

**Special Course and Academic Program Fee**

**Review Form**

**Signature Page**

Prepared By:

*Lila F. Roberts*

Signature

Lila F. Roberts

Printed Name

8/28/2015

Date

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:

*Lila F. Roberts*

Signature

8/28/2015

Date

College Dean (if applicable)

*Lila F. Roberts* 8/28/2015

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

**Michelle  
Furlong**

Digitally signed by Michelle Furlong  
DN: cn=Michelle Furlong, o=Clayton  
State University, ou=Biology,  
email=mfurlong@clayton.edu, c=US  
Date: 2015.09.23 06:53:50 -04'00'

Provost

Signature

Date

**Kevin  
Demmitt**

Digitally signed by Kevin Demmitt  
DN: cn=Kevin Demmitt, o,  
ou=Clayton State University,  
email=kevindemmitt@clayton.ed  
u, c=US  
Date: 2015.09.28 16:29:49 -04'00'

President

Signature

Date

Please see committee comments on next page.

**Committee Notes on Fee Review for FY 2015:**

**Fee: Computing Systems fee**

**Comments:**

**The fees revenue appears to have been spent appropriately on supplies/materials to support the courses and there was no significant amount of revenue remaining in the account.**

**The budget manager did an outstanding job preparing this report and it should be a model for all budget managers. The account was managed very well. The revenue account was overspent by a small amount (\$307.91) which was less than 1% of the total revenue collected.**

**Recommended changes: no changes are recommended for this fee for FY17**

## MEMORANDUM

**To:** Special Course and Academic Fees Advisory Committee

**From:** Lila F. Roberts, Dean   
College of Information and Mathematical Sciences and  
Acting Chair, Department of Computer Science & Information Technology

**Date:** August 28, 2015

**RE:** FY 2015 Audit for Computing Systems Fee

In 2012 the Computing Systems Fee was established for the purpose of purchasing software, hardware and electronics equipment including

- New equipment and software purchases;
- Replacement/maintenance purchases for annual software licenses and lab (computing/networking/electronics) equipment;
- Annual licenses for specialized software for student instruction.

The fee supports the purchase of software and equipment to support the following programs:

- Associate of Applied Science in Information Technology
- Bachelor of Information Technology
- Bachelor of Science in Computer Science
- 1-Year Certificate in Computer Networking Technology
- Bachelor of Applied Science in Technology Management, Computer Networking Concentration.

This is not a program fee so not all courses in the program collect the fee. In addition, the Computing Systems Fee that a student would need to pay per semester is capped at \$100.

In FY 2015, revenue from the Computing Systems Fee was used to purchase small equipment and maintenance supplies, and software for the labs, including robotics equipment that is used for the Artificial Intelligence and Human-Computer Interaction courses. Gaming software (limited number of licenses) support the computer programming and game development labs. A major purchase included replacing aging servers. The new servers will support each student in the CSIT and CNET programs by providing a virtual server from which students will have automated access to download of software. In addition, the aging database server will be migrated to one of the new servers.

All purchases made using the revenue from the FY 2015 Computing Systems Fee were consistent with the established purpose of the fee.

*Special Course and Academic Program Fee*

*Review Form*

Fiscal Year Review (Ex. FY15): FY2015

Department/College: Computer Science & Information Technology/College of Information and Mathematical Sciences

Fee Name: Computing Systems Fee

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

CSCI 1100	CNET 2226	NOTE: The course fee is \$50/course but is capped at \$100 per student per semester.
CSCI 1301	CNET 3220	
CSCI 1371	CNET 4110	
CSCI 1302	CSCI 2302	
CSCI 3305	CSCI 2305	
CSCI 3306	CSCI 3301	
CSCI 3310	CSCI 3320	
CSCI 4307	CSCI 3333	
CSCI 4315	CSCI 4304	
CSCI 4320	ITDB 4202	
ITDB 4201	ITDB 4203	
ITFN 1101	ITFN 3314	
ITFN 1201	ITMM 4423	
ITFN 1401	ITFN 1502L	
ITFN 2214	ITFN 2512L	
ITFN 3112	ITFN 3144	
ITFN 3601	ITFN 4433	
ITNW 4501	ITNW 4502	

Revenue Collected this Fiscal Year \$65,350

(obtain this from the revenue summary report you attach)

***Special Course and Academic Program Fee***

***Review Form***

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

<b><u>Expenditures</u></b>	<b><u>Amount</u></b>
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&amp;E</i>	
714000-Supplies and Materials	\$13,516.36
715000-Repairs and Maintenance	\$2,395.00
719000-Rents(Non Real Estate)	
720000-Insurance and Bonding	
727000-Other Operating Expense	\$4,939.97
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	

***Special Course and Academic Program Fee  
Review Form***

<b><i>Equipment</i></b>	
843000-Equipment(Inventory)	\$44,806.58
<b>Total Expenditures</b>	<b>\$65,657.91</b>
<b>Net Operating Gain (Loss)</b> <i>Subtract your total revenue from your total expenditures.</i>	<b>(\$307.91)</b>

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.

Financial Data  
For Special Course/Program Fees  
Computing Systems Fees  
Clayton State University

	FY 2015
<b>Revenue</b>	<b>Actual</b>
Fee Revenue:	65,350.00
<b>Net Revenue</b>	<b>\$65,350</b>
<b>Expenditures</b>	
Personal Services	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
Travel	
641000-Employee Travel	
651000-NonEmployee Travel	
OS&E	
<b>714000-Supplies and Materials</b>	<b>13,516.36</b>
<b>715000-Repairs and Maintenance</b>	<b>2,395.00</b>
719000-Rents(Non Real Estate)	
720000-Insurance and Bonding	
<b>727000-Other Operating Expense</b>	<b>4,939.97</b>
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	

751000-Per Diems & Fees		
753000-Contracts		
771000-Telecommunications		
781000-Scholarships		
783000-Stipends		
Equipment		
843000-Equipment(Inventory)		44,806.58
<b>Total Expenditures</b>		\$65,657.91
<b>Net Operating Gain (Loss)</b>		(\$307.91)









**BUDGET ACTIVITY REPORT - Detail**  
Clayton State University

<b>Budget Manager:</b> Roberts,Lila	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 0715100 Computing Systems Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Program/ Class Description</u>	<u>APPROP Budgeted Vendor</u>	<u>ORG Budgeted Check</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<b>700000</b>	<b>Operating Supplies &amp; Expenses</b>					11100 / 11000	65,350.00					
<b>714000</b>	<b>Supplies and Materials</b>					11100 / 11000		0.00				
714100	Supplies & Materials Expense											
07/31/14	JE	07/31/14		PC01101891	245	07/31/2014 Procurement Card			0.00	0.00	15.18	
07/31/14	JE	07/31/14		PC01101891	248	07/31/2014 Procurement Card			0.00	0.00	12.42	
08/31/14	JE	08/31/14		PC01110554	680	08/31/14 - Procurement Card			0.00	0.00	1,252.96	
02/15/15	JE	02/15/15		PC01172601	432	Procurement Card February 15,			0.00	0.00	331.00	
03/15/15	JE	03/15/15		PC00154100	135	Procurement Card			0.00	0.00	117.20	
03/15/15	JE	03/15/15		PC00154100	148	Procurement Card			0.00	0.00	370.79	
04/15/15	JE	04/15/15		PC00165965	118	04/15/2015 Procurement Card (S			0.00	0.00	180.95	
04/15/15	JE	04/15/15		PC00165965	733	04/15/2015 Procurement Card (S			0.00	0.00	2,911.92	
04/15/15	JE	04/15/15		PC00165965	762	04/15/2015 Procurement Card (S			0.00	0.00	379.04	
05/06/15	PO	05/06/15		0000510058	1	EV3 CORE SET WITH CHARGER	LEGODACTAP		0.00	4,087.92	0.00	
05/15/15	JE	05/15/15		PC00180737	110	5/15/2015 Procurement Card (S.			0.00	0.00	417.17	
05/15/15	JE	05/15/15		PC00180737	172	5/15/2015 Procurement Card (S.			0.00	0.00	-76.70	
05/15/15	JE	05/15/15		PC00180737	569	5/15/2015 Procurement Card (S.			0.00	0.00	1,666.23	
05/15/15	JE	05/15/15		PC00180737	595	5/15/2015 Procurement Card (S.			0.00	0.00	146.29	
05/15/15	JE	05/15/15		PC00180737	679	5/15/2015 Procurement Card (S.			0.00	0.00	208.63	
714111	Sup & Mat-Ship/Handl/Freight											
05/06/15	PO	05/06/15		0000510058	2	SHIPPING	LEGODACTAP		0.00	122.64	0.00	
714114	Sup Mat Exp-IT Equip<\$3,000											
05/29/15	PO	05/29/15		0000510162	1	DELL 24" MONITOR E2414H	DELLMARKET		0.00	1,372.72	0.00	
05/31/15	JE	05/31/15		0000177469	21	To rebuild Encumb Ledger for M			0.00	-1,372.72	0.00	
06/23/15	Vchr	06/23/15		05301808	1	Enc Liquidation: 0000510162/1	DELLMARKET		0.00	-1,372.72	0.00	
06/23/15	Vchr	06/23/15		05301808	1	DELL 24" MONITOR E2414H	DELLMARKET	218155	0.00	0.00	1,372.72	
06/30/15	JE	06/30/15		0000197548	33	TO REBUILD ENCUM LEDGER FOR MO			0.00	1,372.72	0.00	
	<b>Totals</b>								<b>0.00</b>	<b>4,210.56</b>	<b>9,305.80</b>	<b>-13,516.36</b>
<b>715000</b>	<b>Repairs And Maintenance</b>					11100 / 11000		0.00				
715102	#Maintenance Contracts											
08/13/14	Vchr	08/13/14		04032919	1	Maint.fee-CS&IT network lab	SIGMANETIN	213854	0.00	0.00	2,395.00	
	<b>Totals</b>								<b>0.00</b>	<b>0.00</b>	<b>2,395.00</b>	<b>-2,395.00</b>
<b>727000</b>	<b>Other Operating Expense</b>					11100 / 11000		0.00				
727140	Other Operating Expense											
06/30/15	JE	06/30/15		0000197548	49	TO REBUILD ENCUM LEDGER FOR MO			0.00	3,290.00	0.00	

**BUDGET ACTIVITY REPORT - Detail**  
Clayton State University

<b>Budget Manager:</b> Roberts,Lila	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 0715100 Computing Systems Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Program/ Class Description</u>	<u>APPROP Budgeted Vendor</u>	<u>ORG Budgeted Check</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>		
727170	#License Fees													
	03/04/15	Vchr		04036662	1	License fee - CSIT game Lab	YOYOGAMESL	216487	0.00	0.00	1,649.97			
	03/04/15	Vchr		04036662	1	License fee - CSIT game Lab	YOYOGAMESL	216487	0.00	0.00	-1,649.97			
	03/19/15	PO		0000403024	1	UNITY PRO X SOFTWARE LICENSING FEES F	UNITYTECHN		0.00	3,290.00	0.00			
	03/19/15	PO		0000403024	1	UNITY PRO X SOFTWARE LICENSING FEES F	UNITYTECHN		0.00	0.00	0.00			
	04/15/15	JE		PC00165965	79	04/15/2015 Procurement Card (S			0.00	0.00	1,649.97			
	06/30/15	JE		0000197548	54	TO REBUILD ENCUN LEDGER FOR NO			0.00	-3,290.00	0.00			
	<b>Totals</b>										<b>0.00</b>	<b>3,290.00</b>	<b>1,649.97</b>	<b>-4,939.97</b>
<b>Operating Supplies &amp; Expenses Total</b>							<b>65,350.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.56</b>	<b>13,350.77</b>	<b>44,498.67</b>		
<b>800000</b>	<b>Equip Purch/Capital Outlay</b>					11100 / 11000		0.00						
<b>843000</b>	<b>Special Purchases</b>					11100 / 11000		0.00						
	#Equipment-Computer Networking													
	03/05/15	PO		0000402969	1	POWEREDGE R730xd SERVER 027598 DELL R	CAMBRIDGE		0.00	0.00	0.00			
	03/05/15	PO		0000402969	1	POWEREDGE R730xd SERVER 027598 DELL R	CAMBRIDGE		0.00	44,806.58	0.00			
	04/28/15	Vchr		05300602	1	Enc Liquidation: 0000402969/1	CAMBRIDGE		0.00	-44,806.58	0.00			
	04/28/15	Vchr		05300602	1	POWEREDGE R730xd SERVER 027598	CAMBRIDGE	217242	0.00	0.00	22,403.29			
	04/28/15	Vchr		05300602	1	Enc Liquidation: 0000402969/1	CAMBRIDGE		0.00	0.00	0.00			
	04/28/15	Vchr		05300602	1	POWEREDGE R730xd SERVER 027598	CAMBRIDGE	217242	0.00	0.00	22,403.29			
	<b>Totals</b>										<b>0.00</b>	<b>0.00</b>	<b>44,806.58</b>	<b>-44,806.58</b>
<b>Equip Purch/Capital Outlay Total</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,806.58</b>	<b>-44,806.58</b>		
<b>Totals for Dept/Fund/Program/Class:</b>														
	0715100 / 10600					11100 / 11000		65,350.00	0.00	0.00	7,500.56	58,157.35	-307.91	
<b>Totals for Dept/Fund:</b>														
	0715100 / 10600							65,350.00	0.00	0.00	7,500.56	58,157.35	-307.91	

**Special Course and Academic Program Fee**

**Review Form**

**Signature Page**

Prepared By:

Justin Mays  
Signature

Justin Mays  
Printed Name

8-3-15  
Date

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]  
Signature

8/3/15  
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

Michelle  
Furlong

Digitally signed by Michelle Furlong  
DN: cn=Michelle Furlong, o=Clayton  
State University, ou=Biology,  
email=mfurlong@clayton.edu, c=US  
Date: 2015.09.23 11:49:02 -0400

\_\_\_\_\_  
Signature Date

Kevin

Digitally signed by Kevin Demmitt  
DN: cn=Kevin Demmitt, o,  
ou=Clayton State University,  
email=kevindemmitt@clayton.edu  
, c=US  
Date: 2015.09.28 16:44:27 -0400

Demmitt

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

See committee comments on next page.

