


Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:


Signature _____ ANGKUL KONGMUNVATTANA _____ 9/18/16 _____
Printed Name 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) _____
 9/18/2016  9/19/2016
Signature Date Signature Date

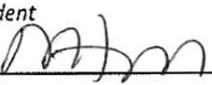
By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.09.24 13:21:19 -0400
Signature _____ Date _____

Provost

Signature _____ 9-17-16 _____
Date

President

Signature _____ 10-31-16 _____
Date

Committee Comments: The committee felt that this review was very detailed and impressive. The Computing Systems fee appears to have been spent appropriately (spent on items listed in the original application). Only 2% of the revenue collected was unspent and we understand that it is difficult to spend 100% without overspending the revenue. Kudos to the outstanding budget management. The committee recommends that the fee remain in place for FY18 and recommends no changes to the fee.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY2016

Department/College: Department of Computer Science and 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:

CNET 3220
CSCI 1100
CSCI 1301
CSCI 1371
CSCI 1302
CSCI 3305
CSCI 3306
CSCI 3310
CSCI 4307
CSCI 4315
CSCI 4320
CSCI 1302
CSCI 2302
CSCI 2305
CSCI 3301
CSCI 3320
CSCI 3333
CSCI 4304

NOTE: The course fee is \$50 per course and it is capped at \$100 per student per semester.

ITDB 4201
ITDB 4202
ITDB 4203
ITFN 1101
ITFN 1201
ITFN 1401
ITFN 1502L
ITFN 2214
ITFN 2512L
ITFN 3112
ITFN 3144
ITFN 3314
ITFN 3601
ITFN 4433
ITNW 4501
ITNW 4502
ITMM 4423

Revenue Collected this Fiscal Year \$62,680.00

(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).

| Expenditures | Amount |
|----------------------------------|---------------|
| <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&E</i> | |
| 714000-Supplies and Materials | \$48,017.85 |
| 715000-Repairs and Maintenance | |
| 719000-Rents(Non Real Estate) | |
| 720000-Insurance and Bonding | |
| 727000-Other Operating Expense | |
| 733000-Software | \$13,402.62 |
| 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

| | |
|--|-------------|
| <i>Equipment</i> | |
| 843000-Equipment(Inventory) | |
| Total Expenditures | \$61,420.47 |
| Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i> | \$1,259.53 |

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.

Special Course and Academic Program Fee

Review Form


| Expenditures | Date | Type | Description | Vendor | Total |
|---------------------|-------------|-------------|---|---------------|--------------------|
| 714000 | | | | | |
| 714100 | 02/15/16 | p-card | Microsoft Xbox controllers for CSIT Gaming Lab | SCW | \$572.40 |
| | 02/15/16 | p-card | Double charge | SCW | \$572.40 |
| | 03/15/16 | p-card | Refund of double charge | SCW | -\$572.40 |
| | 04/15/16 | p-card | CSIT Lab Supplies | Jameco | \$331.34 |
| | 04/15/16 | p-card | CSIT Lab Supplies | Sparkfun | \$266.00 |
| | 04/15/16 | p-card | CSIT Lab Supplies | Digikey | \$743.55 |
| | 04/15/16 | p-card | CSIT Lab Supplies | Digikey | \$61.56 |
| | 04/15/16 | p-card | Refund of Lab Supplies Returned | Jameco | -\$67.50 |
| | 04/15/16 | p-card | CSIT Lab Supplies | Jameco | \$69.50 |
| | 05/15/16 | p-card | Computer Toolkit | SCW | \$43.10 |
| | 05/15/16 | p-card | CSIT Lab Supplies | Jameco | \$54.00 |
| | 05/18/16 | PO | VMWare Server License and Maintenance | CDWG | \$200.00 |
| | 06/30/16 | p-card | Computer Toolkits | SCW | \$387.90 |
| 714114 | 05/05/16 | Voucher | Alienware 15 R2 | Dell | \$45,356.00 |
| | | | Sub-total for 714000 (Supplies and Materials) | | \$48,017.85 |
| 733000 | | | | | |
| 733100 | 09/28/15 | JE | MATLAB License & Maintenance for CSCI 1371 (Move purchase from the wrong department) | MathWorks | \$1,065.05 |
| | 01/05/16 | Voucher | MATLAB Maintenance | MathWorks | \$243.60 |
| | 01/05/16 | Voucher | Image Processing Toolbox Maintenance | MathWorks | \$84.00 |
| | 05/04/16 | Voucher | Gaming Licenses for CSIT computers | Yoyo Games | \$2,149.97 |
| | 05/18/16 | PO | VMWare vCenter Software | CDWG | \$900.00 |
| | 06/15/16 | PO | Unity 5 Gaming Software Suite Licenses | Studica | \$700.00 |
| | 06/16/16 | Voucher | VMWare vSphere Version 6 Licenses | CDWG | \$8,260.00 |
| | | | Sub-total for 733000 (Software) | | \$13,402.62 |
| | | | Total | | \$61,420.47 |

