0.01	0.00	
	06/26/19	JE	P000717011	462	Encumbrance Projection 06-26-2			0.00	-0.01	0.00	
	06/28/19	JE	P000715615	444	June 2019 Monthly Payroll Encu			0.00	-1,292.25	0.00	
	06/28/19	JE	P000715627	549	June 2019 Monthly Payroll			0.00	0.00	1,347.42	
552200	Retirement Plans - ORP										
	07/31/18	JE	P000600850	587	July 2018 Monthly Payroll			0.00	0.00	808.68	
	08/18/18	JE	P000614130	710	FY 2019 Encumbrance Projection			0.00	8,895.48	0.00	
	08/31/18	JE	P000614131	915	August 2018 3rd Biweekly and M			0.00	0.00	808.68	
	08/31/18	JE	P000614135	710	August 2018 Monthly Encumbranc			0.00	-808.68	0.00	
	09/28/18	JE	P000620883	931	September 2018 Monthly Payroll			0.00	0.00	808.68	
	09/28/18	JE	P000620884	718	September 2018 Monthly Payroll			0.00	-808.68	0.00	
	10/31/18	JE	P000633248	699	October 2018 Monthly Payroll			0.00	0.00	808.68	
	10/31/18	JE	P000633250	530	HR Payroll - Encumbrances			0.00	-808.68	0.00	
	11/30/18	JE	P000641854	679	Payroll Interface for 8NX3 pro			0.00	0.00	808.68	
	11/30/18	JE	P000641855	541	HR Payroll - Encumbrances- 8NX			0.00	-808.68	0.00	
	12/31/18	JE	P000649120	699	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	808.68	
	12/31/18	JE	P000649126	538	Dec 2018 Monthly Payroll 8DM1			0.00	-808.68	0.00	
	01/31/19	JE	P000657522	676	Jan 2019 Monthly Payroll - 91M			0.00	0.00	808.68	
	01/31/19	JE	P000657544	526	Jan 2019 Monthly Payroll - 91M			0.00	-808.68	0.00	
	02/28/19	JE	P000668135	672	February 2019 Monthly Payroll			0.00	0.00	860.50	
	02/28/19	JE	P000668136	536	Feb 2019 Monthly Encumbrance			0.00	-808.68	0.00	
	03/29/19	JE	P000680131	687	March 2019 Monthly Payroll			0.00	0.00	808.68	
	03/29/19	JE	P000680135	550	March 2019 Monthly Payroll Enc			0.00	-808.68	0.00	
	04/14/19	JE	P000686123	719	Encumbrance Projection April 1			0.00	-2,426.04	0.00	
	04/14/19	JE	P000696403	721	Encumbrance Projection			0.00	2,426.04	0.00	
	04/30/19	JE	P000691147	699	April 2019 Monthly Payroll			0.00	0.00	808.68	
	04/30/19	JE	P000691152	556	April 2019 Monthly Payroll Enc			0.00	-808.68	0.00	
	05/31/19	JE	P000706215	723	May 2019 Monthly Payroll			0.00	0.00	808.68	
	05/31/19	JE	P000706220	553	May 2019 Monthly Payroll Encum			0.00	-808.68	0.00	
	06/28/19	JE	P000715615	524	June 2019 Monthly Payroll Encu			0.00	-808.68	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	06/28/19	JE	P000715627	634	June 2019 Monthly Payroll			0.00	0.00	808.68	
	Totals							**0.00**	**0.00**	**25,494.12**	**-1,409.12**
553000	Group Insurance				14800 / 11000		36,373.00				
553111	Grp Hlth Ins - Blue Choice HMO										
	07/31/18	JE	P000600850	635	July 2018 Monthly Payroll			0.00	0.00	873.61	
	08/18/18	JE	P000614130	765	FY 2019 Encumbrance Projection			0.00	9,458.39	0.00	
	08/31/18	JE	P000614131	977	August 2018 3rd Biweekly and M			0.00	0.00	873.61	
	08/31/18	JE	P000614132	785	August 2018 Encumbrance Projec			0.00	75.66	0.00	
	08/31/18	JE	P000614135	759	August 2018 Monthly Encumbranc			0.00	-873.61	0.00	
	09/28/18	JE	P000620883	999	September 2018 Monthly Payroll			0.00	0.00	873.61	
	09/28/18	JE	P000620884	782	September 2018 Monthly Payroll			0.00	-873.61	0.00	
	10/31/18	JE	P000626500	792	October 2018 Encumbrance Proje			0.00	75.66	0.00	
	10/31/18	JE	P000633248	757	October 2018 Monthly Payroll			0.00	0.00	873.61	
	10/31/18	JE	P000633250	584	HR Payroll - Encumbrances			0.00	-873.61	0.00	
	11/30/18	JE	P000641854	741	Payroll Interface for 8NX3 pro			0.00	0.00	873.61	
	11/30/18	JE	P000641855	595	HR Payroll - Encumbrances- 8NX			0.00	-873.61	0.00	
	12/31/18	JE	P000649120	761	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	873.61	
	12/31/18	JE	P000649126	594	Dec 2018 Monthly Payroll 8DM1			0.00	-873.61	0.00	
	01/31/19	JE	P000657522	735	Jan 2019 Monthly Payroll - 91M			0.00	0.00	890.76	
	01/31/19	JE	P000657544	581	Jan 2019 Monthly Payroll - 91M			0.00	-890.76	0.00	
	01/31/19	JE	P000658586	805	January 2019 Monthly Encumbran			0.00	102.90	0.00	
	02/28/19	JE	P000668135	733	February 2019 Monthly Payroll			0.00	0.00	890.76	
	02/28/19	JE	P000668136	592	Feb 2019 Monthly Encumbrance			0.00	-890.76	0.00	
	03/29/19	JE	P000680131	750	March 2019 Monthly Payroll			0.00	0.00	890.76	
	03/29/19	JE	P000680135	609	March 2019 Monthly Payroll Enc			0.00	-890.76	0.00	
	04/14/19	JE	P000686123	785	Encumbrance Projection April 1			0.00	-2,672.28	0.00	
	04/14/19	JE	P000696403	787	Encumbrance Projection			0.00	2,672.28	0.00	
	04/30/19	JE	P000691147	764	April 2019 Monthly Payroll			0.00	0.00	890.76	
	04/30/19	JE	P000691152	616	April 2019 Monthly Payroll Enc			0.00	-890.76	0.00	
	05/31/19	JE	P000706215	790	May 2019 Monthly Payroll			0.00	0.00	890.76	
	05/31/19	JE	P000706220	614	May 2019 Monthly Payroll Encum			0.00	-890.76	0.00	
	06/28/19	JE	P000715615	573	June 2019 Monthly Payroll Encu			0.00	-890.76	0.00	
	06/28/19	JE	P000715627	690	June 2019 Monthly Payroll			0.00	0.00	890.76	
553123	Grp Hlth Ins - PPO ALT										
	07/31/18	JE	P000600850	722	July 2018 Monthly Payroll			0.00	0.00	1,955.23	
	08/18/18	JE	P000614130	883	FY 2019 Encumbrance Projection			0.00	21,507.53	0.00	
	08/31/18	JE	P000614131	1088	August 2018 3rd Biweekly and M			0.00	0.00	1,955.23	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	08/31/18	JE	P000614135	843	August 2018 Monthly Encumbranc			0.00	-1,955.23	0.00	
	09/28/18	JE	P000620883	1142	September 2018 Monthly Payroll			0.00	0.00	1,955.23	
	09/28/18	JE	P000620884	917	September 2018 Monthly Payroll			0.00	-1,955.23	0.00	
	10/31/18	JE	P000633248	866	October 2018 Monthly Payroll			0.00	0.00	1,955.23	
	10/31/18	JE	P000633250	686	HR Payroll - Encumbrances			0.00	-1,955.23	0.00	
	11/30/18	JE	P000641854	851	Payroll Interface for 8NX3 pro			0.00	0.00	1,955.23	
	11/30/18	JE	P000641855	700	HR Payroll - Encumbrances- 8NX			0.00	-1,955.23	0.00	
	12/31/18	JE	P000649120	874	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	1,955.23	
	12/31/18	JE	P000649126	700	Dec 2018 Monthly Payroll 8DM1			0.00	-1,955.23	0.00	
	01/31/19	JE	P000657522	846	Jan 2019 Monthly Payroll - 91M			0.00	0.00	1,230.09	
	01/31/19	JE	P000657544	682	Jan 2019 Monthly Payroll - 91M			0.00	-1,230.09	0.00	
	01/31/19	JE	P000658586	949	January 2019 Monthly Encumbran			0.00	-4,350.84	0.00	
	02/28/19	JE	P000668135	842	February 2019 Monthly Payroll			0.00	0.00	1,270.13	
	02/28/19	JE	P000668136	699	Feb 2019 Monthly Encumbrance			0.00	-1,230.09	0.00	
	03/29/19	JE	P000680131	862	March 2019 Monthly Payroll			0.00	0.00	1,288.48	
	03/29/19	JE	P000680135	716	March 2019 Monthly Payroll Enc			0.00	-1,230.09	0.00	
	04/14/19	JE	P000686123	922	Encumbrance Projection April 1			0.00	-3,690.27	0.00	
	04/14/19	JE	P000696403	924	Encumbrance Projection			0.00	3,690.27	0.00	
	04/30/19	JE	P000691147	874	April 2019 Monthly Payroll			0.00	0.00	1,230.09	
	04/30/19	JE	P000691152	723	April 2019 Monthly Payroll Enc			0.00	-1,230.09	0.00	