## Committee Notes on Fee Review for FY 2015:

### Fee: Online Course Fee

#### Comments:

The revenue account had a large surplus and there were some items that were incorrectly allocated to the fee account (that didn't belong there) including furniture and work related to the CID renovation. The fee manager should more carefully review the fee account and flag these items during the quarterly review. Additionally, the fee manager needs to monitor the revenue on the account during the period of time before the spending cut off dates so that they can spend all of the revenue. Using the original budgeted amount as a guide never really works (the estimate is frequently either too high or too low).

It seems that there is an increase in the number of students taking courses online and the financial needs to support the online courses is not increasing as much as enrollment. This may mean that there will frequently be a surplus in the account. Therefore, the committee is recommending that the fee be capped at \$105 per student per semester (or \$35 per student up to 3 courses).

Recommended reduction: Fee should stay \$35/course, but there should be a cap per student of 3 courses (\$105/student/semester).

***Special Course and Academic Program Fee***

***Review Form***

Fiscal Year Review (Ex. FY15): FY 15

Department/College: Center for Instructional Development

Fee Name: Telecourse/Online Course Fee

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

All hybrid, partially, fully, and entirely online courses.

Revenue Collected this Fiscal Year \$524,500.00

(obtain this from the revenue summary report you attach)

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

<b><u>Expenditures</u></b>	<b><u>Amount</u></b>
<i>Personal Services</i>	
511000-Faculty	5,250.00
513000 – Summer Faculty	875.00
516000 – Other – Faculty	40,500.00
521000-Prof/Admin	98,344.00
526000- Other - Staff	4,468.27
523000-Grad Asst	0.00
524000-Student Asst	0.00
525000-Casual Labor	0.00
551000-FICA	12,295.85
552000-Retirement Systems	11,821.62
553000-Group Insurance	20,327.69
<i>Travel</i>	
641000-Employee Travel	3,643.51
651000-NonEmployee Travel	0.00
<i>OS&amp;E</i>	
714000-Supplies and Materials	8,014.24
715000-Repairs and Maintenance	1,200.00
719000-Rents(Non Real Estate)	0.00
720000-Insurance and Bonding	0.00



***Special Course and Academic Program Fee***

***Review Form***

727000-Other Operating Expense	2,800.00
733000-Software	94,456.51
742000-Publications and Printing	0.00
743000-Equipment(Small Value)	4,329.00
744000-IT Equipment(Small Value)	0.00
748000-Real Estate Rentals	0.00
751000-Per Diems & Fees	0.00
753000-Contracts	6,800.00
771000-Telecommunications	960.45
781000-Scholarships	0.00
783000-Stipends	0.00
<i>Equipment</i>	
843000-Equipment(Inventory)	117,936.56
<b>Total Expenditures</b>	<b>441,533.22</b>
<b>Net Operating Gain (Loss)</b> <i>Subtract your total revenue from your total expenditures.</i>	<b>82,966.78</b>

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.

Online Course Fees Narrative  
FY 15

**Line Items Summary**

***Faculty***

Money allocated in this area is used to support the Faculty Developer for Online Learning position. This position was transitioned into a staff position during the year, and is currently vacant, therefore showing money remaining in this line.

***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 new 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.

***Professional/Admin***

Money allocated in this area is used to support our Desire2Learn Administrator. The employee in this position is responsible for maintaining and uploading courses into the online learning management system. In addition, they provide ongoing technical support for faculty in terms of content management and course delivery using D2L. The Faculty Developer for Online Learning position was re-classified as an Instructional Designer and moved to this line item.

***Travel***

Travel in FY15 was for training of faculty and professional development of staff on the D2L Learning Management System, Blackboard Collaborate Web Conferencing Software, and to attend conferences to stay up-to-date in online learning best practices.

***Supplies and Materials***

Funds in this area were used to support the delivery and development of online courses. Items include: equipment for lecture recording and software for course development.

***Repairs and Maintenance***

Items were charged to this line incorrectly. Please see additional attached justification.

***Other Operating Expenses***

Includes travel related expenses, Quality Matters training courses and Online Learning Consortium Institutional Membership.

***Software***

Includes numerous pieces of software used for faculty development, online course development/lecture capture, student services and online video streaming.

***Telecommunications***

Storage fee to WebEx

***Equipment (Inventory)***

Includes library research/e-book materials and server hardware to continue support of Camtasia Relay lecture storage.

REVENUE SUMMARY REPORT  
Clayton State University

Business Unit: 28000  
Fiscal Year: 2015

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 3450100 Online Course Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409514 #Online Course Fees

-524,363.00

-----  
Class Sub-Total -524,363.00

-----  
Dept Total -524,363.00

**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Description</u>			
						<u>Vendor</u>	<u>Check</u>	
<b>500000</b>	<b>Personal Services</b>				14800 / 11000		189,258.00	
511000	Salaries- Regular Faculty				14800 / 11000		63,000.00	
511100	Salaries- Regular Faculty							
	07/31/14	JE	P001100262	71	July 2014 Monthly Payroll			5,250.00
511115	Overload - Faculty							
	08/29/14	JE	P001108314	90	August 2014 Monthly Payroll			1,250.00
	10/31/14	JE	P001131712	83	October 2014 Monthly Payroll			-1,250.00
	<b>Totals</b>							<b>5,250.00</b>
								<b>57,750.00</b>
513000	Salaries- Summer Faculty				14800 / 11000		0.00	
513100	Salaries- Summer Faculty							
	06/30/15	JE	P000188186	99	June 2015 Monthly Payroll			875.00
	<b>Totals</b>							<b>875.00</b>
								<b>-875.00</b>
516000	Salaries - Other - Faculty				14800 / 11000		20,000.00	
516150	Extra Pay - Faculty							
	07/31/14	JE	P001097410	64	July 2014 Summer Faculty Payro			-9,000.00
	08/29/14	JE	P001108314	96	August 2014 Monthly Payroll			18,000.00
	11/28/14	JE	P001138999	102	Nov 2014 Monthly Payroll			1,750.00
	12/15/14	JE	P001146414	103	Dec 2014 Monthly Payroll			3,250.00
	02/27/15	JE	P001166859	105	February 2015 Monthly Payroll			3,000.00
	03/31/15	JE	P000152098	109	March 2015 Monthly Payroll			-1,500.00
	04/30/15	JE	P000165902	105	April 2015 Monthly Payroll			17,000.00
	05/15/15	JE	P000171614	95	May 2015 Faculty Payroll			2,250.00
	06/30/15	JE	P000188186	114	June 2015 Monthly Payroll			5,750.00
	<b>Totals</b>							<b>40,500.00</b>
								<b>-20,500.00</b>
521000	Salaries- Professional/Admin				14800 / 11000		58,078.00	
521100	Salaries- Professional/Admin							
	07/31/14	JE	P001100262	106	July 2014 Monthly Payroll			4,423.15
	08/29/14	JE	P001108314	125	August 2014 Monthly Payroll			10,256.48
	08/29/14	JE	P001108421	59	August 2014 Encumbrance Projec		102,564.79	0.00
	09/30/14	JE	P001119367	79	September 2014 Monthly PR Encu		-10,256.48	0.00
	09/30/14	JE	P001119369	134	September 2014 Monthly Payroll			10,256.48
	10/31/14	JE	P001131712	133	October 2014 Monthly Payroll			10,256.48
	10/31/14	JE	P001131717	78	October 2014 Monthly PR Encumb		-10,256.48	0.00

**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

<b>Budget Manager:</b> Lane, Jill	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 3450100 Online Course Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>		
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Vendor</u>	<u>Check</u>				
10/31/14	JE	P001132768	30	October 2014 Encumbrance Proje			0.00	0.01		
11/28/14	JE	P001135999	132	Nov 2014 Monthly Payroll			0.00	0.00		
11/28/14	JE	P001139005	80	Nov 2014 Monthly PR Encumbranc			0.00	-10,256.48		
11/28/14	JE	P001140007	43	November 2014 Encumbrance Proj			0.00	-0.01		
12/15/14	JE	P001146414	132	Dec 2014 Monthly Payroll			0.00	0.00		
12/15/14	JE	P001146417	80	Dec 2014 Monthly PR Encumbranc			0.00	-10,256.48		
01/12/15	JE	P001150145	84	Zero Out Mid-Year Personal Ser			0.00	-61,538.87		
01/30/15	JE	P001156721	135	January 2015 Monthly Payroll			0.00	0.00		
01/30/15	JE	P001156908	79	January 2015 Encumbrance Proje			0.00	51,282.40		
02/27/15	JE	P001166859	133	February 2015 Monthly Payroll			0.00	0.00		
02/27/15	JE	P001166862	78	February 2015 Monthly PR Encum			0.00	-10,256.48		
02/27/15	JE	P001167924	35	February 2015 Encumbrance Proj			0.00	-0.01		
03/31/15	JE	P000152098	140	March 2015 Monthly Payroll			0.00	0.00		
03/31/15	JE	P000152104	80	March 2015 Monthly PR Encumbra			0.00	-7,106.49		
03/31/15	JE	P000152138	36	March 2015 Encumbrance Project			0.00	-3,149.94		
04/30/15	JE	P000165902	136	April 2015 Monthly Payroll			0.00	0.00		
04/30/15	JE	P000165903	79	April 2015 Monthly PR Encumbra			0.00	-5,006.50		
05/15/15	JE	P000175770	49	May 2015 Encumbrance Projectio			0.00	-15,749.98		
05/29/15	JE	P000175327	109	May 2015 Monthly Payroll			0.00	0.00		
05/29/15	JE	P000175331	58	May 2015 Monthly PR Encumbranc			0.00	-5,006.50		
06/30/15	JE	P000188186	148	June 2015 Monthly Payroll			0.00	0.00		
06/30/15	JE	P000188188	61	June 2015 Monthly PR Encumbran			0.00	-5,006.50		
<b>Totals</b>							<b>0.00</b>	<b>0.00</b>	<b>98,344.50</b>	<b>-40,266.50</b>
526000	Salaries - Other - Staff			14800 / 11000			0.00			
526101	Vacation Payout -Staff									
03/31/15	JE	P000152098	231	March 2015 Monthly Payroll			0.00	0.00	2,968.27	
526150	Extra Pay - Staff									
12/15/14	JE	P001146414	222	Dec 2014 Monthly Payroll			0.00	0.00	1,500.00	
<b>Totals</b>							<b>0.00</b>	<b>0.00</b>	<b>4,468.27</b>	<b>-4,468.27</b>
551000	FICA			14800 / 11000			9,264.00			
551100	FICA-Employer									
07/31/14	JE	P001097410	85	July 2014 Summer Faculty Payro			0.00	0.00	538.16	
07/31/14	JE	P001100262	243	July 2014 Monthly Payroll			0.00	0.00	537.96	
08/29/14	JE	P001108314	262	August 2014 Monthly Payroll			0.00	0.00	1,730.92	
08/29/14	JE	P001108421	218	August 2014 Encumbrance Projec			0.00	5,741.37	0.00	
09/03/14	JE	P001120719	150	September 2014 Encumbrance Pro			0.00	-4.85	0.00	

**BUDGET ACTIVITY REPORT - Detail**  
Clayton State University

<b>Budget Manager:</b> Lane, Jill	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 3450100 Online Course Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Prc-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>	
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Description</u>	<u>Vendor</u>	<u>Check</u>			
	09/30/14	JE	P001119367	191		September 2014 Monthly PR Encu			0.00	-573.65	0.00
	09/30/14	JE	P001119369	270		September 2014 Monthly Payroll			0.00	0.00	573.65
	10/31/14	JE	P001131712	272		October 2014 Monthly Payroll			0.00	0.00	496.15
	10/31/14	JE	P001131717	191		October 2014 Monthly PR Encumb			0.00	-573.65	0.00
	10/31/14	JE	P001132768	126		October 2014 Encumbrance Proje			0.00	-0.02	0.00
	11/28/14	JE	P001138999	271		Nov 2014 Monthly Payroll			0.00	0.00	678.74
	11/28/14	JE	P001139005	194		Nov 2014 Monthly PR Encumbranc			0.00	-678.74	0.00
	11/28/14	JE	P001140007	164		November 2014 Encumbrance Proj			0.00	105.03	0.00
	12/15/14	JE	P001146414	271		Dec 2014 Monthly Payroll			0.00	0.00	857.39
	12/15/14	JE	P001146417	194		Dec 2014 Monthly PR Encumbranc			0.00	-857.39	0.00
	01/12/15	JE	P001150145	258		Zero Out Mid-Year Personal Ser			0.00	-3,158.10	0.00
	01/30/15	JE	P001156721	277		January 2015 Monthly Payroll			0.00	0.00	573.75
	01/30/15	JE	P001156808	243		January 2015 Encumbrance Proje			0.00	3,007.53	0.00
	02/27/15	JE	P001166859	273		February 2015 Monthly Payroll			0.00	0.00	743.99
	02/27/15	JE	P001166862	189		February 2015 Monthly PR Encum			0.00	-743.99	0.00
	02/27/15	JE	P001167924	134		February 2015 Encumbrance Proj			0.00	142.49	0.00
	03/31/15	JE	P000152098	286		March 2015 Monthly Payroll			0.00	0.00	915.97
	03/31/15	JE	P000152104	192		March 2015 Monthly PR Encumbra			0.00	-915.97	0.00
	03/31/15	JE	P000152138	156		March 2015 Encumbrance Project			0.00	225.72	0.00
	04/30/15	JE	P000165902	288		April 2015 Monthly Payroll			0.00	0.00	1,205.22
	04/30/15	JE	P000165903	192		April 2015 Monthly PR Encumbra			0.00	-1,205.22	0.00
	05/15/15	JE	P000171614	121		May 2015 Faculty Payroll			0.00	0.00	126.22
	05/15/15	JE	P000171616	62		May 2015 Faculty PR Encumbranc			0.00	-126.22	0.00
	05/15/15	JE	P000175770	177		May 2015 Encumbrance Projectio			0.00	180.28	0.00
	05/29/15	JE	P000175327	254		May 2015 Monthly Payroll			0.00	0.00	282.31
	05/29/15	JE	P000175331	171		May 2015 Monthly PR Encumbranc			0.00	-282.31	0.00
	06/30/15	JE	P000188186	291		June 2015 Monthly Payroll			0.00	0.00	693.06
	06/30/15	JE	P000188188	178		June 2015 Monthly PR Encumbran			0.00	-693.06	0.00
	06/30/15	JE	P000192132	144		Zero Pers Serv Encumbrances			0.00	410.75	0.00
551200	FICA-Employer Medicare										
	07/31/14	JE	P001097410	108		July 2014 Summer Faculty Payro			0.00	0.00	125.87
	07/31/14	JE	P001100262	361		July 2014 Monthly Payroll			0.00	0.00	125.87
	08/29/14	JE	P001108314	381		August 2014 Monthly Payroll			0.00	0.00	404.83
	08/29/14	JE	P001108421	337		August 2014 Encumbrance Projec			0.00	1,342.78	0.00
	09/03/14	JE	P001120719	252		September 2014 Encumbrance Pro			0.00	-1.23	0.00
	09/30/14	JE	P001119367	305		September 2014 Monthly PR Encu			0.00	-134.15	0.00
	09/30/14	JE	P001119369	389		September 2014 Monthly Payroll			0.00	0.00	134.15
	10/31/14	JE	P001131712	392		October 2014 Monthly Payroll			0.00	0.00	116.03