	05/31/19	JE	P000706215	904	May 2019 Monthly Payroll			0.00	0.00	1,230.09	
	05/31/19	JE	P000706220	719	May 2019 Monthly Payroll Encum			0.00	-1,230.09	0.00	
	06/28/19	JE	P000715615	656	June 2019 Monthly Payroll Encu			0.00	-1,230.09	0.00	
	06/28/19	JE	P000715627	778	June 2019 Monthly Payroll			0.00	0.00	1,230.09	
553128	Grp Hlth Ins - HDHP ALT										
	07/31/18	JE	P000600850	750	July 2018 Monthly Payroll			0.00	0.00	106.09	
	08/18/18	JE	P000614130	926	FY 2019 Encumbrance Projection			0.00	1,166.99	0.00	
	08/31/18	JE	P000614131	1131	August 2018 3rd Biweekly and M			0.00	0.00	131.41	
	08/31/18	JE	P000614135	869	August 2018 Monthly Encumbranc			0.00	-106.09	0.00	
	09/28/18	JE	P000620883	1200	September 2018 Monthly Payroll			0.00	0.00	106.09	
	09/28/18	JE	P000620884	970	September 2018 Monthly Payroll			0.00	-106.09	0.00	
	10/31/18	JE	P000633248	909	October 2018 Monthly Payroll			0.00	0.00	106.09	
	10/31/18	JE	P000633250	724	HR Payroll - Encumbrances			0.00	-106.09	0.00	
	11/30/18	JE	P000641854	893	Payroll Interface for 8NX3 pro			0.00	0.00	106.09	
	11/30/18	JE	P000641855	739	HR Payroll - Encumbrances- 8NX			0.00	-106.09	0.00	
	12/31/18	JE	P000649120	916	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	106.09	
	12/31/18	JE	P000649126	740	Dec 2018 Monthly Payroll 8DM1			0.00	-106.09	0.00	
	01/31/19	JE	P000657522	889	Jan 2019 Monthly Payroll - 91M			0.00	0.00	872.52	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	01/31/19	JE	P000657544	721	Jan 2019 Monthly Payroll - 91M			0.00	-109.02	0.00	
	01/31/19	JE	P000658586	1008	January 2019 Monthly Encumbran			0.00	3,835.08	0.00	
	02/28/19	JE	P000668135	883	February 2019 Monthly Payroll			0.00	0.00	872.52	
	02/28/19	JE	P000668136	739	Feb 2019 Monthly Encumbrance			0.00	-872.52	0.00	
	03/29/19	JE	P000680131	904	March 2019 Monthly Payroll			0.00	0.00	546.92	
	03/29/19	JE	P000680135	756	March 2019 Monthly Payroll Enc			0.00	-546.92	0.00	
	03/31/19	JE	P000680750	982	Encumbrance Projection 03-31-2			0.00	-1,302.40	0.00	
	04/14/19	JE	P000686123	980	Encumbrance Projection April 1			0.00	-1,640.76	0.00	
	04/14/19	JE	P000696403	982	Encumbrance Projection			0.00	1,640.76	0.00	
	04/30/19	JE	P000691147	915	April 2019 Monthly Payroll			0.00	0.00	546.92	
	04/30/19	JE	P000691152	763	April 2019 Monthly Payroll Enc			0.00	-546.92	0.00	
	05/31/19	JE	P000706215	948	May 2019 Monthly Payroll			0.00	0.00	872.52	
	05/31/19	JE	P000706220	759	May 2019 Monthly Payroll Encum			0.00	-872.52	0.00	
	05/31/19	JE	P000706607	975	Encumbrance Projection 2019053			0.00	651.20	0.00	
	06/28/19	JE	P000715615	686	June 2019 Monthly Payroll Encu			0.00	-872.52	0.00	
	06/28/19	JE	P000715627	809	June 2019 Monthly Payroll			0.00	0.00	872.52	
553180	Health Savings Acct-Seed Fund										
	07/31/18	JE	P000600850	774	July 2018 Monthly Payroll			0.00	0.00	7.78	
	08/31/18	JE	P000614131	1163	August 2018 3rd Biweekly and M			0.00	0.00	10.01	
	09/28/18	JE	P000620883	1245	September 2018 Monthly Payroll			0.00	0.00	7.78	
	10/31/18	JE	P000633248	941	October 2018 Monthly Payroll			0.00	0.00	7.78	
	11/30/18	JE	P000641854	924	Payroll Interface for 8NX3 pro			0.00	0.00	7.78	
	12/31/18	JE	P000649120	947	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	7.78	
	01/31/19	JE	P000657522	933	Jan 2019 Monthly Payroll - 91M			0.00	0.00	7.78	
	02/28/19	JE	P000668135	924	February 2019 Monthly Payroll			0.00	0.00	7.78	
	03/29/19	JE	P000680131	942	March 2019 Monthly Payroll			0.00	0.00	7.78	
	04/30/19	JE	P000691147	953	April 2019 Monthly Payroll			0.00	0.00	7.78	
	05/31/19	JE	P000706215	989	May 2019 Monthly Payroll			0.00	0.00	101.53	
	06/28/19	JE	P000715627	839	June 2019 Monthly Payroll			0.00	0.00	101.53	
553201	Grp Life Ins-Basic Life-Regent										
	07/31/18	JE	P000600850	815	July 2018 Monthly Payroll			0.00	0.00	37.30	
	08/18/18	JE	P000614130	998	FY 2019 Encumbrance Projection			0.00	408.32	0.00	
	08/31/18	JE	P000614131	1208	August 2018 3rd Biweekly and M			0.00	0.00	37.98	
	08/31/18	JE	P000614132	1051	August 2018 Encumbrance Projec			0.00	0.99	0.00	
	08/31/18	JE	P000614135	923	August 2018 Monthly Encumbranc			0.00	-37.30	0.00	
	09/28/18	JE	P000620883	1305	September 2018 Monthly Payroll			0.00	0.00	37.30	
	09/28/18	JE	P000620884	1045	September 2018 Monthly Payroll			0.00	-37.30	0.00	
	10/31/18	JE	P000626500	1062	October 2018 Encumbrance Proje			0.00	0.99	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	10/31/18	JE	P000633248	990	October 2018 Monthly Payroll			0.00	0.00	37.30	
	10/31/18	JE	P000633250	780	HR Payroll - Encumbrances			0.00	-37.30	0.00	
	11/30/18	JE	P000641854	969	Payroll Interface for 8NX3 pro			0.00	0.00	37.30	
	11/30/18	JE	P000641855	797	HR Payroll - Encumbrances- 8NX			0.00	-37.30	0.00	
	12/31/18	JE	P000649120	993	Dec 2018 Monthly Payroll 8DM1			0.00	0.00	37.30	
	12/31/18	JE	P000649126	799	Dec 2018 Monthly Payroll 8DM1			0.00	-37.30	0.00	
	01/31/19	JE	P000657522	996	Jan 2019 Monthly Payroll - 91M			0.00	0.00	54.36	
	01/31/19	JE	P000657544	778	Jan 2019 Monthly Payroll - 91M			0.00	-54.36	0.00	
	01/31/19	JE	P000658586	1092	January 2019 Monthly Encumbran			0.00	102.36	0.00	
	02/28/19	JE	P000668135	985	February 2019 Monthly Payroll			0.00	0.00	55.89	
	02/28/19	JE	P000668136	801	Feb 2019 Monthly Encumbrance			0.00	-54.36	0.00	
	03/29/19	JE	P000680131	1001	March 2019 Monthly Payroll			0.00	0.00	55.46	
	03/29/19	JE	P000680135	818	March 2019 Monthly Payroll Enc			0.00	-54.36	0.00	
	04/14/19	JE	P000686123	1055	Encumbrance Projection April 1			0.00	-163.08	0.00	
	04/14/19	JE	P000696403	1058	Encumbrance Projection			0.00	163.08	0.00	
	04/28/19	JE	P000691305	1062	Encumbrance Projection 04-28-2			0.00	13.62	0.00	
	04/30/19	JE	P000691147	1009	April 2019 Monthly Payroll			0.00	0.00	58.90	
	04/30/19	JE	P000691152	824	April 2019 Monthly Payroll Enc			0.00	-58.90	0.00	
	05/31/19	JE	P000706215	1049	May 2019 Monthly Payroll			0.00	0.00	55.49	
	05/31/19	JE	P000706220	822	May 2019 Monthly Payroll Encum			0.00	-55.49	0.00	
	05/31/19	JE	P000706607	1052	Encumbrance Projection 2019053			0.00	-6.82	0.00	
	06/28/19	JE	P000715615	744	June 2019 Monthly Payroll Encu			0.00	-55.49	0.00	
	06/28/19	JE	P000715627	892	June 2019 Monthly Payroll			0.00	0.00	55.49	
	Totals							**0.00**	**0.00**	**35,885.51**	**487.49**
561000	Employee Testing				14800 / 11000		0.00				
561425	Well Being Program										
	11/30/18	JE	P000641854	1064	Payroll Interface for 8NX3 pro			0.00	0.00	100.00	
561426	Well Being Reimbursement										
	05/31/19	JE	AD00701645	36	Well Being Funding BOR-FY19			0.00	0.00	-100.00	
	Totals							**0.00**	**0.00**	**0.00**	**0.00**
Personal Services Total						**249,381.00**	**249,381.00**	**0.00**	**0.00**	**248,994.18**	**386.82**
600000	**Travel**				14800 / 11000	1,525.00					

Budget Manager: Mays,Justin M | **Budget Ref:** 2019 | **From Fiscal Year:** ALL | **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees | **All Fiscal Periods:** Yes | **Acct Period From:** 1 ALL | **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
641000	Travel - Employee				14800 / 11000		0.00				
641110	Travel-Emp-Ground Transportati										
	12/04/18	ExRpt	0000646756	3	Shuttle from airport to hotel and ret	DuBois,Courtney	017051	0.00	0.00	40.50	
	12/04/18	ExRpt	0000646756	13	Airport Parking	DuBois,Courtney	017051	0.00	0.00	56.94	
641120	Travel-Employees-Air Travel										
	12/04/18	ExRpt	0000646756	1	Atlanta, Georgia to St. Louis, Missou	DuBois,Courtney	017051	0.00	0.00	232.96	
641130	Travel-Employees-Meals										
	12/04/18	ExRpt	0000646756	4		DuBois,Courtney	017051	0.00	0.00	21.00	
	12/04/18	ExRpt	0000646756	5		DuBois,Courtney	017051	0.00	0.00	12.75	
	12/04/18	ExRpt	0000646756	6		DuBois,Courtney	017051	0.00	0.00	28.00	
	12/04/18	ExRpt	0000646756	7		DuBois,Courtney	017051	0.00	0.00	28.00	
	12/04/18	ExRpt	0000646756	8		DuBois,Courtney	017051	0.00	0.00	12.00	
641140	Travel-Employees-Lodging										
	12/04/18	ExRpt	0000646756	2	Marriott St. Louis Grand Hotel	DuBois,Courtney	017051	0.00	0.00	710.01	
641150	Travel-Employee-Miscellaneous										
	12/04/18	ExRpt	0000646756	9	Tips	DuBois,Courtney	017051	0.00	0.00	5.00	
	12/04/18	ExRpt	0000646756	10	Tips	DuBois,Courtney	017051	0.00	0.00	5.00	
	12/04/18	ExRpt	0000646756	11	Tips	DuBois,Courtney	017051	0.00	0.00	5.00	
	12/04/18	ExRpt	0000646756	12	Tips	DuBois,Courtney	017051	0.00	0.00	5.00	
641510	Travel - Employee Mileage										
	09/13/18	ExRpt	0000636604	1	Travel to McIntosh County	Mays,Justin M	016670	0.00	0.00	41.40	
	09/13/18	ExRpt	0000636604	2	Travel from McIntosh County to Home	Mays,Justin M	016670	0.00	0.00	41.40	
	Totals							**0.00**	**0.00**	**1,244.96**	**-1,244.96**
Travel Total						**1,525.00**	**0.00**	**0.00**	**0.00**	**1,244.96**	**280.04**
700000	**Operating Supplies & Expenses**				14800 / 11000	199,094.00					
714000	Supplies and Materials				14800 / 11000		0.00				
714100	Supplies and Materials										
	10/01/18	REQ	0000503534	1	21.5 inch iMac with Retina 4K display			1,789.00	0.00	0.00	
	10/01/18	REQ	0000503534	2	AppleCare			119.00	0.00	0.00	
	10/02/18	PO	0000514292	1	21.5 inch iMac with Retina 4K display	APPLEINC		0.00	1,789.00	0.00	
	10/02/18	PO	0000514292	1	Pre-Enc Liquidation: 0000503534/1	APPLEINC		-1,789.00	0.00	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	10/02/18	PO	0000514292	2	Pre-Enc Liquidation: 0000503534/2	APPLEINC		-119.00	0.00	0.00	
	10/31/18	JE	0000633759	112	To Book October 2018 PCARD Cha			0.00	0.00	361.82	
	11/02/18	Vchr	05335084	1	Enc Liquidation: 0000514292/1	APPLEINC		0.00	-1,789.00	0.00	
	11/02/18	Vchr	05335084	1	21.5 inch iMac with Retina 4K	APPLEINC	236097	0.00	0.00	1,789.00	
	11/12/18	REQ	0000503769	1	iPad Pro			1,299.00	0.00	0.00	
	11/12/18	REQ	0000503769	2	AppleCare			129.00	0.00	0.00	
	11/12/18	REQ	0000503769	3	Apple Pencil			119.00	0.00	0.00	
	11/12/18	REQ	0000503769	4	Smart Keyboard Folio			199.00	0.00	0.00	
	11/12/18	REQ	0000503769	5	USB-C Digital AV Multiport Adapter			69.00	0.00	0.00	
	11/13/18	PO	0000514527	1	iPad Pro	APPLEINC		0.00	1,299.00	0.00	
	11/13/18	PO	0000514527	1	Pre-Enc Liquidation: 0000503769/1	APPLEINC		-1,299.00	0.00	0.00	
	11/13/18	PO	0000514527	1	iPad Pro	APPLEINC		0.00	-1,299.00	0.00	
	11/13/18	PO	0000514527	1	Pre-Enc Liquidation: 0000503769/1	APPLEINC		1,299.00	0.00	0.00	
	11/13/18	PO	0000514527	1	iPad Pro	APPLEINC		0.00	1,299.00	0.00	
	11/13/18	PO	0000514527	1	Pre-Enc Liquidation: 0000503769/1	APPLEINC		-1,299.00	0.00	0.00	
	11/13/18	PO	0000514527	2	Pre-Enc Liquidation: 0000503769/2	APPLEINC		-129.00	0.00	0.00	
	11/13/18	PO	0000514527	3	Apple Pencil	APPLEINC		0.00	119.00	0.00	
	11/13/18	PO	0000514527	3	Apple Pencil	APPLEINC		0.00	-119.00	0.00	
	11/13/18	PO	0000514527	3	Pre-Enc Liquidation: 0000503769/3	APPLEINC		119.00	0.00	0.00	
	11/13/18	PO	0000514527	3	Pre-Enc Liquidation: 0000503769/3	APPLEINC		-119.00	0.00	0.00	
	11/13/18	PO	0000514527	3	Apple Pencil	APPLEINC		0.00	119.00	0.00	
	11/13/18	PO	0000514527	3	Pre-Enc Liquidation: 0000503769/3	APPLEINC		-119.00	0.00	0.00	
	11/13/18	PO	0000514527	4	Smart Keyboard Folio	APPLEINC		0.00	199.00	0.00	
	11/13/18	PO	0000514527	4	Smart Keyboard Folio	APPLEINC		0.00	-199.00	0.00	
	11/13/18	PO	0000514527	4	Pre-Enc Liquidation: 0000503769/4	APPLEINC		-199.00	0.00	0.00	
	11/13/18	PO	0000514527	4	Smart Keyboard Folio	APPLEINC		0.00	199.00	0.00	
	11/13/18	PO	0000514527	4	Smart Keyboard Folio	APPLEINC		0.00	199.00	0.00	
	11/13/18	PO	0000514527	4	Pre-Enc Liquidation: 0000503769/4	APPLEINC		-199.00	0.00	0.00	
	11/13/18	PO	0000514527	4	Smart Keyboard Folio	APPLEINC		0.00	-199.00	0.00	
	11/13/18	PO	0000514527	4	Pre-Enc Liquidation: 0000503769/4	APPLEINC		199.00	0.00	0.00	
	11/13/18	PO	0000514527	5	USB-C Digital AV Multiport Adapter	APPLEINC		0.00	69.00	0.00	
	11/13/18	PO	0000514527	5	USB-C Digital AV Multiport Adapter	APPLEINC		0.00	69.00	0.00	
	11/13/18	PO	0000514527	5	Pre-Enc Liquidation: 0000503769/5	APPLEINC		-69.00	0.00	0.00	
	11/13/18	PO	0000514527	5	USB-C Digital AV Multiport Adapter	APPLEINC		0.00	-69.00	0.00	
	12/20/18	Vchr	05336789	1	Enc Liquidation: 0000514527/5	APPLEINC		0.00	-69.00	0.00	
	12/20/18	Vchr	05336789	1	USB-C Digital AV Multiport Ada	APPLEINC	236788	0.00	0.00	69.00	
	12/21/18	Vchr	05336848	1	Enc Liquidation: 0000514527/1	APPLEINC		0.00	-1,299.00	0.00	
	12/21/18	Vchr	05336848	1	iPad Pro	APPLEINC	236818	0.00	0.00	1,299.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	01/15/19	REQ	0000504021	1	SANDISK ULTRA 32 GB			140.00	0.00	0.00	
	01/15/19	REQ	0000504021	2	SONY LCS-U11 CARRYING CASE			90.42	0.00	0.00	
	01/15/19	REQ	0000504021	3	SONY RECHARGEABLE BATTERIES			209.22	0.00	0.00	
	01/15/19	REQ	0000504021	4	SONY HANDYCAM			1,287.78	0.00	0.00	
	01/22/19	PO	0000514793	1	Pre-Enc Liquidation: 0000504021/2	SCW-CAT		-90.42	0.00	0.00	