BUDGET ACTIVITY REPORT - Detail  
Clayton State University

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
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
		10/31/14	JE	P001131717	306	October 2014 Monthly PR Encumb			0.00	-134.15	0.00	
		10/31/14	JE	P001132768	227	October 2014 Encumbrance Proje			0.00	-0.01	0.00	
		11/28/14	JE	P001138999	392	Nov 2014 Monthly Payroll			0.00	0.00	158.73	
		11/28/14	JE	P001139005	310	Nov 2014 Monthly PR Encumbranc			0.00	-158.73	0.00	
		11/28/14	JE	P001140007	273	November 2014 Encumbrance Proj			0.00	24.58	0.00	
		12/15/14	JE	P001146414	392	Dec 2014 Monthly Payroll			0.00	0.00	200.51	
		12/15/14	JE	P001146417	310	Dec 2014 Monthly PR Encumbranc			0.00	-200.51	0.00	
		01/12/15	JE	P001150145	388	Zero Out Mid-Year Personal Ser			0.00	-738.58	0.00	
		01/30/15	JE	P001156721	396	January 2015 Monthly Payroll			0.00	0.00	134.19	
		01/30/15	JE	P001156808	364	January 2015 Encumbrance Proje			0.00	703.39	0.00	
		02/27/15	JE	P001166859	390	February 2015 Monthly Payroll			0.00	0.00	174.00	
		02/27/15	JE	P001166862	302	February 2015 Monthly PR Encum			0.00	-174.00	0.00	
		02/27/15	JE	P001167924	239	February 2015 Encumbrance Proj			0.00	33.28	0.00	
		03/31/15	JE	P000152098	404	March 2015 Monthly Payroll			0.00	0.00	214.22	
		03/31/15	JE	P000152104	307	March 2015 Monthly PR Encumbra			0.00	-214.22	0.00	
		03/31/15	JE	P000152138	267	March 2015 Encumbrance Project			0.00	52.83	0.00	
		04/30/15	JE	P000165902	407	April 2015 Monthly Payroll			0.00	0.00	296.38	
		04/30/15	JE	P000165903	307	April 2015 Monthly PR Encumbra			0.00	-296.38	0.00	
		05/15/15	JE	P000171614	147	May 2015 Faculty Payroll			0.00	0.00	29.52	
		05/15/15	JE	P000171616	88	May 2015 Faculty PR Encumbranc			0.00	-29.52	0.00	
		05/15/15	JE	P000175770	290	May 2015 Encumbrance Projectio			0.00	56.66	0.00	
		05/29/15	JE	P000175327	372	May 2015 Monthly Payroll			0.00	0.00	66.02	
		05/29/15	JE	P000175331	286	May 2015 Monthly PR Encumbranc			0.00	-66.02	0.00	
		06/30/15	JE	P000188186	416	June 2015 Monthly Payroll			0.00	0.00	162.09	
		06/30/15	JE	P000188188	299	June 2015 Monthly PR Encumbran			0.00	-162.09	0.00	
		06/30/15	JE	P000192132	263	Zero Pers Serv Encumbrances			0.00	96.07	0.00	
		Totals							0.00	0.00	12,295.85	-3,031.85

552000 Retirement Systems 14800 / 11000 13,460.00

552100 Retirement Plans - TRS

		07/31/14	JE	P001100262	464	July 2014 Monthly Payroll			0.00	0.00	581.64	
		08/29/14	JE	P001108314	489	August 2014 Monthly Payroll			0.00	0.00	581.64	
		08/29/14	JE	P001108421	452	August 2014 Encumbrance Projec			0.00	5,816.40	0.00	
		09/03/14	JE	P001120719	335	Septambr 2014 Encumbrance Pro			0.00	767.09	0.00	
		09/30/14	JE	P001119367	414	September 2014 Monthly PR Encu			0.00	-658.35	0.00	
		09/30/14	JE	P001119369	499	September 2014 Monthly Payroll			0.00	0.00	658.35	
		10/31/14	JE	P001131712	502	October 2014 Monthly Payroll			0.00	0.00	658.35	
		10/31/14	JE	P001131717	415	October 2014 Monthly PR Encumb			0.00	-658.35	0.00	



BUDGET ACTIVITY REPORT - Detail  
Clayton State University

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>				
		<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
11/28/14	JE	P001138999 502			0.00	0.00	658.35	
11/28/14	JE	P001139005 419			0.00	-658.35	0.00	
12/15/14	JE	P001146414 500			0.00	0.00	658.35	
12/15/14	JE	P001146417 418			0.00	-658.35	0.00	
01/12/15	JE	P001150145 510			0.00	-3,950.09	0.00	
01/30/15	JE	P001156721 504			0.00	0.00	658.35	
01/30/15	JE	P001156808 480			0.00	3,291.74	0.00	
02/27/15	JE	P001166859 498			0.00	0.00	658.35	
02/27/15	JE	P001166862 410			0.00	-658.35	0.00	
03/31/15	JE	P000152098 512			0.00	0.00	658.35	
03/31/15	JE	P000152104 415			0.00	-658.35	0.00	
03/31/15	JE	P000152138 351			0.00	0.01	0.00	
04/30/15	JE	P000165902 515			0.00	0.00	658.35	
04/30/15	JE	P000165903 415			0.00	-658.35	0.00	
05/29/15	JE	P000175327 477			0.00	0.00	658.35	
05/29/15	JE	P000175331 391			0.00	-658.35	0.00	
06/30/15	JE	P000188186 526			0.00	0.00	658.35	
06/30/15	JE	P000188188 409			0.00	-658.35	0.00	
552200 Retirement Plans - ORP								
07/31/14	JE	P001100262 549			0.00	0.00	485.10	
08/29/14	JE	P001108314 577			0.00	0.00	600.60	
08/29/14	JE	P001108421 545			0.00	4,851.00	0.00	
09/30/14	JE	P001119367 503			0.00	-485.10	0.00	
09/30/14	JE	P001119369 588			0.00	0.00	485.10	
10/31/14	JE	P001131712 589			0.00	0.00	369.60	
10/31/14	JE	P001131717 502			0.00	-485.10	0.00	
11/28/14	JE	P001138999 592			0.00	0.00	485.10	
11/28/14	JE	P001139005 509			0.00	-485.10	0.00	
12/15/14	JE	P001146414 591			0.00	0.00	485.10	
12/15/14	JE	P001146417 508			0.00	-485.10	0.00	
01/12/15	JE	P001150145 609			0.00	-2,910.60	0.00	
01/30/15	JE	P001156721 595			0.00	0.00	485.10	
01/30/15	JE	P001156808 577			0.00	2,425.50	0.00	
02/27/15	JE	P001166859 588			0.00	0.00	485.10	
02/27/15	JE	P001166862 500			0.00	-485.10	0.00	
03/31/15	JE	P000152098 601			0.00	0.00	194.04	
03/31/15	JE	P000152104 504			0.00	-194.04	0.00	
03/31/15	JE	P000152138 383			0.00	-1,164.24	0.00	

BUDGET ACTIVITY REPORT - Detail  
Clayton State University

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other: General			

Account	Jrnl/Tran	Program/ Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID Line Description	Vendor	Check				
06/30/15	JE	P000192132 420 Zero Pers Serv Encumbrances			0.00	-582.12	0.00	
Totals					0.00	0.00	11,821.62	1,638.38
553000	Group Insurance	14800 / 11000		25,456.00				
553111	Grp Hlth Ins - Blue Choice HMO							
07/31/14	JE	P001100262 620 July 2014 Monthly Payroll			0.00	0.00	717.00	
08/29/14	JE	P001108314 659 August 2014 Monthly Payroll			0.00	0.00	717.00	
08/29/14	JE	P001108421 630 August 2014 Encumbrance Projec			0.00	7,170.00	0.00	
09/30/14	JE	P001119367 586 September 2014 Monthly PR Encu			0.00	-717.00	0.00	
09/30/14	JE	P001119369 671 September 2014 Monthly Payroll			0.00	0.00	717.00	
10/31/14	JE	P001131712 673 October 2014 Monthly Payroll			0.00	0.00	717.00	
10/31/14	JE	P001131717 585 October 2014 Monthly PR Encumb			0.00	-717.00	0.00	
11/28/14	JE	P001139999 677 Nov 2014 Monthly Payroll			0.00	0.00	717.00	
11/28/14	JE	P001139005 593 Nov 2014 Monthly PR Encumbranc			0.00	-717.00	0.00	
12/15/14	JE	P001146414 675 Dec 2014 Monthly Payroll			0.00	0.00	717.00	
12/15/14	JE	P001146417 592 Dec 2014 Monthly PR Encumbranc			0.00	-717.00	0.00	
01/12/15	JE	P001150145 697 Zero Out Mid-Year Personal Ser			0.00	-4,302.00	0.00	
01/30/15	JE	P001156721 676 January 2015 Monthly Payroll			0.00	0.00	768.00	
01/30/15	JE	P001156808 659 January 2015 Encumbrance Proje			0.00	3,840.00	0.00	
02/27/15	JE	P001166859 669 February 2015 Monthly Payroll			0.00	0.00	768.00	
02/27/15	JE	P001166862 581 February 2015 Monthly PR Encum			0.00	-768.00	0.00	
03/31/15	JE	P000152098 682 March 2015 Monthly Payroll			0.00	0.00	768.00	
03/31/15	JE	P000152104 585 March 2015 Monthly PR Encumbra			0.00	-768.00	0.00	
04/30/15	JE	P000165902 685 April 2015 Monthly Payroll			0.00	0.00	768.00	
04/30/15	JE	P000165903 585 April 2015 Monthly PR Encumbra			0.00	-768.00	0.00	
05/29/15	JE	P000175327 634 May 2015 Monthly Payroll			0.00	0.00	768.00	
05/29/15	JE	P000175331 548 May 2015 Monthly PR Encumbranc			0.00	-768.00	0.00	
06/30/15	JE	P000188186 687 June 2015 Monthly Payroll			0.00	0.00	768.00	
06/30/15	JE	P000188188 570 June 2015 Monthly PR Encumbran			0.00	-768.00	0.00	
553123	GRP HLTH INS - PPO ALT							
07/31/14	JE	P001100262 729 July 2014 Monthly Payroll			0.00	0.00	1,257.00	
08/29/14	JE	P001108314 775 August 2014 Monthly Payroll			0.00	0.00	1,257.00	
08/29/14	JE	P001108421 761 August 2014 Encumbrance Projec			0.00	12,570.00	0.00	
09/30/14	JE	P001119367 702 September 2014 Monthly PR Encu			0.00	-1,257.00	0.00	
09/30/14	JE	P001119369 788 September 2014 Monthly Payroll			0.00	0.00	1,257.00	
10/31/14	JE	P001131712 791 October 2014 Monthly Payroll			0.00	0.00	1,257.00	
10/31/14	JE	P001131717 703 October 2014 Monthly PR Encumb			0.00	-1,257.00	0.00	
11/28/14	JE	P001139999 799 Nov 2014 Monthly Payroll			0.00	0.00	1,257.00	

BUDGET ACTIVITY REPORT - Detail  
Clayton State University

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jral/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Description</u>	<u>Budgeted</u>				
						<u>Vendor</u>	<u>Check</u>			
11/28/14	JE	P001139005	714		Nov 2014 Monthly PR Encumbranc			0.00	-1,257.00	0.00
12/15/14	JE	P001146414	795		Dec 2014 Monthly Payroll			0.00	0.00	1,257.00
12/15/14	JE	P001146417	712		Dec 2014 Monthly PR Encumbranc			0.00	-1,257.00	0.00
01/12/15	JE	P001150145	835		Zero Out Mid-Year Personal Ser			0.00	-7,542.00	0.00
01/30/15	JE	P001156721	800		January 2015 Monthly Payroll			0.00	0.00	1,003.00
01/30/15	JE	P001156808	797		January 2015 Encumbrance Proje			0.00	5,015.00	0.00
02/27/15	JE	P001166859	794		February 2015 Monthly Payroll			0.00	0.00	1,003.00
02/27/15	JE	P001166862	706		February 2015 Monthly PR Encum			0.00	-1,003.00	0.00
03/31/15	JE	P000152098	807		March 2015 Monthly Payroll			0.00	0.00	1,003.00
03/31/15	JE	P000152104	710		March 2015 Monthly PR Encumbra			0.00	-1,003.00	0.00
06/30/15	JE	P000192132	491		Zero Pers Serv Encumbrances			0.00	-3,009.00	0.00
553128	GRP	HLTH INS - HDRP ALT								
09/03/14	JE	P001120719	435		September 2014 Encumbrance Pro			0.00	463.33	0.00
09/30/14	JE	P001119367	746		September 2014 Monthly PR Encu			0.00	-46.33	0.00
09/30/14	JE	P001119369	832		September 2014 Monthly Payroll			0.00	0.00	46.33
10/31/14	JE	P001131712	834		October 2014 Monthly Payroll			0.00	0.00	46.33
10/31/14	JE	P001131717	746		October 2014 Monthly PR Encumb			0.00	-46.33	0.00
11/28/14	JE	P001138999	844		Nov 2014 Monthly Payroll			0.00	0.00	46.33
11/28/14	JE	P001139005	759		Nov 2014 Monthly PR Encumbranc			0.00	-46.33	0.00
11/28/14	JE	P001140007	458		November 2014 Encumbrance Proj			0.00	-0.01	0.00
12/15/14	JE	P001146414	841		Dec 2014 Monthly Payroll			0.00	0.00	46.33
12/15/14	JE	P001146417	758		Dec 2014 Monthly PR Encumbranc			0.00	-46.33	0.00
01/12/15	JE	P001150145	887		Zero Out Mid-Year Personal Ser			0.00	-278.00	0.00
01/30/15	JE	P001156721	847		January 2015 Monthly Payroll			0.00	0.00	64.67
01/30/15	JE	P001156808	849		January 2015 Encumbrance Proje			0.00	323.33	0.00
02/27/15	JE	P001166859	841		February 2015 Monthly Payroll			0.00	0.00	64.67
02/27/15	JE	P001166862	753		February 2015 Monthly PR Encum			0.00	-64.67	0.00
02/27/15	JE	P001167924	379		February 2015 Encumbrance Proj			0.00	0.01	0.00
03/31/15	JE	P000152098	854		March 2015 Monthly Payroll			0.00	0.00	64.67
03/31/15	JE	P000152104	757		March 2015 Monthly PR Encumbra			0.00	-64.67	0.00
04/30/15	JE	P000165902	856		April 2015 Monthly Payroll			0.00	0.00	64.67
04/30/15	JE	P000165903	756		April 2015 Monthly PR Encumbra			0.00	-64.67	0.00
05/15/15	JE	P000175770	477		May 2015 Encumbrance Projectio			0.00	0.01	0.00
05/29/15	JE	P000175327	781		May 2015 Monthly Payroll			0.00	0.00	64.67
05/29/15	JE	P000175331	695		May 2015 Monthly PR Encumbranc			0.00	-64.67	0.00
06/30/15	JE	P000188186	838		June 2015 Monthly Payroll			0.00	0.00	64.67
06/30/15	JE	P000188188	721		June 2015 Monthly PR Encumbran			0.00	-64.67	0.00
553180	Health Savings Acct-Seed Funds									
01/30/15	JE	P001156721	894		January 2015 Monthly Payroll			0.00	0.00	5.21