	01/22/19	PO	0000514793	1	SONY LCS-U11 CARRYING CASE	SCW-CAT		0.00	90.42	0.00	
	01/22/19	PO	0000514794	1	Pre-Enc Liquidation: 0000504021/1	SCW-CAT		-140.00	0.00	0.00	
	01/22/19	PO	0000514794	1	SANDISK ULTRA 32 GB	SCW-CAT		0.00	140.00	0.00	
	01/22/19	PO	0000514794	2	Pre-Enc Liquidation: 0000504021/3	SCW-CAT		-209.22	0.00	0.00	
	01/22/19	PO	0000514794	2	SONY RECHARGEABLE BATTERIES	SCW-CAT		0.00	209.22	0.00	
	01/22/19	PO	0000514794	3	Pre-Enc Liquidation: 0000504021/4	SCW-CAT		-1,287.78	0.00	0.00	
	01/22/19	PO	0000514794	3	SONY HANDYCAM	SCW-CAT		0.00	1,287.78	0.00	
	01/31/19	JE	0000661217	33	To Book January 2019 PCARD Cha			0.00	0.00	99.98	
	02/07/19	Vchr	05337960	1	Apple Pencil	APPLEINC	237366	0.00	0.00	119.00	
	02/07/19	Vchr	05337960	1	Enc Liquidation: 0000514527/3	APPLEINC		0.00	-119.00	0.00	
	02/22/19	Vchr	05338464	1	Enc Liquidation: 0000514527/4	APPLEINC		0.00	-199.00	0.00	
	02/22/19	Vchr	05338464	1	Smart Keyboard Folio	APPLEINC	237635	0.00	0.00	199.00	
	03/07/19	Vchr	05338973	1	Enc Liquidation: 0000514793/1	SCW-CAT		0.00	-75.35	0.00	
	03/07/19	Vchr	05338973	1	SONY LCS-U11 CARRYING CASE	SCW-CAT	001928	0.00	0.00	75.35	
	03/07/19	Vchr	05338974	1	SONY LCS-U11 CARRYING CASE	SCW-CAT	001928	0.00	0.00	15.07	
	03/07/19	Vchr	05338974	1	Enc Liquidation: 0000514793/1	SCW-CAT		0.00	-15.07	0.00	
	03/07/19	Vchr	05338975	1	Enc Liquidation: 0000514794/1	SCW-CAT		0.00	-140.00	0.00	
	03/07/19	Vchr	05338975	1	SANDISK ULTRA 32 GB	SCW-CAT	001928	0.00	0.00	140.00	
	03/07/19	Vchr	05338976	1	SONY HANDYCAM	SCW-CAT	001928	0.00	0.00	429.26	
	03/07/19	Vchr	05338976	1	Enc Liquidation: 0000514794/3	SCW-CAT		0.00	-429.26	0.00	
	03/07/19	Vchr	05338977	1	Enc Liquidation: 0000514794/2	SCW-CAT		0.00	-209.22	0.00	
	03/07/19	Vchr	05338977	1	SONY RECHARGEABLE BATTERIES	SCW-CAT	001928	0.00	0.00	209.22	
	03/07/19	Vchr	05338977	2	Enc Liquidation: 0000514794/3	SCW-CAT		0.00	-858.52	0.00	
	03/07/19	Vchr	05338977	2	SONY HANDYCAM	SCW-CAT	001928	0.00	0.00	858.52	
	03/28/19	REQ	0000504370	1	BLUE MICROPHONES SNOWBALL ICE USB MIC			408.30	0.00	0.00	
	03/29/19	PO	0000515117	1	BLUE MICROPHONES SNOWBALL ICE USB MIC	SCW-CAT		0.00	408.30	0.00	
	03/29/19	PO	0000515117	1	Pre-Enc Liquidation: 0000504370/1	SCW-CAT		-408.30	0.00	0.00	
	04/02/19	REQ	0000504400	1	Precision 3630 Tower;Precision 3630 T			2,457.87	0.00	0.00	
	04/05/19	PO	0000515161	1	Pre-Enc Liquidation: 0000504400/1	DELL-CAT		-2,457.87	0.00	0.00	
	04/05/19	PO	0000515161	1	Precision 3630 Tower;Precision 3630 T	DELL-CAT		0.00	2,457.87	0.00	
	04/12/19	Vchr	05340130	1	Enc Liquidation: 0000515117/1	SCW-CAT		0.00	-408.30	0.00	
	04/12/19	Vchr	05340130	1	BLUE MICROPHONES SNOWBALL ICE	SCW-CAT	002047	0.00	0.00	408.30	
	05/03/19	REQ	0000504626	3	Apple Smart Folio Folio for 12.9inch			91.99	0.00	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	05/03/19	REQ	0000504627	1	PylePro Notebook Tripod Adjustable St			33.88	0.00	0.00	
	05/03/19	PO	0000515349	3	Pre-Enc Liquidation: 0000504626/3	STAPLE-CAT		-91.99	0.00	0.00	
	05/03/19	PO	0000515349	3	Apple Smart Folio Folio for 12.9inch	STAPLE-CAT		0.00	91.99	0.00	
	05/09/19	PO	0000515379	1	PylePro Notebook Tripod Adjustable St	SCW-CAT		0.00	33.88	0.00	
	05/09/19	PO	0000515379	1	Pre-Enc Liquidation: 0000504627/1	SCW-CAT		-33.88	0.00	0.00	
	05/13/19	Vchr	05341090	1	6th Ed Rubric Workbooks	QMQUALITYM	238637	0.00	0.00	485.76	
	05/14/19	Vchr	05341212	1	Apple Smart Folio Folio for 12	STAPLE-CAT	002159	0.00	0.00	91.99	
	05/14/19	Vchr	05341212	1	Enc Liquidation: 0000515349/3	STAPLE-CAT		0.00	-91.99	0.00	
	05/16/19	REQ	0000504724	1	GS AC ADAPTER AC ADAPTER POWER CORD 1			96.34	0.00	0.00	
	05/16/19	PO	0000515449	1	GS AC ADAPTER AC ADAPTER POWER CORD 1	SCW-CAT		0.00	96.34	0.00	
	05/16/19	PO	0000515449	1	Pre-Enc Liquidation: 0000504724/1	SCW-CAT		-96.34	0.00	0.00	
	05/21/19	REQ	0000504751	1	Audio Visual Innovations, Inc.			4,867.82	0.00	0.00	
	05/21/19	REQ	0000504751	2	TriCaster Advanced Edition			1,734.78	0.00	0.00	
	05/21/19	PO	0000515475	1	Pre-Enc Liquidation: 0000504751/1	AVI-CAT		-4,867.82	0.00	0.00	
	05/21/19	PO	0000515475	1	Audio Visual Innovations, Inc.	AVI-CAT		0.00	4,867.82	0.00	
	05/21/19	PO	0000515475	2	Pre-Enc Liquidation: 0000504751/2	AVI-CAT		-1,734.78	0.00	0.00	
	05/21/19	PO	0000515475	2	TriCaster Advanced Edition	AVI-CAT		0.00	1,734.78	0.00	
	05/25/19	Vchr	05341616	1	Enc Liquidation: 0000515379/1	SCW-CAT		0.00	-33.88	0.00	
	05/25/19	Vchr	05341616	1	PylePro Notebook Tripod Adjust	SCW-CAT	002198	0.00	0.00	33.88	
	06/25/19	Vchr	05342595	1	Enc Liquidation: 0000515475/1	AVI-CAT		0.00	-4,867.82	0.00	
	06/25/19	Vchr	05342595	1	Audio Visual Innovations, Inc.	AVI-CAT	002345	0.00	0.00	4,867.82	
	06/26/19	Vchr	05342703	1	Stools For Faculty Videography	DAUPHI-CAT	239328	0.00	0.00	1,267.50	
	07/12/19	Vchr	05342924	1	Enc Liquidation: 0000515475/2	AVI-CAT		0.00	-1,734.78	0.00	
	07/12/19	Vchr	05342924	1	TriCaster Advanced Edition	AVI-CAT	002399	0.00	0.00	1,734.78	
	07/12/19	Vchr	05342945	2	Enc Liquidation: 0000515161/1	DELL-CAT		0.00	-2,457.87	0.00	
	07/12/19	Vchr	05342945	2	Precision 3630 Tower;Precision	DELL-CAT	002403	0.00	0.00	2,457.87	
	07/15/19	Vchr	05342734	1	Enc Liquidation: 0000515449/1	SCW-CAT		0.00	-96.34	0.00	
	07/15/19	Vchr	05342734	1	GS AC ADAPTER AC ADAPTER POWER	SCW-CAT	002415	0.00	0.00	96.34	
714112	Sup & Mat Exp-Licenses										
	07/19/18	REQ	0000503019	1	SWANK-Film Licensing			6,652.98	0.00	0.00	
	07/23/18	PO	0000513776	1	Pre-Enc Liquidation: 0000503019/1	SWANKMOT		-6,652.98	0.00	0.00	
	10/04/18	Vchr	05334098	1	License for film	KANOPYLLC	235703	0.00	0.00	150.00	
	12/12/18	Vchr	05336420	1	Movie License	KANOPYLLC	236661	0.00	0.00	150.00	
	01/31/19	Vchr	05337847	1	Kanopy film License	KANOPYLLC	001820	0.00	0.00	350.00	
	06/05/19	Vchr	05341782	1	License for Film Streaming	KANOPYLLC	002218	0.00	0.00	2,500.00	
	Totals							**0.00**	**0.00**	**20,258.46**	**-20,258.46**
727000	Other Operating Expense				14800 / 11000		0.00				

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
727100 Other Operating Expense											
	06/04/19	Vchr	05341775	1	Fees for QM Rubrics	QMQUALITYM	238901	0.00	0.00	400.00	
727110 Oth Oper Exp - Registration											
	08/01/18	Vchr	05331628	1	Quality Matters Rubrick Wkshp	QMQUALITYM	234447	0.00	0.00	200.00	
	08/21/18	Vchr	05332285	1	quality matters anl conf	QMQUALITYM	234695	0.00	0.00	732.50	
	12/18/18	Vchr	05336628	1	conf registration	OMNIENCEIN	236763	0.00	0.00	1,850.00	
	02/26/19	Vchr	05338773	1	Fees to QM and Peer Reviewer	QMQUALITYM	237732	0.00	0.00	400.00	
	03/26/19	Vchr	05339572	1	Re-Certification A.France-Harr	QMQUALITYM	238059	0.00	0.00	50.00	
	03/31/19	JE	0000683072	54	To Book March 2019 PCARD Charg			0.00	0.00	48.00	
	05/15/19	Vchr	05341236	1	RACDE Spring 2019	UNIVERSITY	238645	0.00	0.00	20.00	
	05/23/19	Vchr	05341417	1	Brian Roberts Exploring Learni	ONLINELEAR	239481	0.00	0.00	170.00	
	05/23/19	Vchr	05341418	1	Brian Roberts Intro to Data Vi	ONLINELEAR	239481	0.00	0.00	450.00	
	06/10/19	Vchr	05342018	1		QMQUALITYM	239138	0.00	0.00	200.00	
727120 Oth Oper Exp - Subscriptions											
	07/16/18	Vchr	05331153	1	Renewal Subscription File & TV	EBSCOINFOR	001154	0.00	0.00	6,162.00	
	07/16/18	Vchr	05331164	1	Renewal Subscription IYOC	QMQUALITYM	234247	0.00	0.00	1,180.00	
	07/16/18	Vchr	05331167	1	Licenses for films streaming m	KANOPYLLC	234231	0.00	0.00	600.00	
	09/24/18	Vchr	05333695	1	Subscription-Sept.18 to Aug.19	SPRINGSHAR	235616	0.00	0.00	3,255.75	
	10/17/18	Vchr	05334690	1	pmt to BOR for skillsoft renew	BOARDOFREG	235942	0.00	0.00	6,634.17	
	11/30/18	JE	0000642411	41	To Book November 2018 PCARD Ch			0.00	0.00	375.00	
	04/23/19	Vchr	05340327	1	Subs/July 18 to April 19	MYJOVECORP	002081	0.00	0.00	1,662.50	
	06/23/19	Vchr	05342507	1	Online Subscription	INFOBASEPU	239173	0.00	0.00	1,312.23	
	06/27/19	Vchr	05342727	1	YRLY Subscription	PROQUESTHO	002395	0.00	0.00	431.09	
727130 Oth Oper Exp - Memberships											
	03/28/19	Vchr	05339675	1	Institutional Membership	ONLINELEAR	238092	0.00	0.00	1,360.00	
	06/30/19	JE	0000718912	53	To expense the prepaid account			0.00	0.00	1,085.25	
	06/30/19	JE	0000718912	78	To expense the prepaid account			0.00	0.00	3,936.72	
727140 Oth Oper Exp-Credit Card Relat											
	07/23/18	PO	0000513776	1	SWANK-Film Licensing	SWANKMOT		0.00	6,653.36	0.00	
	08/06/18	Vchr	05331726	1	SWANK-Film Licensing	SWANKMOT	234506	0.00	0.00	6,653.36	
	08/06/18	Vchr	05331726	1	Enc Liquidation: 0000513776/1	SWANKMOT		0.00	-6,653.36	0.00	
	Totals							**0.00**	**0.00**	**39,168.57**	**-39,168.57**
733000 Software					14800 / 11000		0.00				
733100 Software - Purchased											
	07/16/18	Vchr	05331179	1	Smarter Measure Annual License	BOARDOFREG	234215	0.00	0.00	4,116.55	
	02/20/19	Vchr	05338446	1	Adobe Creative Cloud Lic.Fee	BOARDOFREG	239051	0.00	0.00	26,087.60	
	02/26/19	Vchr	05338623	1		QMQUALITYM	237680	0.00	0.00	500.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	04/01/19	Vchr	05339744	1	online Course-CELT	ARTICULATE	238108	0.00	0.00	1,947.00	
	06/04/19	REQ	0000504938	1	VoiceThread, LLC			3,500.00	0.00	0.00	
	06/11/19	PO	0000515667	1	VoiceThread, LLC	VOICETHREA		0.00	3,500.00	0.00	
	06/11/19	PO	0000515667	1	Pre-Enc Liquidation: 0000504938/1	VOICETHREA		-3,500.00	0.00	0.00	
	06/26/19	Vchr	05342702	1	Adobe Captivate user fees	BOARDOFREG	239270	0.00	0.00	43.92	
	08/08/19	Vchr	05343709	1	Enc Liquidation: 0000515667/1	VOICETHREA		0.00	-3,500.00	0.00	
	08/08/19	Vchr	05343709	1	VoiceThread, LLC	VOICETHREA	239822	0.00	0.00	3,500.00	
733900	Software - Contracts										
	06/04/19	Vchr	05341776	1	Renewal of Software	POPINC	238899	0.00	0.00	1,752.00	
	Totals							**0.00**	**0.00**	**37,947.07**	**-37,947.07**
753000	Contracts				14800 / 11000		0.00				
753100	Contracts										
	07/16/18	Vchr	05331165	1	Online Test Proctoring Fees	PROCTORU	234246	0.00	0.00	175.00	
	07/16/18	Vchr	05331166	1	Online Test Proctoring Fees	PROCTORU	234246	0.00	0.00	1,260.00	
	08/08/18	Vchr	05331819	1	Live Proctor fees July 2018	PROCTORU	234555	0.00	0.00	900.00	
	10/02/18	PO	0000514292	2	AppleCare	APPLEINC		0.00	119.00	0.00	
	10/09/18	Vchr	05334290	1		PROCTORU	235784	0.00	0.00	420.00	
	11/02/18	Vchr	05335085	1	Enc Liquidation: 0000514292/2	APPLEINC		0.00	-119.00	0.00	
	11/02/18	Vchr	05335085	1	AppleCare	APPLEINC	236097	0.00	0.00	119.00	
	11/13/18	PO	0000514527	2	AppleCare	APPLEINC		0.00	129.00	0.00	
	11/13/18	Vchr	05335384	1	Proctor fees October 2018	PROCTORU	236298	0.00	0.00	519.50	
	12/12/18	Vchr	05336445	1	Virtual Proctor Fees	PROCTORU	236684	0.00	0.00	217.25	
	12/17/18	Vchr	05336562	1	AppleCare	APPLEINC	236712	0.00	0.00	129.00	
	12/17/18	Vchr	05336562	1	Enc Liquidation: 0000514527/2	APPLEINC		0.00	-129.00	0.00	
	01/11/19	Vchr	05337138	1	Virtual Proctor Fees	PROCTORU	236957	0.00	0.00	754.25	
	05/20/19	REQ	0000504738	1	ProctorU, Inc.			3,682.25	0.00	0.00	
	05/20/19	PO	0000515466	1	Pre-Enc Liquidation: 0000504738/1	PROCTORU		-3,682.25	0.00	0.00	
	05/20/19	PO	0000515466	1	ProctorU, Inc.examinations	PROCTORU		0.00	3,682.25	0.00	
	05/21/19	REQ	0000504750	1	Tutor.com, Inc.			3,300.00	0.00	0.00	
	05/21/19	PO	0000515470	1	Pre-Enc Liquidation: 0000504750/1	TUTORCOM		-3,300.00	0.00	0.00	
	06/20/19	Vchr	05342364	1	Enc Liquidation: 0000515466/1	PROCTORU		0.00	-3,682.25	0.00	
	06/20/19	Vchr	05342364	1	ProctorU, Inc.examinations	PROCTORU	239137	0.00	0.00	3,682.25	
	06/23/19	Vchr	05342488	1	Add't Hrs for ADA compliant	CIELO24	239162	0.00	0.00	1,248.90	
753110	Contracts - Consultants										
	10/31/18	PO	0000514466	1	Tutor.com College Center Program	TUTORCOM		0.00	4,950.00	0.00	
	11/19/18	Vchr	05335649	1	Tutor.com College Center Progr	TUTORCOM	236388	0.00	0.00	4,950.00	
	11/19/18	Vchr	05335649	1	Enc Liquidation: 0000514466/1	TUTORCOM		0.00	-4,950.00	0.00	