**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

<b>Budget Manager:</b> Lane, Jill	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 3450100 Online Course Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Program/ Class Description</u>	<u>APPROP Budgeted Vendor</u>	<u>ORG Budgeted Check</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
		01/30/15	JE	P001156808	899	January 2015 Encumbrance Proje			0.00	26.04	0.00	
		02/27/15	JE	P001166859	891	February 2015 Monthly Payroll			0.00	0.00	5.21	
		02/27/15	JE	P001166862	803	February 2015 Monthly PR Encum			0.00	-5.21	0.00	
		03/31/15	JE	P000152098	901	March 2015 Monthly Payroll			0.00	0.00	5.21	
		03/31/15	JE	P000152104	804	March 2015 Monthly PR Encumbra			0.00	-5.21	0.00	
		03/31/15	JE	P000152138	434	March 2015 Encumbrance Project			0.00	0.01	0.00	
		04/30/15	JE	P000165902	898	April 2015 Monthly Payroll			0.00	0.00	5.21	
		04/30/15	JE	P000165903	798	April 2015 Monthly PR Encumbra			0.00	-5.21	0.00	
		05/29/15	JE	P000175327	813	May 2015 Monthly Payroll			0.00	0.00	5.21	
		05/29/15	JE	P000175331	727	May 2015 Monthly PR Encumbranc			0.00	-5.21	0.00	
		06/30/15	JE	P000188186	869	June 2015 Monthly Payroll			0.00	0.00	5.21	
		06/30/15	JE	P000188188	752	June 2015 Monthly PR Encumbran			0.00	-5.21	0.00	
553201	Grp Life					Ins-Basic Life-Regent						
		07/31/14	JE	P001100262	838	July 2014 Monthly Payroll			0.00	0.00	22.96	
		08/29/14	JE	P001108314	899	August 2014 Monthly Payroll			0.00	0.00	24.87	
		08/29/14	JE	P001108421	895	August 2014 Encumbrance Projec			0.00	248.73	0.00	
		09/30/14	JE	P001119367	834	September 2014 Monthly PR Encu			0.00	-24.87	0.00	
		09/30/14	JE	P001119369	921	September 2014 Monthly Payroll			0.00	0.00	24.87	
		10/31/14	JE	P001131712	921	October 2014 Monthly Payroll			0.00	0.00	24.87	
		10/31/14	JE	P001131717	832	October 2014 Monthly PR Encumb			0.00	-24.87	0.00	
		11/28/14	JE	P001138999	930	Nov 2014 Monthly Payroll			0.00	0.00	24.87	
		11/28/14	JE	P001139005	844	Nov 2014 Monthly PR Encumbranc			0.00	-24.87	0.00	
		11/28/14	JE	P001140007	496	November 2014 Encumbrance Proj			0.00	-0.01	0.00	
		12/15/14	JE	P001146414	927	Dec 2014 Monthly Payroll			0.00	0.00	24.87	
		12/15/14	JE	P001146417	844	Dec 2014 Monthly PR Encumbranc			0.00	-24.87	0.00	
		01/12/15	JE	P001150145	991	Zero Out Mid-Year Personal Ser			0.00	-149.24	0.00	
		01/30/15	JE	P001156721	956	January 2015 Monthly Payroll			0.00	0.00	24.87	
		01/30/15	JE	P001156808	965	January 2015 Encumbrance Proje			0.00	124.37	0.00	
		02/27/15	JE	P001166859	954	February 2015 Monthly Payroll			0.00	0.00	24.87	
		02/27/15	JE	P001166862	866	February 2015 Monthly PR Encum			0.00	-24.87	0.00	
		02/27/15	JE	P001167924	416	February 2015 Encumbrance Proj			0.00	-0.01	0.00	
		03/31/15	JE	P000152098	962	March 2015 Monthly Payroll			0.00	0.00	24.87	
		03/31/15	JE	P000152104	865	March 2015 Monthly PR Encumbra			0.00	-24.87	0.00	
		04/30/15	JE	P000165902	959	April 2015 Monthly Payroll			0.00	0.00	13.39	
		04/30/15	JE	P000165903	859	April 2015 Monthly PR Encumbra			0.00	-13.39	0.00	
		05/15/15	JE	P000175770	513	May 2015 Encumbrance Projectio			0.00	-34.45	0.00	
		05/29/15	JE	P000175327	867	May 2015 Monthly Payroll			0.00	0.00	13.39	
		05/29/15	JE	P000175331	781	May 2015 Monthly PR Encumbranc			0.00	-13.39	0.00	

**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>				
		<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
06/30/15	JE	P000188186 921			0.00	0.00	13.39	
06/30/15	JE	P000188188 804			0.00	-13.39	0.00	
<b>Totals</b>								
					<b>0.00</b>	<b>0.00</b>	<b>20,327.69</b>	<b>5,128.31</b>
<b>Personal Services Total</b>			<b>189,258.00</b>	<b>189,258.00</b>	<b>0.00</b>	<b>0.00</b>	<b>193,882.93</b>	<b>-4,624.93</b>

**600000 Travel** 14800 / 11000 5,000.00

641000 Travel - Employee 14800 / 11000 0.00

641110	Travel-Emp-Ground Transportati							
08/21/14	ExRpt 0000511684	1	Taxi from home to ATL airport	Boudell,Jere	009652	0.00	0.00	40.50
08/21/14	ExRpt 0000511684	2	Taxi from Sacramento airport to hotel	Boudell,Jere	009652	0.00	0.00	39.60
08/21/14	ExRpt 0000511684	3	Taxi from hotel to Sacramento airport	Boudell,Jere	009652	0.00	0.00	46.34
08/21/14	ExRpt 0000511684	4	Taxi from ATL airport to home	Boudell,Jere	009652	0.00	0.00	40.50
11/04/14	ExRpt 0000517861	4	Gas for return trip to Georgia	Mays,Justin M	009980	0.00	0.00	39.00
11/04/14	ExRpt 0000517861	22	Gas for trip to Orlando	Mays,Justin M	009980	0.00	0.00	39.41
641120	Travel-Employees-Air Travel							
08/31/14	JE PC01110554	329	08/31/14 - Procurement Card			0.00	0.00	533.20
641130	Travel-Employees-Meals							
07/24/14	ExRpt 0000510331	1		Fries,James A	009582	0.00	0.00	8.25
07/24/14	ExRpt 0000510331	2		Fries,James A	009582	0.00	0.00	17.25
07/24/14	ExRpt 0000510331	3		Fries,James A	009582	0.00	0.00	7.00
07/24/14	ExRpt 0000510331	4		Fries,James A	009582	0.00	0.00	23.00
07/24/14	ExRpt 0000510331	5		Fries,James A	009582	0.00	0.00	23.00
07/24/14	ExRpt 0000510331	6		Fries,James A	009582	0.00	0.00	17.25
09/30/14	ExRpt 0000514408	5		Mays,Justin M	009765	0.00	0.00	7.00
09/30/14	ExRpt 0000514408	6		Mays,Justin M	009765	0.00	0.00	15.00
09/30/14	ExRpt 0000514408	7		Mays,Justin M	009765	0.00	0.00	7.00
11/04/14	ExRpt 0000517861	14		Mays,Justin M	009980	0.00	0.00	9.00
11/04/14	ExRpt 0000517861	15		Mays,Justin M	009980	0.00	0.00	9.00
11/04/14	ExRpt 0000517861	16		Mays,Justin M	009980	0.00	0.00	13.00
11/04/14	ExRpt 0000517861	17		Mays,Justin M	009980	0.00	0.00	29.00
11/04/14	ExRpt 0000517861	18		Mays,Justin M	009980	0.00	0.00	9.00
11/04/14	ExRpt 0000517861	19		Mays,Justin M	009980	0.00	0.00	13.00
11/04/14	ExRpt 0000517861	20		Mays,Justin M	009980	0.00	0.00	29.00

**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

<b>Budget Manager:</b> Lane, Jill	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 3450100 Online Course Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/Class</u>	<u>APPROP Budgeted</u>	<u>ORG Budgeted</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Vendor</u>	<u>Check</u>				
11/04/14	ExRpt	0000517861	Mays, Justin M	009980	0.00	0.00	21.75	
02/27/15	ExRpt	0000526626	Mays, Justin M	010446	0.00	0.00	7.00	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	11.25	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	6.00	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	7.00	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	15.00	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	4.50	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	11.25	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	6.00	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	7.00	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	15.00	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	4.50	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	5.25	
641140	Travel-Employees-Lodging							
07/24/14	ExRpt	0000510331	Fries, James A	009582	0.00	0.00	715.97	
09/30/14	ExRpt	0000514408	Mays, Justin M	009765	0.00	0.00	198.00	
11/04/14	ExRpt	0000517861	Mays, Justin M	009980	0.00	0.00	661.50	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	209.88	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	271.78	
641170	Travel-Employee-Parking							
07/24/14	ExRpt	0000510331	Fries, James A	009582	0.00	0.00	54.00	
641510	Travel - Employee Mileage							
07/24/14	ExRpt	0000510331	Fries, James A	009582	0.00	0.00	250.32	
09/30/14	ExRpt	0000514408	Mays, Justin M	009765	0.00	0.00	36.66	
02/27/15	ExRpt	0000526626	Mays, Justin M	010446	0.00	0.00	29.33	
04/02/15	ExRpt	0000529468	Mays, Justin M	011640	0.00	0.00	49.45	
05/04/15	ExRpt	0000533693	Mays, Justin M	012505	0.00	0.00	30.82	
<b>Totals</b>					<b>0.00</b>	<b>0.00</b>	<b>3,643.51</b>	<b>-3,643.51</b>
<b>Travel Total</b>			<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,643.51</b>	<b>1,356.49</b>

<b>700000</b>	<b>Operating Supplies &amp; Expenses</b>	14800 / 11000	304,242.00				
714000	Supplies and Materials	14800 / 11000		0.00			
714100	Supplies & Materials Expense						
07/25/14	PO	0000402679	2 APP FOR MAC PRO - EDU/AE -USA	APPLECOMPU	0.00	199.00	0.00

**BUDGET ACTIVITY REPORT - Detail**  
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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
	08/21/14	Vchr	04033086		1	Enc Liquidation: 0000402679/2	APPLECOMPU		0.00	-199.00	0.00	
	08/21/14	Vchr	04033086		1	APP FOR MAC PRO - EDU/AE -USA	APPLECOMPU	213937	0.00	0.00	199.00	
	08/31/14	JE	PC01110554	154		08/31/14 - Procurement Card			0.00	0.00	199.00	
	10/31/14	JE	PC01132789	560		10/15/2014 Procurement Card			0.00	0.00	53.76	
	10/31/14	JE	PC01132789	883		10/15/2014 Procurement Card			0.00	0.00	87.17	
	12/15/14	JE	PC01151453	514		Procurement Card - 12/15/2014			0.00	0.00	809.93	
	01/15/15	JE	PC01159518	466		Procurement Card			0.00	0.00	26.88	
	05/15/15	JE	PC00180737	62		5/15/2015 Procurement Card (S.			0.00	0.00	4,002.25	
	05/15/15	JE	PC00180737	204		5/15/2015 Procurement Card (S.			0.00	0.00	377.52	
	05/15/15	JE	PC00180737	231		5/15/2015 Procurement Card (S.			0.00	0.00	308.88	
	05/15/15	JE	PC00180737	291		5/15/2015 Procurement Card (S.			0.00	0.00	617.76	
	06/30/15	PO	0000510309	1		SIGNAGE FOR CID	ASI		0.00	170.44	0.00	
	06/30/15	PO	0000510313	1		FURNITURE FOR RENOVATION OF CID	(QUO MOBILLERDE		0.00	7,843.80	0.00	
714110	Sup & Mat Exp - Postage											
	05/15/15	JE	PC00180737	364		5/15/2015 Procurement Card (S.			0.00	0.00	827.87	
	<b>Totals</b>								<b>0.00</b>	<b>8,014.24</b>	<b>7,510.02</b>	<b>-15,524.26</b>
715000	Repairs And Maintenance					14800 / 11000		0.00				
715122	Repairs & Maint-Electric											
	06/30/15	PO	0000510294	1		ELECTRICAL WORK AT CID 143 : REPLACE	COFFEYERNE		0.00	1,200.00	0.00	
	<b>Totals</b>								<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>-1,200.00</b>
727000	Other Operating Expense					14800 / 11000		0.00				
727110	Travel Related Registration											
	09/15/14	JE	PC01121789	460		Procurement Card			0.00	0.00	570.00	
	09/30/14	ExRpt	0000514408	1		personal check	Mays,Justin M	009765	0.00	0.00	35.00	
	04/02/15	ExRpt	0000529468	9			Mays,Justin M	011640	0.00	0.00	50.00	
727128	#Training Fac Support											
	04/15/15	JE	PC00165965	217		04/15/2015 Procurement Card (S			0.00	0.00	200.00	
	05/15/15	JE	PC00180737	71		5/15/2015 Procurement Card (S.			0.00	0.00	200.00	
727130	Institutional Memberships											
	02/15/15	JE	PC01172601	508		Procurement Card February 15,			0.00	0.00	1,495.00	
	05/07/15	Vchr	05300773	1		Institutional Membership	BOARDOFREG	217387	0.00	0.00	250.00	
	<b>Totals</b>								<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>-2,800.00</b>
733000	Software					14800 / 11000		0.00				
733100	Software											
	11/15/14	JE	PC01142169	563		12/15/2014 Procurement Card			0.00	0.00	456.86	