Budget Manager: Mays,Justin M **Budget Ref:** 2019 **From Fiscal Year:** ALL **To Fiscal Year:** ALL
Department: 3450100 Distance Learning Fees **All Fiscal Periods:** Yes **Acct Period From:** 1 ALL **Acct Period To:** 12 ALL
Fund Code: 10600 Other General

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
	05/21/19	PO	0000515470	1	Renewal for university online tutorin	TUTORCOM		0.00	3,300.00	0.00	
	05/24/19	REQ	0000504787	1	Respondus			1,950.00	0.00	0.00	
	05/28/19	PO	0000515520	1	Pre-Enc Liquidation: 0000504787/1	RESPONDUS		-1,950.00	0.00	0.00	
	05/28/19	PO	0000515520	1	Respondus Lockdown Brower for Classro	RESPONDUS		0.00	1,950.00	0.00	
	07/16/19	Vchr	05343047	1	Enc Liquidation: 0000515520/1	RESPONDUS		0.00	-1,950.00	0.00	
	07/16/19	Vchr	05343047	1	Respondus Lockdown Brower for	RESPONDUS	239490	0.00	0.00	1,950.00	
	07/25/19	Vchr	05343292	1	Enc Liquidation: 0000515470/1	TUTORCOM		0.00	-3,300.00	0.00	
	07/25/19	Vchr	05343292	1	Renewal for university online	TUTORCOM	239691	0.00	0.00	3,300.00	
753190	Contracts-Other										
	10/24/18	REQ	0000503684	1	TUTOR			4,950.00	0.00	0.00	
	10/31/18	PO	0000514466	1	Pre-Enc Liquidation: 0000503684/1	TUTORCOM		-4,950.00	0.00	0.00	
	06/20/19	Vchr	05342394	1	time life mag 07/19-06/20	EBSCOINFOR	002312	0.00	0.00	6,443.00	
	06/20/19	Vchr	05342398	1	subscript/online access/ebooks	EBSCOINFOR	002312	0.00	0.00	10,668.31	
	06/20/19	Vchr	05342399	1	Subscrpt/online acc/ebooks	EBSCOINFOR	002312	0.00	0.00	9,960.10	
	06/20/19	Vchr	05342400	1	Subscrpt/online acc/ebooks	EBSCOINFOR	002312	0.00	0.00	7,437.58	
	06/20/19	Vchr	05342401	1	Subscrpt/online acc/ebooks	EBSCOINFOR	002312	0.00	0.00	9,896.41	
	06/20/19	Vchr	05342402	1	Subscrpt/online acc/ebooks	EBSCOINFOR	002312	0.00	0.00	9,978.78	
	Totals							**0.00**	**0.00**	**74,009.33**	**-74,009.33**
Operating Supplies & Expenses Total						**199,094.00**	**0.00**	**0.00**	**0.00**	**171,383.43**	**27,710.57**