**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

<b>Budget Manager:</b> Lane, Jill	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 3450100 Online Course Fees	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>	<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>	<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expanded</u>	<u>Remaining</u>		
<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Budgeted</u>	<u>Budgeted</u>				
				<u>Description</u>	<u>Vendor</u>	<u>Check</u>				
05/27/15	PO	0000510138	1	TECHSMITH RELAY SELF-HOSTED ANNUAL SU	TECHSMITHC		0.00	7,497.50	0.00	
06/17/15	Vchr	05301690	1	Enc Liquidation: 0000510138/1	TECHSMITHC		0.00	-7,497.50	0.00	
06/17/15	Vchr	05301690	1	TECHSMITH RELAY SELF-HOSTED AN	TECHSMITHC	218122	0.00	0.00	7,497.50	
<b>Totals</b>							<b>0.00</b>	<b>16,500.00</b>	<b>77,956.51</b>	<b>-94,456.51</b>
743000	Equipment Purch-Small Value			14800 / 11000		0.00				
743200	Equip Purch-Small Value-Inv									
07/25/14	PO	0000402679	1	MACBOOK PRO FOR VIDEOGRAOHER	APPLECOMPU		0.00	4,329.00	0.00	
09/03/14	Vchr	04033228	1	MACBOOK PRO FOR VIDEOGRAOHER	APPLECOMPU	214028	0.00	0.00	4,329.00	
09/03/14	Vchr	04033228	1	Enc Liquidation: 0000402679/1	APPLECOMPU		0.00	-4,329.00	0.00	
<b>Totals</b>							<b>0.00</b>	<b>0.00</b>	<b>4,329.00</b>	<b>-4,329.00</b>
753000	Contracts			14800 / 11000		0.00				
753190	Contracts-Other									
06/30/15	JE	0000197548	75	TO REBUILD ENCUM LEDGER FOR MO			0.00	6,800.00	0.00	
06/30/15	JE	0000199590	22	TO ADJUST ENCUM LEDGER FOR MON			0.00	-6,800.00	0.00	
06/30/15	PO	0000510306	1	DEMO, FRAME, INSTALL SOUNDPROOF GLASS	EDDIESGROU		0.00	6,800.00	0.00	
<b>Totals</b>							<b>0.00</b>	<b>6,800.00</b>	<b>0.00</b>	<b>-6,800.00</b>
771000	Telecommunications			14800 / 11000		0.00				
771800	TeleCom - Data									
10/31/14	JE	PC01132789	633	10/15/2014 Procurement Card			0.00	0.00	960.45	
<b>Totals</b>							<b>0.00</b>	<b>0.00</b>	<b>960.45</b>	<b>-960.45</b>
<b>Operating Supplies &amp; Expenses Total</b>					<b>304,242.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,514.24</b>	<b>93,555.98</b>	<b>178,171.78</b>

<b>800000</b>	<b>Equip Purch/Capital Outlay</b>			14800 / 11000		26,000.00			
843000	Special Purchases			14800 / 11000		0.00			
843270	Lib. Acquisitions-Online Res.								
09/04/14	PO	0000402749	1	RENEWAL SUBSCRIPTION FOR GENDER WATCH	PROQUESTLL		0.00	3,315.00	0.00
09/04/14	Vchr	04033302	1	LibGuides/LibAnswers	SPRINGSHAR	214178	0.00	0.00	1,199.00
11/06/14	Vchr	04034598	1	Enc Liquidation: 0000402749/1	PROQUESTLL		0.00	-3,315.00	0.00
11/06/14	Vchr	04034598	1	RENEWAL SUBSCRIPTION FOR GENDE	PROQUESTLL	215092	0.00	0.00	3,315.00
01/06/15	PO	0000402863	1	RENEWAL: BIO ONE 2 SUBSCRIPTIONS TERM	LYRYSIS		0.00	3,176.55	0.00

**BUDGET ACTIVITY REPORT - Detail**  
Clayton State University

Budget Manager: Lane, Jill	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3450100 Online Course Fees	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other General			

Account	Jrnl/Tran	Program/Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining	
Date	Type	DocumentID Line Description	Vendor	Check					
01/14/15	Vchr	04035807 1 Enc Liquidation: 0000402863/1	LYRASIS		0.00	-3,176.55	0.00		
01/14/15	Vchr	04035807 1 RENEWAL: BIO ONE 2 SUBSCRIPTIO	LYRASIS	215873	0.00	0.00	3,176.55		
01/25/15	JE	0001154350 356 To rebuild ENCUM Ledger for Ja			0.00	3,176.55	0.00		
02/27/15	JE	0001170380 63 To Rebuild Encum Ledger for mo			0.00	-3,176.55	0.00		
06/10/15	PO	0000510213 1 HNP ATLANTA CONSTITUTION EXTENDED PE	PROQUESTLL		0.00	14,524.00	0.00		
06/10/15	PO	0000510213 2 HNP NEW YORK TIMES WITH INDEX PERPETU	PROQUESTLL		0.00	29,191.00	0.00		
06/10/15	PO	0000510214 1 LIBRARY ONLINE RESOURCES TO CUPPORT C	EBSCOINFOR		0.00	14,820.76	0.00		
06/10/15	PO	0000510215 1 LIBRARY ONLINE RESOURCES TO CUPPORT C	SAGEPUBLIC		0.00	2,562.75	0.00		
06/10/15	PO	0000510216 1 LIBRARY ONLINE RESOURCES TO CUPPORT C	CENGAGELEA		0.00	24,318.44	0.00		
06/17/15	PO	0000510223 1 INSTITUTIONAL LICENSE TO ACCESS MATER	MYJOVECORP		0.00	10,000.00	0.00		
06/25/15	PO	0000510240 1 eBook; TOPLEY & WILSON'S MICROBIOLOGY	WILEYSUBSC		0.00	4,583.00	0.00		
06/25/15	Vchr	05301933 1 Enc Liquidation: 0000510215/1	SAGEPUBLIC		0.00	-2,562.75	0.00		
06/25/15	Vchr	05301933 1 LIBRARY ONLINE RESOURCES TO CU	SAGEPUBLIC	218335	0.00	0.00	2,562.75		
06/25/15	Vchr	05301935 1 Enc Liquidation: 0000510213/1	PROQUESTLL		0.00	-14,524.00	0.00		
06/25/15	Vchr	05301935 1 HNP ATLANTA CONSTITUTION EXTE	PROQUESTLL	218327	0.00	0.00	14,524.00		
06/25/15	Vchr	05301935 2 HNP NEW YORK TIMES WITH INDEX	PROQUESTLL	218327	0.00	0.00	29,191.00		
06/25/15	Vchr	05301935 2 Enc Liquidation: 0000510213/2	PROQUESTLL		0.00	-29,191.00	0.00		
843320	Computer Hardware-Inventory								
05/12/15	PO	0000510079 1 POWEREDGE R730 SERVERS	CAMBRIDGEC		0.00	10,246.06	0.00		
06/17/15	Vchr	05301675 1 POWEREDGE R730 SERVERS	CAMBRIDGEC	218206	0.00	0.00	10,246.06		
06/17/15	Vchr	05301675 1 Enc Liquidation: 0000510079/1	CAMBRIDGEC		0.00	-10,246.06	0.00		
<b>Totals</b>					<b>0.00</b>	<b>53,722.20</b>	<b>64,214.36</b>	<b>-117,936.56</b>	
<b>Equip Purch/Capital Outlay Total</b>			<b>26,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,722.20</b>	<b>64,214.36</b>	<b>-91,936.56</b>	
<b>Totals for Dept/Fund/Program/Class:</b>									
3450100 / 10600			14800 / 11000	<b>524,500.00</b>	<b>189,258.00</b>	<b>0.00</b>	<b>86,236.44</b>	<b>355,296.78</b>	<b>82,966.78</b>
<b>Totals for Dept/Fund:</b>									
3450100 / 10600			<b>524,500.00</b>	<b>189,258.00</b>	<b>0.00</b>	<b>86,236.44</b>	<b>355,296.78</b>	<b>82,966.78</b>	

**500000 - Personal Services**

Date	Vendor	Description	Amount
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Brian Amsden	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Winifred Nweke	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Christopher Ritter	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Sanjay Lal	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Anita Whiting	\$ 500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Barbara Musolf	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Mark May	\$ 500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Susan Hornbuckle	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Sheryne Southard	\$ 2,000.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Renee McFarlane	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Beverly Garner	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Amy Sanford	\$ 1,500.00
8/29/14	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Charlotte Swint	\$ 1,500.00
11/28/14	Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Sheryne Southard	\$ 1,750.00
12/15/14	Extra Pay - Staff	Extra Compensation - Academy for Online Course Development - Elizabeth Taylor	\$ 1,500.00
12/15/14	Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Sheryne Southard	\$ 1,750.00
12/15/14	Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Joshua Meddaugh	\$ 1,500.00
2/27/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Barbara Lofton	\$ 1,500.00
2/27/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Mario Norman	\$ 1,500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Patrick Coleman	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Sheryne Southard	\$ 1,750.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Alan Xie	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Kathryn Kemp	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Catherine Matos	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Erica Gannon	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Augustine Ayuk	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Pinar Gurkas	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Shakil Akhtar	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Adam Tate	\$ 1,250.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Aaron Dopf	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Charlie Harris	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Joshua Parker	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Benjamin Buckley	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Leon Prieto	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Keith Miller	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Ken Nguyen	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Shirley Mills	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Antoinette France-Harris	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Allen Kim	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Jelani Favors	\$ 500.00
4/30/15	Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Mandy Lusk	\$ 500.00

4/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Michael Fuchs	\$	500.00
4/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Pearl Chang	\$	500.00
4/30/15 Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Le'Brian Patrick	\$	1,500.00
4/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Joshua Meddaugh	\$	500.00
4/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Steve Spence	\$	500.00
4/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Christie Burton	\$	500.00
5/15/15 Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Adam Tate	\$	1,250.00
5/15/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Joshua Meddaugh	\$	1,000.00
6/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Catherine Matos	\$	500.00
6/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Augustine Ayuk	\$	1,000.00
6/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Michael Fuchs	\$	1,000.00
6/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Shakil Akhtar	\$	500.00
6/30/15 Extra Pay - Faculty	Extra Compensation - Self-Paced Online Course Development - Sheryne Southard	\$	1,750.00
6/30/15 Extra Pay - Faculty	Extra Compensation - Academy for Online Course Development - Charlie Harris	\$	1,000.00
6/30/15 Salaries - Summer Faculty	Extra Compensation - Self-Paced Online Course Development - Sheryne Southard	\$	875.00

#### 600000 - Travel

Date	Vendor	Description	Amount
2/27/14	Travel Expense - Mileage	Blackboard Collaborate Training - Justin Mays - Mileage	\$ 29.33
7/24/14	Travel Expense - Meals	GoView/D2L Conference - James Fries - Meal	\$ 8.25
7/24/14	Travel Expense - Meals	GoView/D2L Conference - James Fries - Meal	\$ 17.25
7/24/14	Travel Expense - Meals	GoView/D2L Conference - James Fries - Meal	\$ 7.00
7/24/14	Travel Expense - Meals	GoView/D2L Conference - James Fries - Meal	\$ 23.00
7/24/14	Travel Expense - Meals	GoView/D2L Conference - James Fries - Meal	\$ 23.00
7/24/14	Travel Expense - Meals	GoView/D2L Conference - James Fries - Meal	\$ 17.25
7/24/14	Travel Expense - Lodging	GoView/D2L Conference - James Fries - Lodging	\$ 715.97
7/24/14	Travel Expense - Parking	GoVIEW/D2L Conference - James Fries - Parking	\$ 54.00
7/24/14	Travel Expense - Mileage	GoVIEW/D2L Conference - James Fries - Mileage	\$ 250.32
8/21/14	Travel Expense - Ground Transportation	ecological Society of America Conference - Jere Boudell (Transportation - Taxi to ATL Airport)	\$ 40.50
8/21/14	Travel Expense - Ground Transportation	ecological Society of America Conference - Jere Boudell (Transportation - Taxi from Sacramento Airport)	\$ 39.60
8/21/14	Travel Expense - Ground Transportation	ecological Society of America Conference - Jere Boudell (Transportation - Taxi from Hotel to Sacramento)	\$ 46.34
8/21/14	Travel Expense - Ground Transportation	ecological Society of America Conference - Jere Boudell (Transportation - Taxi from ATL Airport)	\$ 40.50
8/31/14	Travel Expense - Air Travel	ecological Society of America Conference - Jere Boudell - Air Fare	\$ 533.20
9/30/14	Travel Expense - Meals	Bi-Annual RACDE Meeting - Helen - Justin Mays - Meal	\$ 7.00
9/30/14	Travel Expense - Meals	Bi-Annual RACDE Meeting - Helen - Justin Mays - Meal	\$ 15.00
9/30/14	Travel Expense - Meals	Bi-Annual RACDE Meeting - Helen - Justin Mays - Meal	\$ 7.00
9/30/14	Travel Expense - Lodging	Bi-Annual RACDE Meeting - Helen - Justin Mays - Lodging	\$ 198.00
9/30/14	Travel Expense - Mileage	Bi-Annual RACDE Meeting - Justin Mays - Helen - Mileage	\$ 36.66
11/4/14	Travel Expense - Ground Transportation	Annual Online Learning Consortium Conf - Justin Mays - Orlando - Gas for return trip to Georgia	\$ 39.00
11/4/14	Travel Expense - Ground Transportation	Annual Online Learning Consortium Conf - Justin Mays - Orlando - Gas for trip to Orlando	\$ 39.41
11/4/14	Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$ 9.00
11/4/14	Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$ 9.00
11/4/14	Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$ 13.00

11/4/14 Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$	29.00
11/4/14 Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$	9.00
11/4/14 Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$	13.00
11/4/14 Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$	29.00
11/4/14 Travel Expense - Meals	Annual Online Learning Consortium Conf - Justin Mays - Meal	\$	21.75
11/4/14 Travel Expense - Lodging	Annual Online Learning Consortium Conf - Justin Mays - Lodging	\$	661.50
2/27/15 Travel Expense - Meals	Blackboard Collaborate Training - Justin Mays - Meal	\$	7.00
4/2/15 Travel Expense - Meals	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Meal	\$	11.25
4/2/15 Travel Expense - Meals	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Meal	\$	6.00
4/2/15 Travel Expense - Meals	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Meal	\$	7.00
4/2/15 Travel Expense - Meals	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Meal	\$	15.00
4/2/15 Travel Expense - Meals	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Meal	\$	4.50
4/2/15 Travel Expense - Lodging	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Lodging	\$	209.88
4/2/15 Travel Expense - Mileage	Bi-Annual RACDE Meeting - Cartersville - Justin Mays - Mileage	\$	49.45
5/4/15 Travel Expense - Meals	QM Training - Justin Mays - Meal	\$	11.25
5/4/15 Travel Expense - Meals	QM Training - Justin Mays - Meal	\$	6.00
5/4/15 Travel Expense - Meals	QM Training - Justin Mays - Meal	\$	7.00
5/4/15 Travel Expense - Meals	QM Training - Justin Mays - Meal	\$	15.00
5/4/15 Travel Expense - Meals	QM Training - Justin Mays - Meal	\$	4.50
5/4/15 Travel Expense - Meals	QM Training - Justin Mays - Meal	\$	5.25
5/4/15 Travel Expense - Lodging	QM Training - Justin Mays - Lodging	\$	271.78
5/4/15 Travel Expense - Mileage	QM Training - Justin Mays - Mileage	\$	30.82

### 70000 - Operating Supplies & Expenses

Date	Vendor	Description	Amount
7/24/14	Apple, Inc.	MAC PRO Computer for Videographer	\$ 4,329.00
7/25/14	Apple, inc	Videographer software application for online course content	\$ 199.00
7/28/14	Respondus	Lockdown Browser Renewal	\$ 3,695.00
7/28/14	Respondus	Monitor Renewal	\$ 3,950.00
8/5/14	TechSmith	Camtasia Studio Maintenance	\$ 3,848.00
8/5/14	TechSmith	Camtasia for Mac Maintenance	\$ 335.60
8/12/14	SRS	SmarterMeasure Unlimited Annual Tier 2	\$ 3,300.00
8/31/14	P-Card - Software	GoAnimate - Animation Software for online course development	\$ 199.00
9/4/14	ProQuest	Library - Gender Watch Renewal	\$ 3,315.00
9/4/14	Springshare, LLC	Library Guides	\$ 1,199.00
9/15/14	P-Card - Travel Expense - Registration	20th Annual Online Learning Int'l Conf - Justin Mays - Registration	\$ 570.00
9/30/14	Travel Expense - Registration	Bi-Annual RACDE Meeting - Justin Mays - Hefen - Registration	\$ 35.00
10/31/14	P-Card - Equipment	SCW - Lightweight Tripod for videos	\$ 53.76
10/31/14	P-Card - Equipment	SCW - Magic Slim BluRay	\$ 87.17
10/31/14	P-Card - Software	WebEx Online US - Storage fee for recorded sessions	\$ 960.45
11/15/14	P-Card - Software	WebEx Online US - Online Video Storage	\$ 456.86
12/1/14	BOR (SRS)	Turnitin Higher Ed Campus Fee	\$ 1,000.00
12/1/14	BOR (SRS)	Turnitin License with D2L Integration	\$ 14,543.20

<b>12/15/14 P-Card - Equipment</b>	<b>B&amp;H - Video &amp; Audio Equipment to record online lecture content</b>	<b>\$ 809.93</b>
1/5/15 BOR (SRS)	Annual subscription - Magna Commons for 2/1/15 - 1/3/16	\$ 200.00
1/6/15 Lurasis	Library - Annual renewal for BioOne.2 subscription	\$ 3,176.55
<b>1/15/15 P-Card - Equipment</b>	<b>SCW - Lightweight Tripod for videos</b>	<b>\$ 26.88</b>
1/15/15 P-Card - Software	GoAnimate - Software for course development	\$ 599.00
1/15/15 P-Card - Software	Softchalk, LLC - Software for course development	\$ 495.00
1/15/15 P-Card - Software	WebEx Online US - Online Video Storage	\$ 221.76
1/21/15 JSTOR	AAF - Life Science VI software	\$ 1,900.00
1/21/15 JSTOR	AAF - Arts & Science VI software	\$ 1,300.00
2/15/15 P-Card - Institutional Membership	Online Learning Consortium Membership	\$ 1,455.00
<b>2/15/15 P-Card - Software</b>	<b>WebEx Online US - Online Video Storage</b>	<b>\$ 574.82</b>
3/5/15 BOR (SRS)	Blackboard Collaborate Web Conference Software	\$ 6,610.83
4/2/15 Travel Expense - Registration	<b>Bi-Annual RACDE Meeting - Justin Mays - Cartersville - Registration</b>	<b>\$ 50.00</b>
4/7/15 Media Education Foundation/Kanopy	Renewal of Streaming Video service for online courses	\$ 4,480.00
4/9/15 BOR (SRS)	Adobe license renewal for online instructional material	\$ 22,180.00
4/15/15 P-Card - Registration	Quality Matters Training - Sheryne Southard	\$ 200.00
<b>4/15/15 P-Card - Software</b>	<b>WebEx Online US - Storage for recorded classes</b>	<b>\$ 867.54</b>
5/7/15 P-Card - Institutional Membership	Institutional Membership through the Board of Regents, SAN Network	\$ 250.00
<b>5/7/15 Cambridge Computer Services, Inc</b>	<b>PowerEdge R730xd Server to increase storage space for lecture content</b>	<b>\$ 10,246.06</b>
<b>5/15/15 P-Card - Equipment</b>	<b>B&amp;H - Specialized equipment for recording instructional videos - 4 light kits</b>	<b>\$ 4,002.25</b>
<b>5/15/15 P-Card - Equipment</b>	<b>SCW - Headset and Microphones</b>	<b>\$ 377.52</b>
<b>5/15/15 P-Card - Equipment</b>	<b>SCW - Headset and Microphones</b>	<b>\$ 308.88</b>
<b>5/15/15 P-Card - Equipment</b>	<b>SCW - Headset and Microphones</b>	<b>\$ 617.76</b>
<b>5/15/15 P-Card - Equipment</b>	<b>SCW - Western Digital Ultra Blue &amp; Red Hard Drive</b>	<b>\$ 827.87</b>
5/15/15 P-Card - Registration	Quality Matters Training - Lou Brackett	\$ 200.00
<b>5/18/15 Swank Digital Campus</b>	<b>Copyright costs for streaming films for online campus</b>	<b>\$ 16,500.00</b>
5/27/15 TechSmith	<b>Relay Subscription Renewal - Lecture capturing software</b>	<b>\$ 7,497.50</b>
6/10/15 ProQuest	Library - Atlanta Constitution Extended	\$ 14,524.00
6/10/15 ProQuest	Library - New York Times	\$ 29,191.00
6/10/15 EBSCO	Library - eBook Content	\$ 14,820.76
6/10/15 SAGE Publications, Inc.	Library - History/Criminal Law & Justice & Ethics Publications	\$ 2,562.75
6/10/15 Cengage	Library - Online Encyclopedic Resources	\$ 24,318.44
6/17/15 MyJove	Library - General Laboratory Techniques	\$ 10,000.00
6/25/15 Wiley	Library - Microbiology Resources	\$ 4,583.00
6/30/15 Renovations	<b>Signage for two new offices in CID - INCORRECTLY CHARGED TO OLCF BUDGET - SEE NARRATIVE</b>	<b>\$ 170.44</b>
6/30/15 Renovations	<b>Furniture for two new offices in CID - INCORRECTLY CHARGED TO OLCF BUDGET - SEE NARRATIVE</b>	<b>\$ 7,843.80</b>
6/30/15 Renovations	<b>Electrical Work for two new offices - INCORRECTLY CHARGED TO OLCF BUDGET - SEE NARRATIVE</b>	<b>\$ 1,200.00</b>
6/30/15 Renovations	<b>Demo and install of two new offices - INCORRECTLY CHARGED TO OLCF BUDGET - SEE NARRATIVE</b>	<b>\$ 6,800.00</b>

## **Telecourse/Online Course Fee Review Additional Justification**

Under the 700000, OS&E, line you'll see charges for the following:

- 6/30/15 – Renovations – Furniture for two new offices in CID - \$7,843.80
- 6/30/15 – Renovations – Signage for two new offices in CID - \$170.44
- 6/30/15 – Renovations - Electrical work for two new offices in CID - \$1,200
- 6/30/15 – Renovations – Demo and install of two new offices in CID - \$6,800

These charges were incorrectly charged to the Online Course Fee Budget without approval. Attached to this narrative are the PRFs for the above projects. The furniture PRF was supposed to be charged to 3450000 (CID) but was actually charged to Online Course Fee. The other PRFs were incorrectly completed outside of the department and charged to the wrong account without budget manager approval.

There was significant remaining revenue in the account for FY15 (\$82,966.78) because the original budgeted amount of \$420,000 was adjusted in late April/early May to reflect an increase in online course enrollment. This increased the revenue by \$104,000 (to a total of \$524,500) and since this was not an anticipated adjustment there were funds remaining at the end of the fiscal year.



# Purchasing Requisition Form

Submitted by:

Date:

## Ordering Department Information-Using PeopleSoft Accounting Info

Fund Code	10000	Department Number	3450000
Program Number	14800	Class Number	11000
Project/Grant Number		Account Number	

## Vendor Information

Statewide Contract Number (if applicable): 99999-SPD00000000-0061

Vendor Name	Franklin McNeal Limited
Vendor Address	1235 Saint-Roch Nord
City / State / ZIP	Sherbrooke, QC, CA J1NOH2
Vendor Contact	770-361-5934
Vendor Fax	
<input checked="" type="checkbox"/> SSN <input type="checkbox"/> FEI	98-0196946

## Item(s) Requested

Line	Qty	Item Description	Unit Cost	Total Price
1	1	Renovations (see attached)		\$ 7,843.80
2				\$ -
3				\$ -
4				\$ -
5				\$ -
Attach additional pages if more lines are required				
Total Requisition Cost				\$ 7,843.80

**All Supporting Documents and Competitive Bids Must Be Attached**

## Business Purpose and Special Instructions Must Be Included Below

### Requestor Approval(s)

Department Approval	
Additional Approval	
OITS Approval	
Media Approval	

Purchasing Department Use Only PO#



Proposal

Clayton State University  
University Center  
Project: ULC 143 A&B - 72" Main Desk

July 16, 2015



Quotation: CSU-ULC143-LOG20150716a

Qty	Product Number	Description	List Price	Statewide	
				Contract Price	Extension
2	1672HZ43LR	43" High hutch with Retractable door(s) with 2 Full Legs 16x72	\$1,790.00	\$912.90	\$1,825.80
	MA	1-5/8" TFL with 2.5mm PVC Edge			
	NC	Finish: All Surfaces - Natural Cherry			
	~	Pull -- PVC for Desk (NONE)			
	LKSN	Satin Nickel Lock			
	72TB	Fabric Covered Tack Board - Logiflex Colors			
	TBCAC	Fabric: Cameo Coffee			
	DVD	3 Wire Divider			
2	T548	Task Light, 48"	\$238.00	\$121.38	\$242.76
2	1636HZ43LR	43" High hutch with Retractable door(s) with 2 Full Legs 16x36	\$1,229.00	\$626.79	\$1,253.58
	MA	1-5/8" TFL with 2.5mm PVC Edge			
	NC	Finish: All Surfaces - Natural Cherry			
	~	Pull -- PVC for Desk (NONE)			
	LKSN	Satin Nickel Lock			
	36TB	Fabric Covered Tack Board - Logiflex Colors			
	TBCAC	Fabric: Cameo Coffee			
	DVD	3 Wire Divider			
2	T524	Task Light, 24"	\$136.00	\$69.36	\$138.72
				Total Project	\$7,843.80

Pricing includes all charges for shipping delivery and installation

**HOW TO ORDER**

**Georgia Statewide Contract Information**

**Issue Purchase Orders to:**

MOBILIER DE BUREAU LOGIFLEX, INC.  
1235 Saint-Roch Nord  
Sherbrooke, QC, CA J1N0H2  
770-361-5934 Voice  
770-475-5463 Fax

**Installing Dealer:**

Franklin McNeal, Ltd  
(770) 781-9572 Voice  
(770) 781-9593 Fax  
franklin-mcnealofg@comcast.net

**Product Line: Logiflex**

Contractor: MOBILIER DE BUREAU LOGIFLEX, INC.  
GA Statewide Contract: 99999-SPD0000100-0067  
PeopleSoft Vendor Number: 0000152521  
TIN: 98-0196946

**For Installation, Ship to:**

Franklin McNeal, Ltd.  
c/o Advance Office Furniture Installations  
3073 McCall Drive, Suite 16  
Atlanta, GA 30340



Funding: YE15 *CID FUNDED SPECIAL PROJECTS*

# Purchasing Requisition Form

Submitted By: Wendy Spears

Date: 6/3/2014

## Ordering Department Information-Using PeopleSoft Accounting Info

Fund Code	10600	Department Number	3450100
Program Number	14800	Class Number	11000
Project/Grant Number		Account Number	714100

## Vendor Information

Statewide Contract Number (if applicable): \_\_\_\_\_

Vendor Name	ASI
Vendor Address	621 North Ave Building D
City / State / ZIP	Atlanta, GA 30308
Vendor Contact	404-815-0566
Vendor Fax	404-815-0917
<input type="radio"/> SSN <input checked="" type="radio"/> FEI	

## Item(s) Requested

Line	Qty	Item Description	Unit Cost	Total Price
1		Signage for CID		\$170.44
2				
3				\$ -
4				\$ -
5				\$ -
Attach additional pages if more lines are required				
			Total Requisition Cost	\$ 170.44

**All Supporting Documents and Competitive Bids Must Be Attached**

## Business Purpose and Special Instructions Must Be Included Below

Requestor Approval(s)	
Department Approval	<i>Wendy Spears for Tamara Bickner</i>
Additional Approval	<i>Scott B. Mc...</i>
OITS Approval	
Media Approval	

Purchasing Department Use Only

PO#

*510309*

Quote No. ATLA 67370

July 15, 2015  
Page 1 of 2



Customer Clayton State University  
Location Primary Location  
Reference Sign Type C

Bill to Clayton State University  
Lana Soroka  
2000 Clayton State Blvd  
Morrow, GA 30260  
US  
T: 678-466-4244  
F: 678-466-4402  
Email: svetlanaSoroka@mail.clayton.edu

Ship to Clayton State University  
Lana Soroka  
2000 Clayton State Blvd  
Morrow, GA 30260  
US  
T: 678-466-4244  
F: 678-466-4402

Valid Until	08/15/2015	Revision Date	07/15/2015	Terms	Net 30 days	SR	Scott Wheeler
F.O.B.	Shipping Point	Revision No		Ship Method	UPS	PM	Art Rietveld
Lead Time	4 - 5 Weeks						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Sign Type C	Messenger Interior Series ADA Panel with Raised Room Number and Braille, Size: 2 1/2"H x 6"W Window Panel, Size: 2 1/2"H x 6"W Wall Rail with Endcaps Text: 143A 143B	2	Each	62.72	125.44
2.	Shipping and Handling		1	Each	45.00	45.00
Subtotal						170.44
* Tax Exempt # 58-1048855						0.00
Total						170.44

Quote Valid Until: August 15, 2015

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by \_\_\_\_\_ Date 07-15-2015

Approved by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Print Name

continued on next page

Quote No. ATLA 67370

July 15, 2015  
Page 2 of 2



Customer Clayton State University  
Location Primary Location  
Reference Sign Type C

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Conditions

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Price based on exact quantities shown, ASI standard typestyle, imprint and background colors.