Totals for Dept/Fund/Program/Class:

3450100 / 10600	**14800 / 11000**	**450,000.00**	**249,381.00**	**0.00**	**0.00**	**421,622.57**	**28,377.43**

Totals for Dept/Fund:

3450100 / 10600	**450,000.00**	**249,381.00**	**0.00**	**0.00**	**421,622.57**	**28,377.43**

500000 - Salaries				
516150 - Extra Pay - Faculty	8/31/18	Comfort Obi	Completion - Academy for Online Course Development	$ 600.00
	2/28/19	Kamran Moghaddam	Course Review - Academy for Online Course Development	$ 600.00
	3/29/19	Mark Daddona	Course Review - Academy for Online Course Development	$ 300.00
	6/28/19	Xueyu Cheng	Course Review - Academy for Online Course Development	$ 300.00
600000 - Travel - 641110 - Travel - Employee				
641110 - Travel - Emp - Ground Transportation	12/4/18	Courtney DuBois	Shuttle	$ 40.50
	12/4/18	Courtney DuBois	Parking	$ 56.94
641120 - Travel Empl - Air Travel	12/4/18	Courtney DuBois	Airfare	$ 232.96
641130 - Travel - Empl - Meals	12/4/18	Courtney DuBois	Meal	$ 21.00
	12/4/18	Courtney DuBois	Meal	$ 12.75
	12/4/18	Courtney DuBois	Meal	$ 28.00
	12/4/18	Courtney DuBois	Meal	$ 28.00
	12/4/18	Courtney DuBois	Meal	$ 12.00
641140 - Travel - Emp -Lodging	12/4/18	Courtney DuBois	Marriott St. Louis Grand Hotel	$ 710.01
641150 - Travel - Emp -Misc	12/4/18	Courtney DuBois	Tips	$ 5.00
	12/4/18	Courtney DuBois	Tips	$ 5.00
	12/4/18	Courtney DuBois	Tips	$ 5.00
	12/4/18	Courtney DuBois	Tips	$ 5.00
641510 - Travel - Employee Mileage	9/13/18	Justin Mays	To McIntosh County	$ 41.40
	9/13/18	Justin Mays	From McIntosh County	$ 41.40
700000 - OS&E				
714100 - Supplies and Materials	10/31/18	P-Card	B&H Photo - Replacement of aging videography equipment	$ 361.82
	12/20/18	Apple	USB-C Digital AV Multiport - Stanley Ross	$ 69.00
	11/2/18	Apple	21.5-inch iMac laptop - Courtney DuBois	$ 1,789.00
	12/21/18	Apple	Ipad Pro - Stanley Ross	$ 1,299.00
	1/31/19	P-Card	Amazon - Tripods (Faculty equipment inventory)	$ 99.98
	2/7/19	Apple	Apple pencil (for iPad) - Stanley Ross	$ 119.00
	2/22/19	Apple	Smart keyboard (For iPad) - Stanley Ross	$ 199.00
	3/7/19	SCW	Sony Carrying Case for Camcorder (Faculty equipment inventory)	$ 75.35
	3/7/19	SCW	Sony Carrying Case for Camcorder (Faculty equipment inventory)	$ 15.07
	3/7/19	SCW	SanDisk Ultra 32 GB - (Faculty equipment inventory)	$ 140.00
	3/7/19	SCW	Sony Handycam CX Digital Camcorder (Faculty equipment inventory)	$ 429.26
	3/7/49	SCW	Sony Rechargeable Battery Pack (Faculty equipment inventory)	$ 209.22
	3/7/19	SCW	Sony Handycam CX Digital Camcorder (Faculty equipment inventory)	$ 858.52
	4/12/19	SCW	Blue Microphone Snowball (Faculty equipment inventory)	$ 408.30
	5/13/19	Quality Matters	QM 6th Edition Rubric Workbooks	$ 485.76