Quotes will remain firm for 30 days from date of issue.

Sales tax is not included. Client must supply a tax exempt number.

Delivery schedule is from date of receipt of purchase order, signed quote, approval from customer of shop drawings, submittals, samples, deposit, etc., and subject to production schedule at the time of manufacture. All delivery schedules are made in good faith; however, ASI cannot guarantee delivery dates in all instances.

Installation is not included.

Client agrees to formally acknowledge the completion of the job as follows: Any missing items must be identified on the closeout documentation provided when the invoice is produced. Failure to identify missing/incorrect items on the closeout documentation within five (5) business days will result in full balance due on the invoice per terms. If there are outstanding items identified by the client on the closeout documents, then the client may deduct 10% from the invoices as a retention. The 10% retention will be due immediately after the identified items on the closeout documentation have been resolved. The 90% will be due per terms established on the invoice.

Pay net 30 days from date of invoice. Unless otherwise indicated, invoice becomes past due 31 days from date of invoice and a FINANCE CHARGE will be due on the balance at the rate of 1-1/2% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. The FINANCE CHARGE is not interest but represents liquidated damages sustained by ASI. I agree to pay such attorneys' fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.



Funding Source: CID FUNDED SPECIAL PROJECT

# Purchasing Requisition Form

Submitted by: Wendy Spears Date: 7/9/2015

## Ordering Department Information-Using PeopleSoft Accounting Info

Fund Code	10600	Department Number	3450100
Program Number	14800	Class Number	11000
Project/Grant Number		Account Number	715100 715122

### Vendor Information

Statewide Contract Number (if applicable):

Vendor Name	Coffey Electric LLC
Vendor Address	247 Holly Lane
City / State / ZIP	The Rock, GA 30285
Vendor Contact	(678) 758-7591
Vendor Fax	(770) 567-3043
<input type="radio"/> SSN <input checked="" type="radio"/> FEI	

### Item(s) Requested

Line	Qty	Item Description	Unit Cost	Total Price
1	1	Electrical Work at CID 143	\$ 1,200.00	\$ 1,200.00
2		Replace existing lights with 2x2 T8 9 cell parabolic	\$ -	\$ -
3		and install switches in new office.	\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -

Attach additional pages if more lines are required

Total Requisition Cost \$ 1,200.00

**All Supporting Documents and Competitive Bids Must Be Attached**

### Business Purpose and Special Instructions Must Be Included Below

#### Requestor Approval(s)

Department Approval	<i>Wendy Spears for Human Business</i>
Additional Approval	<i>Scott B. McVey</i>
OITS Approval	
Media Approval	

Purchasing Department Use Only

PO#

510294

# Coffey Electric LLC

247 Holly Lane  
The Rock, GA 30285  
Cell: 678 758 7591  
Office/Fax: 770 567 3043  
E-mail: coffeyernie@Gmail.com

## PROPOSAL

---

**DATE:** May 25 2015

**TO:** Clayton State University  
**Attn:** Darren Thomas  
**E.Mail:** [darrenthomas@clayton.edu](mailto:darrenthomas@clayton.edu)  
**phone** 678-466-4258-  
**fax** 678-466-4258

**FOR:** Electrical Work @CID 143

---

### Description

### Price

To replace existing lights with 2x2 T8 9 cell parabolic and install switches in new office ~  
\$1,200.00

Thanks,  
Ernest Coffey

**TOTAL:**

**\$1,200.00**



# Purchasing Requisition Form

Submitted by: Wendy Spears

Date: 6/30/2015

## Ordering Department Information-Using PeopleSoft Accounting Info

Fund Code	10600	Department Number	3450100
Program Number	14800	Class Number	11000
Project/Grant Number		Account Number	<del>715100</del> 753110

## Vendor Information

Vendor Name	Eddie's Group, Inc.
Vendor Address	1004 Tree Corner Pkwy
City / State / ZIP	Norcross, GA 30092
Vendor Contact	678-431-4853
Vendor Fax	
<input type="checkbox"/> SSN <input checked="" type="checkbox"/> FEI	27-3671778

## Item(s) Requested

Line	Qty	Item Description	Unit Cost	Total Price
1		Demo, Frame, Install Soundproof, Glass and New Doors to Center for		\$6,800.00
2		Instructional Development		
3				
4				
5				
Attach additional pages if more lines are required				
Total Requisition Cost				\$6,800.00

**Supporting Documentation Must Be Attached**

## Special Instructions

Requestor Approval(s)	
Department Approval	<i>Wendy Spears for Haron Bigmas</i>
Additional Approval	<i>Scott B. M. [Signature]</i>
OITS Approval	
Media Approval	

Purchasing Department Use Only

PO# *510306*

# PROJECT FILE CHECKLIST

Contractor Name Eddie's Group

Project Name: Demo, Framing , Glass, Doors to CID University Center

Amount: \$26,800.00

Funding: CID Department

Date: June 30, 2015

- BIDS
  - > Under \$50- 1 bid
  - > \$50K - (less than) \$100K-3 bids
  - > \$100K - (less than) \$250K- Public bid
  - > \$250K and more- Public bid
- BID TALLY SHEET *n/a*
- CONTRACT READY AND SIGNED
  - > Date: *6-30-15*
- CONTRACTOR'S INSURANCE
  - > Received from insurance company
- E-VERIFY NUMBER (if over 10 employees)
- IMMIGRATION/SECURITY AND OTHER FORMS
  - > Contractor Affidavit
  - > *n/a* Subcontractor Affidavit (if applicable)
  - > *n/a* Tax Compliance (over 100K)
  - > Supplier General Information Form
  - > Certificate of Non-Collusion
  - > W-9 Form *in file*
- BONDS
  - > *n/a* Not applicable
  - > Bid bond
  - > Performance bond
  - > Payment bonds
- CORLIS CUMMINGS SIGNATURE *7-10-15*
- REQUISITION /P.O.
  - > P.O Number
- NOTICE TO PROCEED
- PROJECT START DATE
- ASSIGNED PROJECT MANAGER
  - > Name
  - > Contact
- PROJECT COORDINATION WITH CLIENT
  - > Client

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5. The agreed daily amount for Time Dependent Overhead Costs is: \$ 0.00 per day.

6. Notice. All notices in accordance with Section 1.1.5 shall be given to the following addresses:

**CONTRACTOR:**

Eddie's Group, Inc.  
5938 Mary Jo Lane  
Norcross, GA 30093  
Attn: Eddie Lopez  
Phone Number: 404-563-3668  
Facsimile Number:  
Email: [groupeddie@yahoo.com](mailto:groupeddie@yahoo.com)

**OWNER:**

Board of Regents of the University System of Georgia  
270 Washington Street, SW, 6<sup>th</sup> Floor  
Atlanta, Georgia 30334  
Attention: Jim James, Vice Chancellor for Facilities  
Phone Number: 404-962-3155  
Facsimile Number: 404-962-3188

**OWNER'S REPRESENTATIVE:**

Board of Regents of the University System of Georgia  
270 Washington Street, SW, 6<sup>th</sup> Floor  
Atlanta, Georgia 30334  
Attention: Harun Biswas  
Phone Number: 678-466-4240  
Facsimile Number: 678-466-4259  
Email: [harunbiswas@clayton.edu](mailto:harunbiswas@clayton.edu)

**USING AGENCY (Institution):**

Clayton State University  
2000 Clayton State Blvd.  
Morrow, Georgia 30260  
Attention: Harun Biswas  
Phone Number: 678-466-4240  
Facsimile Number: 678-466-4259  
Email: [harunbiswas@clayton.edu](mailto:harunbiswas@clayton.edu)

**DESIGN PROFESSIONAL:**

Clayton State University  
2000 Clayton State Blvd.  
Morrow, GA 30260  
Attention: Harun Biswas  
Phone Number: 678-466-4240  
Facsimile Number: 678-466-4259  
Email: [harunbiswas@clayton.edu](mailto:harunbiswas@clayton.edu)

7. **Scope of The Work:** The Contractor shall furnish all the materials, perform all of the Work, and do all things required by the Contract Documents.

8. **Schedule and Completion:** The Pre-commencement Phase Services to be performed under this Contract shall commence upon the Effective Date of the Contract and be completed within 60 days thereafter. Activities on the Site shall commence on the date specified in the Proceed Order and shall be materially complete in accordance with established Milestones, and not later than the Material Completion and Occupancy Date.

9. **Periodic Progress Payments:** The Owner shall make progress payments, less retainage, as set forth in Section 4 of the General Conditions.

10. **Payment for Material Completion:** The Contractor may request payment of the remaining contract balance, including retainage, less amounts credited the Owner or incurred as liquidated damages, and less amounts withheld for

COPY

the Punchlist by reason of Minor Items or Permitted Incomplete Work (See Paragraph 6.5.3.2). Payment for Material Completion shall be made by a check payable jointly to the Contractor and Surety and shall be mailed to the Surety.

**11. Final Payment:** Final Payment shall be made within ten days of receipt of the final payment application as set forth in Section 6, Part 2 of the General Conditions, provided that all other requirements of the Contract shall have been met in full.

**12. The Contract Documents:** This Contract, together with the Bidding Documents and the Bid, shall constitute the Contract Documents for the Project.

**13. Bonds:** The Contractor shall furnish both a performance bond and a payment bond and shall pay the premiums thereon as a Cost of the Work. The Performance Bond shall guarantee the full performance of the Contract.

**14. Full Performance:** The Owner and the Contractor hereby agree to the full performance of the Contract Documents.

**15. Applicable Law:** This Contract and all rights, privileges and responsibilities shall be interpreted and construed according to the laws of the State of Georgia.

**16. No Conflict Of Interest:** The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance required under this Contract. The Contractor further covenants that, in the performance of this Contract, it shall neither contract with nor employ any person having any such interest.

**17. Transactions With State Officials, Ethics:** The parties hereto certify that the provisions of law contained in the Act prohibiting full-time appointive officials and employees of the State from engaging in certain transactions affecting the State as defined in O.C.G.A. §§45-10-20-26 and the Governor's Executive Orders governing ethics, have not and will not be violated in any respect in regard to this contract and further certifies that registration and all disclosures required thereby have been complied with.

**18. No Assignment:** This Contract and the proceeds of this Contract may not be assigned or sublet as a whole, nor may the performance thereunder be assigned, without the prior written consent of the Owner.

**19. No Waiver:** The failure of the Owner at any time to require performance by the Contractor of any provision hereof, shall in no way affect the right of the Owner thereafter to enforce any provision or any part of the Contract, nor shall the failure of the Owner to enforce any breach of any provision hereof to be taken or held to be a waiver of such provision, or as a waiver, modification or rescission of the Contract itself.

**20. Full Agreement.** The Contract Documents supersede all prior negotiations, discussion, statements, and agreements between Owner and Contractor and constitute the full, complete, and entire agreement between Owner and Contractor. There can be no changes to this Contract by oral means, nor by course of conduct of the parties, nor by custom of the trade. No changes to this Contract will be binding on either party hereto unless such change is properly authorized, in writing, in accordance with Section 3, Part 2 of the General Conditions.

[Remainder of Page Intentionally Left Blank]

[Signatures Begin on Next Page]

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first written above.

COPY

EDDIE'S GROUP, INC.

Eddie Lopez  
Eddie Lopez

Date: 6-30-15

Board of Regents of the University  
System of Georgia

BY: Corlis Cummings

Corlis Cummings  
VICE PRESIDENT OF BUSINESS & OPERATIONS  
CLAYTON STATE UNIVERSITY

Date: 7/10/15

Attachments:

1. General Conditions and Forms

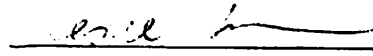
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**Special Course and Academic Program Fee**

**Review Form**

**Signature Page**

Prepared By:



Signature

Leslie Moore

Printed Name

8-24-15

Date

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

Michelle  
Furlong

Digitally signed by Michelle Furlong  
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology, email=mfurlong@clayton.edu, c=US  
Date: 2015.09.23 06:52:04 -04'00'

Provost

Signature

Date

Kevin  
Demmitt

Digitally signed by Kevin Demmitt  
DN: cn=Kevin Demmitt, o=Clayton State University, email=kevindemmitt@dayton.edu, c=US  
Date: 2015.10.14 13:16:09 -04'00'

President

Signature

Date

Please see committee comments on next page. Please obtain Jay Terry's signature and return to the Provost.