	5/14/19	Staples	Apple Smart Folio (For ipad) - Stanley Ross	$ 91.99
	5/25/19	SCW	Tripod Adjustable Stand (Faculty use during instructional videos)	$ 33.88
	6/25/19	AVI/SPL	Broadcast equipment for increasing demand of broadcast events	$ 4,867.82
	6/26/19	Dauphin	Stools for faculty usage while filming in the video studio	$ 1,267.50
	7/12/19	AVI/SPL	Tricaster Edition Upgrade (Broadcast equipment)	$ 1,734.78
	7/12/19	Dell	Desktop Computer (Precision Tower) - Jonathan Booth	$ 2,457.87
	7/15/19	SCW	AC Adapter Kit - 150 W Output Powercord - Sheryne Southard	$ 96.34
714112 - Sup & Mat - Exp-Licenses	10/4/18	Kanopy, Inc.	License for film for an online course	$ 150.00
	12/12/18	Kanopy, Inc.	Movie license for online students	$ 150.00
	1/31/19	Kanopy, Inc.	Film license for online students	$ 350.00
	6/5/19	Kanopy, Inc.	Kanopy - License Agreement - PDA Model	$ 2,500.00
727100 - Other Operating Expenses	6/4/19	Quality Matters	QM - Peer Reviewer (PRC) Course - Keith and Antoinette Miller (6/1	$ 400.00
727110 - Oth Oper Exp - Registration	8/21/18	Quality Matters	QM - Annual conference workshop registration - Courtney DuBois	$ 732.50
	12/18/18	Omnience, Inc.	IBM Think Conference Registration - Justin Mays	$ 1,850.00
	2/26/19	Quality Matters	QM - Course Review Fees - CRJU 1150	$ 400.00
	3/26/19	Quality Matters	QM - Master Reviewer Recertification - Antoinette France-Harris (2	$ 50.00
	3/31/19	P-Card	GeorgiaView Admin Retreat - James Fries	$ 48.00
	5/15/19	Board of Regents -	RACDE Spring Registration - Justin Mays	$ 20.00
	5/23/19	Online Learning Con	Exploring Learning Analytics - Brian Roberts	$ 170.00
	5/23/19	Online Learning Con	Data Stories: An Introduction to Data Visualization - Brian Roberts	$ 450.00
	6/10/19	Quality Matters	QM - Rubric Workshop (APPQMR) - Keith Miller (5/7/19 - 5/21/19)	$ 200.00
	6/10/19	Quality Matters	QM - Rubric Workshop (APPQMR) - Antoinette Miller (5/7/19 - 5/21	$ 200.00
727120 - Oth Oper Exp - Subscriptions	7/16/18	EBSCO	Library ebook subscription	$ 6,162.00
	7/16/18	Quality Matters	Annual subscription renewal; 7/17/18 - 6/30/19	$ 1,180.00
	7/16/18	Kanopy, Inc.	Licenses for film streaming - Shannon Cochran	$ 600.00
	9/24/18	Springshare LLC	Annual subscription reneal; 7/18 - 8/19	$ 3,255.75
	10/17/18	Board of Regents - U	Annual renewal - Skillsoft	$ 6,634.17
	11/30/18	P-Card	Annual renewal - Lynda.com, Inc.; 10/27/18 - 10/26/19	$ 375.00
	4/23/19	JoVE	Annual subscription renewal; 7/18 - 4/19	$ 1,662.50
	6/23/19	Infobase	Annual renewal; 3/31/19 - 3/20/20	$ 1,312.23
	6/27/19	ProQuest	Annual renewal	$ 431.09
727130 - Oth Oper Exp - Memberships	3/28/19	Online Learning Con	Institutions Serving Special Populations Membership Renewal	$ 1,360.00
	6/30/19	Pre-Paid Account		$ 1,085.25
	6/30/19	Pre-Paid Account		$ 3,936.72
727140 - Oth Oper Exp - Credit Card Related	8/6/18	SWANK Digital Cam	Annual Subscription - Film Licensing	$ 6,653.36
	7/16/18	Board of Regents - U	SmarterMeasure - Annual license renewal; 7/1/18 - 6/30/19	$ 4,116.55

733100 - Software - Purchased	2/20/19	Board of Regents - U	Adobe Creative Cloud - Annual license renewal; 2/21/19 - 2/20/20	$ 26,087.60
	2/26/19	Quality Matters	QM - APPQMR Facilitator Certification - Courtney DuBois	$ 500.00
	4/1/19	Articulate Global, In	Annual subscription renewal; 5/23/18 - 5/22/19 (Course Developme	$ 1,947.00
	6/26/19	Board of Regents - U	Adobe Captivate Licenses (x3)	$ 43.92
	8/8/19	VoiceThread, LLC	Annual License (Threaded video discussion software)	$ 3,500.00
753100 - Contracts	7/16/18	Proctor U	Live proctor fees for May 2018	$ 175.00
	7/16/18	Proctor U	Live proctor fees for June 2018	$ 1,260.00
	8/8/18	ProctorU	Live proctor fees for July 2018	$ 900.00
	10/9/18	ProctorU	Live proctor fees for September 2018	$ 420.00
	11/2/18	Apple	Applecare (iMac)	$ 119.00
	11/13/18	ProctorU	Live proctor fees for October 2018	$ 519.50
	12/12/18	ProctorU	Live proctor fees for November 2018	$ 217.25
	12/17/18	Apple	Applecare (iPad Pro)	$ 129.00
	1/11/19	ProctorU	Live proctor fees for December 2018	$ 754.25
	6/20/19	ProctorU	Live proctor fees for April 2019	$ 3,682.25
	6/23/19	Cielo24	Additional Hours (Transcription/Captioning)	$ 1,248.90
753110 - Contracts - Consultants	11/19/18	Tutor.com	Additional eTutoring Hours (150)	$ 4,950.00
	7/16/19	Respondus	Lockdown browser per 1000 seats for classroom	$ 1,950.00
	7/25/19	Tutor.com	Additional eTutoring Hours (100)	$ 3,300.00
753190 - Contracts - Other	6/20/19	EBSCO	Time Life Magazine subscription; 7/19 - 6/20	$ 6,443.00
	6/20/19	EBSCO	Current Event eBooks - online access	$ 10,668.31
	6/20/19	EBSCO	Arts & Science eBooks - online access	$ 9,960.10
	6/20/19	EBSCO	Performing Arts eBooks - online access	$ 7,437.58
	6/20/19	EBSCO	Health Science eBooks - online access	$ 9,896.41
	6/20/19	EBSCO	Business & Economics eBooks - online access	$ 9,978.78

Online Course Fees Narrative
FY 19

Line Items Summary

Salaries – Extra Pay
These funds are used to provide additional pay to faculty who are engaged in developing online courses. Faculty receive this additional stipend upon completion of the Academy for Online Course Development and once the course is reviewed to ensure it meets Clayton State's *Standards for Online Courses*. A stipend is also paid to faculty that develop a self-paced online course, a burgeoning university initiative, and due to the intensive development required for these types of courses a stipend was paid to faculty to support innovative and engaging content development. Additionally, funding is being used to promote departmental adherence to developing courses that result in Quality Matters Certification for multiple courses in the program.

Professional/Admin
Money allocated in this area is used to support our Desire2Learn Administrator, Instructional Designer, Tech Support Specialist and partial salary for the campus videographer. The employees are responsible for:

D2L Administrator - Maintaining and uploading courses into the online learning management system. Provide ongoing technical support for faculty in terms of content management and course delivery using D2L.

Instructional Designer - This position works with faculty to develop effective online teaching strategies and provide guidance regarding online course development. This position also co-teaches the Academy for Online Course Development and serves as the Institutional Quality Matters coordinator.

Tech Support Specialist – This position serves as secondary D2L administrator and provides faculty training regarding DNN, TechSmith Relay, Camtasia, and serves as primary administrator in CID for those systems. They manage the TechSmith Relay server and ensure adequate up-time of the system and backs up the media located there.

Campus Videographer – A small salary stipend is paid from online course fees for this position due to the amount of time and work that is devoted to developing content for online courses.

Travel
Travel in FY19 was for attendance at the Quality Matters Annual Conference, where Courtney presented a session on universal learning design. It also supported attendance to the Regents Advisory Committee on Distance Education.

Supplies and Materials
Funds in this area were used to support the delivery and development of online courses. Items include: equipment for lecture recording, replacement of equipment for broadcasting, new equipment purchases for broadcast/filming, and equipment for the CELT LendingTech (faculty equipment checkout system).

Other Operating Expenses
Includes travel related expenses, Quality Matters training courses for CELT staff and campus faculty, Quality Matters fees for course reviews, Online Learning Consortium Institutional Membership, Online Learning Consortium workshops for CELT staff, digital film licenses, and web conferencing software subscription. This line additionally included annual Quality Matters Membership as well as subscriptions for the Library to support availability of resources for online students.

Software
Includes numerous pieces of software used for faculty development, online course development/lecture capture and student services. The SmarterMeasure license has since been discontinued.

Contracts
The contracts line included some expenditures via ProctorU, as a pilot with the College of Business. Moving forward, the cost of these virtually proctored exams will be a student-cost. The USG conducted a RFP for a statewide eTutoring vendor for most of the fiscal year, which required us to hold on a full renewal with Tutor.com until the statewide vendors were announced. We were given the go ahead to purchase a small number of hours here and there to keep our service active throughout the academic year.

This line also Includes library research/e-book materials to support use of library resources by online students.