Provost comments: I have reviewed the comments by the committee, but rather than reducing the course fee, I propose that we keep it at its current level (\$20 per credit hour with a maximum of \$120) but use the funds to help pay for leasing the facility. A corresponding amount will then be moved from the lease budget and used to pay for casual labor and other expenses which were of concern to the committee.

## Committee Notes on Fee Review for FY 2015:

### Fee: Fayette Course fee

#### Comments:

The committee had concerns about how the fees were spent and the fact that the expenditures were \$29,169.41 over the amount of revenue collected (85% over the revenue collected!). The narrative provided did not provide enough information to accurately determine how this mistake could have been made. The committee has provided some recommendations on these fees and their management and we have provided that below.

- Quarterly reports are required by the budget office where the fee manager should run a revenue report and a budget activity report. When this is done the fee manager should note how much revenue was spent versus collected and keep a tally so that he/she doesn't not over or under spend the revenue. Estimates on these budgets are made at the beginning of the fiscal year and entered into people soft, but those estimates are rarely accurate.
- The committee is concerned about using this fee revenue to pay salaries (casual labor) to run the facility. The students pay tuition, which should cover their instruction and services. The Fayette facility spent \$46,088.49 on casual labor at the facility out of the fee revenue (which was only \$34,372). The committee feels that the university should fund support staff from regular funding (tuition/state funding) and not from fees. For example, a student may ask, "why am I paying the same tuition as a student on the main campus and an extra fee to pay for support services when students on main campus do not have this fee?" This is a valid question.
- The committee is also concerned about the purchase of furniture for the facility from fees. This should be covered by state/tuition funding as well (same rationale as above).
- We also feel that since students in Fayette also pay a mandatory technology fee they should not have to pay a fee in Fayette that pays for separate internet services. We don't know the feasibility of this, but it just seems unjust to charge two technology fees.
- Given that approximately \$13,000 of the expenditures made (Tanburg, repairs/maintenance, printing and supplies/materials) were approved by the committee we felt that the fee should be reduced to \$10/credit hour with a cap of \$100 to be paid in fees. The committee also indicated that if significant revenue remains in this account during the FY16 review or if the fee is not spent appropriately then the fee will be reduced.

Recommended changes: Fee should be \$10 per credit hour per student with a cap of \$100/semester for FY17.

*Special Course and Academic Program Fee  
Review Form*

Fiscal Year Review (Ex. FY15): 2015

Department/College: Academic Outreach

Fee Name: Fayette County Off-Campus

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

All courses taught in Fayette County with the exception of the dual enrolled students.

Revenue Collected this Fiscal Year 34,372

(obtain this from the revenue summary report you attach)

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

<u>Expenditures</u>	<u>Amount</u>
<i>Personal Services</i>	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	46,088.54
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
<i>Travel</i>	
641000-Employee Travel	
651000-NonEmployee Travel	
<i>OS&amp;E</i>	
714000-Supplies and Materials	6620.44
715000-Repairs and Maintenance	4064.43
719000-Rents(Non Real Estate)	

*Special Course and Academic Program Fee  
Review Form*

720000-Insurance and Bonding	
727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	
771000-Telecommunications	6768.00
781000-Scholarships	
783000-Stipends	
<i>Equipment</i>	
843000-Equipment(Inventory)	
<b>Total Expenditures</b>	63541.51
<b>Net Operating Gain (Loss)</b>	(29,169.41)
<i>Subtract your total revenue from your total expenditures.</i>	

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: 2015

From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 3330410 PTC Campus Course Fee

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409510 PTC Campus Course Fee

-34,372.00

Class Sub-Total -----  
-34,372.00

Dept Total -----  
-34,372.00



**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

<b>Budget Manager:</b> Moore, Leslie	<b>Budget Ref:</b> 2015	<b>From Fiscal Year:</b> 2015	<b>To Fiscal Year:</b> 2015
<b>Department:</b> 3330410 PTC Campus Course Fee	<b>All Fiscal Periods:</b> No	<b>Acct Period From:</b> 1 (JUL2014)	<b>Acct Period To:</b> 12 (JUN2015)
<b>Fund Code:</b> 10600 Other General			

<u>Account</u>	<u>Jrnl/Tran</u>		<u>Program/</u>	<u>APPROP</u>	<u>ORG</u>		<u>Pre-Encum</u>	<u>Encumbrance</u>	<u>Expended</u>	<u>Remaining</u>
	<u>Date</u>	<u>Type</u>	<u>DocumentID</u>	<u>Line</u>	<u>Class</u>	<u>Description</u>	<u>Budgeted</u>	<u>Budgeted</u>		
							<u>Vendor</u>	<u>Check</u>		
<b>500000</b>	<b>Personal Services</b>				11100 / 11000		0.00			
522000	Salaries- Staff				11100 / 11000			0.00		
522100	Salaries- Staff									
	05/29/15	JE	P000175308	35		3rd BW May 2015 Payroll			0.00	399.55
	06/30/15	JE	P000190698	33		Year End 2015 Payroll Accrual			0.00	279.69
522805	Salaries - Staff - Overtime									
	05/29/15	JE	P000175308	74		3rd BW May 2015 Payroll			0.00	182.25
	<b>Totals</b>								<b>0.00</b>	<b>861.49</b>
525000	Salaries- Casual Labor				11100 / 11000			0.00		
525100	Salaries- Casual Labor									
	05/29/15	JE	P000175308	127		3rd BW May 2015 Payroll			0.00	28,744.86
	06/30/15	JE	P000190698	121		Year End 2015 Payroll Accrual			0.00	15,653.77
	<b>Totals</b>								<b>0.00</b>	<b>44,398.63</b>
551000	FICA				11100 / 11000			0.00		
551100	FICA-Employer									
	05/29/15	JE	P000175308	169		3rd BW May 2015 Payroll			0.00	31.85
	06/30/15	JE	P000190698	162		Year End 2015 Payroll Accrual			0.00	22.30
551200	FICA-Employer Medicare									
	05/29/15	JE	P000175308	226		3rd BW May 2015 Payroll			0.00	427.19
	06/30/15	JE	P000190698	217		Year End 2015 Payroll Accrual			0.00	232.23
	<b>Totals</b>								<b>0.00</b>	<b>713.57</b>
552000	Retirement Systems				11100 / 11000			0.00		
552100	Retirement Plans - TRS									
	05/29/15	JE	P000175308	285		3rd BW May 2015 Payroll			0.00	67.56
	06/30/15	JE	P000190698	275		Year End 2015 Payroll Accrual			0.00	47.29
	<b>Totals</b>								<b>0.00</b>	<b>114.85</b>
<b>Personal Services Total</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46,088.54</b>
<b>700000</b>	<b>Operating Supplies &amp; Expenses</b>				11100 / 11000		60,000.00			

**BUDGET ACTIVITY REPORT - Detail**  
**Clayton State University**

Budget Manager: Moore, Leslie	Budget Ref: 2015	From Fiscal Year: 2015	To Fiscal Year: 2015
Department: 3330410 PTC Campus Course Fee	All Fiscal Periods: No	Acct Period From: 1 (JUL2014)	Acct Period To: 12 (JUN2015)
Fund Code: 10600 Other General			

Account	Jrnl/Tran	Program/Class	APPROP Budgeted	ORG Budgeted	Pre-Encum	Encumbrance	Expended	Remaining
Date	Type	DocumentID Line Description	Vendor	Check				
714000		Supplies and Materials 11100 / 11000		0.00				
714100		Supplies & Materials Expense						
02/04/15	FO	0000402911 1 CODY SOFA CONTRAST FOR CSJ FAYETTE CE	KRUEGERINT		0.00	4,320.44	0.00	
02/04/15	FO	0000402911 1 CODY SOFA CONTRAST FOR CSJ FAYETTE CE	KRUEGERINT		0.00	0.00	0.00	
04/24/15	Vchr	05300571 1 CODY SOFA CONTRAST FOR CSJ FAY	KRUEGERINT	217279	0.00	0.00	4,320.44	
04/24/15	Vchr	05300571 1 Enc Liquidation: 0000402911/1	KRUEGERINT		0.00	-4,320.44	0.00	
714103		#Docutech Charges						
07/31/14	JE	EXT1000493 28 Non-Docutech - June - July 201			0.00	0.00	2,300.00	
		<b>Totals</b>			<b>0.00</b>	<b>0.00</b>	<b>6,620.44</b>	<b>-6,620.44</b>
715000		Repairs And Maintenance 11100 / 11000		0.00				
715100		Repairs And Maintenance						
08/08/14	Vchr	04032892 1 Installed electrical outlet	COFFEYERNE	213788	0.00	0.00	275.00	
715102		#Maintenance Contracts						
07/16/14	FO	0000402640 2 BT CONFERENCING REMOTE MAINTENANCE SU	BTCONFEREN		0.00	2,000.57	0.00	
07/16/14	FO	0000402640 3 BT CONFERENCING REMOTE MAIN SUPPORT F	BTCONFEREN		0.00	1,788.86	0.00	
07/31/14	Vchr	04032747 1 Enc Liquidation: 0000402640/2	BTCONFEREN		0.00	-2,000.57	0.00	
07/31/14	Vchr	04032747 1 BT CONFERENCING REMOTE MAINTEN	BTCONFEREN	213716	0.00	0.00	2,000.57	
07/31/14	Vchr	04032748 1 Enc Liquidation: 0000402640/3	BTCONFEREN		0.00	-1,788.86	0.00	
07/31/14	Vchr	04032748 1 BT CONFERENCING REMOTE MAIN SU	BTCONFEREN	213716	0.00	0.00	1,788.86	
		<b>Totals</b>			<b>0.00</b>	<b>0.00</b>	<b>4,064.43</b>	<b>-4,064.43</b>
771000		Telecommunications 11100 / 11000		0.00				
771100		Telecom - Local						
11/15/14	JE	PC01142169 746 12/15/2014 Procurement Card			0.00	0.00	1,128.00	
771700		Telecom- Wire & Cable						
10/22/14	JE	0001125962 2 Ethernet services for periods			0.00	0.00	3,384.00	
02/15/15	JE	PC01172601 489 Procurement Card February 15,			0.00	0.00	1,128.00	
03/15/15	JE	PC00154100 658 Procurement Card			0.00	0.00	1,128.00	
		<b>Totals</b>			<b>0.00</b>	<b>0.00</b>	<b>6,768.00</b>	<b>-6,768.00</b>
<b>Operating Supplies &amp; Expenses Total</b>					<b>0.00</b>	<b>0.00</b>	<b>17,452.87</b>	<b>42,547.13</b>

**BUDGET ACTIVITY REPORT - Detail**  
Clayton State University

Budget Manager: Moore, Leslie      Budget Ref: 2015      From Fiscal Year: 2015      To Fiscal Year: 2015  
 Department: 3330410      ETC Campus Course Fee      All Fiscal Periods: No      Acct Period From: 1 (JUL2014)      Acct Period To: 12 (JUN2015)  
 Fund Code: 10600      Other General

Account	Jrnl/Tran	Date	Type	DocumentID	Line	Description	Program/ Class	APPROP		ORG	Budgeted	Vendor	Budgeted	Check	Pre-Budget	Encumbrance	Expended	Remaining
								Budgeted	Vendor									
							11100 / 11000	60,000.00					0.00			0.00	63,541.41	-3,541.41
<b>Totals for Dept/Fund/Program/Class:</b>								60,000.00					0.00			0.00	63,541.41	-3,541.41
							3330410 / 10600	60,000.00					0.00			0.00	63,541.41	-3,541.41
<b>Totals for Dept/Fund:</b>								60,000.00					0.00			0.00	63,541.41	-3,541.41

## Review of 2015 course fees (overage)

In 2015 the number of credit hours I calculated was incorrect. Instead of the calculation of the \$20. Per credit hour I doubled the amount. When I sent in my end of year spending in February, I did not notice the mistake and requested double the amount – which we spent – than I should have. We have adjusted for the 2016 FY.

# Fiscal Year 15 Budget Spend Estimate

Due to Budget & Finance by February 18, 2015

DEPARTMENT NAME Academic Outreach PTC Campus Course Fee  
 DEPARTMENT NUMBER 3330410  
 BUDGET MANAGER Leslie Moore

TRAVEL (600000)					
Employee	Destination	Dates of Travel	Fund	Estimated Cost	Remaining Balance
					Insert Budget Progress Report balance
<b>TOTALS</b>				-	#VALUE!

Operating Supplies & Expenses (700000)					
Item Description	Vendor	Method of Purchase/Payment (P-card, Rquisition, Check Request)	Fund	Estimated Cost	Remaining Balance
					49,123.57
Transfer Casual Labor Costs	from 3330000		10600	30,000.00	
Wifi for PTC Campus	Comcast	P-card	10600	8,000.00	
Transfer to Equipment			10600	11,000.00	
<b>TOTALS</b>				49,000.00	123.57

Equipment Purchase/Capital Outlay (800000)					
Item Description	Vendor	Method of Purchase/Payment (P-card, Rquisition, Check Request)	Fund	Estimated Cost	Remaining Balance
					11,000.00
Couches for Student Lobby		Requisition	10600	5,000.00	
Classroom Furniture		Requisition	10600	6,000.00	
<b>TOTALS</b>				11,000.00	-

Melissa Robertson  
 Printed name of person completing the form

Signature \_\_\_\_\_ Date 2-16-15

\*\*Please send a copy to your VP

<b>FA YETTE CENTER COURSE FEES</b>			
<b>BUDGET 2016</b>			
<b>500000</b>	<b>PERSONAL SERVICES</b>		
	FT		
	CASUAL LABOR	\$46,088.54	
	FACULTY		
			\$46,088.54
<b>714000</b>	<b>SUPPLIES AND MATERIALS</b>		
	FURNITURE	\$4,320.44	
	PRINTING CHARGES	\$2,300.00	
			\$6,620.44
<b>71500</b>	<b>REPAIRS AND MAINTENANCE</b>		
	ELECTRICAL OUTLET	\$275.00	
	TRANSBURG LEASE	\$2,000.57	
	TANDBURG REPAIR	\$1,788.86	
			\$4,064.43
<b>771000</b>	<b>TELECOMMUNICATIONS</b>		
	INTERNET	\$6,768.00	
			\$63,541.41
	<b>TOTAL BUDGETED</b>		\$60,000.00
	<b>TOTAL COLLECTED</b>		\$34,372.00
	<b>TOTAL SPENT</b>		\$63,541.41
	<b>OVER</b>		\$29,169.41