Special Course and Academic Program Fee

Review Form

Memorandum

To: Special Course and Academic Fees Advisory Committee

From: Angkul Kongmunvattana, Chairperson 
Department of Computer Science and Information Technology
College of Information and Mathematical Sciences

Date: September 18, 2016

RE: FY 2016 Audit of Computing Systems Fee

Computing Systems Fee was established in 2012 for the purpose of acquiring software, hardware, and electronics equipment including: (a) New equipment and software purchases; (b) Replacement or maintenance purchases of annual software licenses and lab equipment (such as computing, networking, and electronics components); and (c) Annual licenses of specialized software for student instruction.

The fee enables the acquisition of software and equipment supporting the following programs:

1. Associate of Applied Science in Information Technology
2. Bachelor of Information Technology
3. Bachelor of Science in Computer Science
4. Computer Networking Concentration in the Bachelor of Applied Science in Technology Management

This is not a program fee, and therefore, the fee is not collected from all courses in these programs. Furthermore, this course fee is capped at \$100 per student per semester. Thus, a student would pay this course fee in at most two courses per semester (at \$50 per course).

In FY 2016, the revenue from this fee was used to pay for electronics equipment and computer hardware toolkits for CSIT lab, game controllers for gaming lab, and software licenses and maintenance fees for MATLAB, Unity, and VMWare. A major item was a purchase of Dell Alienware Gaming Laptops. These new laptops will allow the instruction and lab requiring gaming computers to be carried out in the regular classrooms (creating a mobile gaming classroom and lab). These computer hardware, electronics equipment, and software supported a wide-range of computer science and information technology courses, such as computer operating systems, human-computer interaction, and game development, to name a few.

All purchases made using the revenue from the FY 2016 Computing Systems Fee were consistent with the established purpose of the fee.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2016

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

Fund: 10600 Department: 0715100 Computing Systems Fees

Class: 11000 Gen Opns - General

Project/Grant:

409000 - Other Fees

409500 Applied Instruc-Other Fees

-62,680.00

Class Sub-Total -62,680.00

Dept Total -62,680.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|------------------------|-------------------------------|------------------------------|
| Budget Manager: Kongmunvattana, Angkul | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 0715100 Computing Systems Fees | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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> | | | | |
| 700000 | Oper Supp and Exp-Budget Acct | | 11100 / 11000 | | 62,680.00 | | | | | |
| 714000 | Supplies and Materials | | 11100 / 11000 | | | 0.00 | | | | |
| 714100 | Supplies & Materials Expense | | | | | | | | | |
| 02/15/16 | JE | PC00281967 | 85 | Procurement Card -02/15/2016 | | | 0.00 | 572.40 | | |
| 02/15/16 | JE | PC00281967 | 118 | Procurement Card -02/15/2016 | | | 0.00 | 572.40 | | |
| 03/15/16 | JE | PC00291423 | 527 | Procurement Card - 3/15/2016 | | | 0.00 | -572.40 | | |
| 04/15/16 | JE | PC00303417 | 411 | Procurement Card -4/15/2016 (| | | 0.00 | 331.34 | | |
| 04/15/16 | JE | PC00303417 | 538 | Procurement Card -4/15/2016 (| | | 0.00 | 266.00 | | |
| 04/15/16 | JE | PC00303417 | 558 | Procurement Card -4/15/2016 (| | | 0.00 | 743.55 | | |
| 04/15/16 | JE | PC00303417 | 598 | Procurement Card -4/15/2016 (| | | 0.00 | 61.56 | | |
| 04/15/16 | JE | PC00303417 | 638 | Procurement Card -4/15/2016 (| | | 0.00 | -67.50 | | |
| 04/15/16 | JE | PC00303417 | 836 | Procurement Card -4/15/2016 (| | | 0.00 | 69.50 | | |
| 05/13/16 | REQ | 0000500181 | 2 | VMWare VCTR SRV maintenance | | | 200.00 | 0.00 | | |
| 05/15/16 | JE | PC00318307 | 234 | Procurement Card - 05/15/2016 | | | 0.00 | 43.10 | | |
| 05/15/16 | JE | PC00318307 | 501 | Procurement Card - 05/15/2016 | | | 0.00 | 54.00 | | |
| 05/18/16 | PO | 0000510842 | 2 | Pre-Enc Liquidation: 0000500181/2 | CDWGOV-CAT | | -200.00 | 0.00 | | |
| 05/18/16 | PO | 0000510842 | 2 | VMWare VCTR SRV maintenance | CDWGOV-CAT | | 0.00 | 200.00 | | |
| 06/03/16 | REQ | 0000500308 | 1 | Unity 5 Education Sutie | | | 700.00 | 0.00 | | |
| 06/15/16 | PO | 0000510945 | 1 | Unity 5 Education Sutie | STUDICAINC | | 0.00 | 0.00 | | |
| 06/15/16 | PO | 0000510945 | 1 | Pre-Enc Liquidation: 0000500308/1 | STUDICAINC | | -700.00 | 0.00 | | |
| 06/30/16 | JE | PC00332192 | 159 | Procurement Card - 6/30/2016 | | | 0.00 | 387.90 | | |
| 714114 | Sup & Mat - IT Related | | | | | | | | | |
| 03/28/16 | PO | 0000510677 | 1 | Alienware 15 R2 | DELLMARKET | | 0.00 | 45,356.00 | | |
| 03/28/16 | PO | 0000510677 | 1 | Alienware 15 R2 | DELLMARKET | | 0.00 | 0.00 | | |
| 05/05/16 | Vchr | 05308155 | 1 | Enc Liquidation: 0000510677/1 | DELLMARKET | | 0.00 | -45,356.00 | | |
| 05/05/16 | Vchr | 05308155 | 1 | Alienware 15 R2 | DELLMARKET | 222835 | 0.00 | 45,356.00 | | |
| Totals | | | | | | | 0.00 | 200.00 | 47,817.85 | -48,017.85 |
| 733000 | Software | | 11100 / 11000 | | | 0.00 | | | | |
| 733100 | Software - Purchased | | | | | | | | | |
| 09/28/15 | JE | 0000226391 | 2 | Move purchase to the correct d | | | 0.00 | 0.00 | 1,065.05 | |
| 12/08/15 | PO | 0000510561 | 1 | MATLAB MAINTENANCE (SUBML) | MATHWORKSI | | 0.00 | 0.00 | 0.00 | |
| 12/08/15 | PO | 0000510561 | 1 | MATLAB MAINTENANCE (SUBML) | MATHWORKSI | | 0.00 | 243.60 | 0.00 | |
| 12/08/15 | PO | 0000510561 | 2 | IMAGE PROCESSING TOOLBOX MAINTENANCE | MATHWORKSI | | 0.00 | 84.00 | 0.00 | |
| 12/08/15 | PO | 0000510561 | 2 | IMAGE PROCESSING TOOLBOX MAINTENANCE | MATHWORKSI | | 0.00 | 0.00 | 0.00 | |
| 12/31/15 | JE | 0000257391 | 1 | To Rebuild Encumb Ledger for m | | | 0.00 | -327.60 | 0.00 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|------------------------|-------------------------------|------------------------------|
| Budget Manager: Kongmunvattana,Angkul | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 0715100 Computing Systems Fees | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| Fund Code: 10600 Other General | | | |

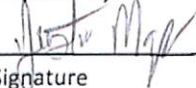
| Account | Jrnl/Tran | Program/ Class | APPROP Budgeted | ORG Budgeted | Pre-Encum | Encumbrance | Expended | Remaining | | | | |
|--|-----------|-------------------|--------------------|--------------------------------------|------------|-------------|------------------|-----------------|------------------|-------------------|------------------|-----------------|
| Date | Type | DocumentID | Line | Description | Vendor | Check | | | | | | |
| 01/05/16 | Vchr | 05305856 | 1 | Enc Liquidation: 0000510561/1 | MATHWORKSI | | 0.00 | -243.60 | 0.00 | | | |
| 01/05/16 | Vchr | 05305856 | 1 | MATLAB MAINTENANCE (SUBML) | MATHWORKSI | 221033 | 0.00 | 0.00 | 243.60 | | | |
| 01/05/16 | Vchr | 05305856 | 2 | Enc Liquidation: 0000510561/2 | MATHWORKSI | | 0.00 | -84.00 | 0.00 | | | |
| 01/05/16 | Vchr | 05305856 | 2 | IMAGE PROCESSING TOOLBOX MAINT | MATHWORKSI | 221033 | 0.00 | 0.00 | 84.00 | | | |
| 01/31/16 | JE | 0000268848 | 16 | To rebuild the Encumb Ledger f | | | 0.00 | 327.60 | 0.00 | | | |
| 03/28/16 | PO | 0000510676 | 1 | VMWARE VSPH 6 ENT + PROC Item# 36455 | CDWGINC | | 0.00 | 0.00 | 0.00 | | | |
| 03/28/16 | PO | 0000510676 | 1 | VMWARE VSPH 6 ENT + PROC Item# 36455 | CDWGINC | | 0.00 | 8,260.00 | 0.00 | | | |
| 05/04/16 | Vchr | 05308140 | 1 | Gaming Licenses for CSIT compu | YOYOGAMESL | 222810 | 0.00 | 0.00 | 2,149.97 | | | |
| 05/13/16 | REQ | 0000500181 | 1 | VMWare VCenter Software | | | 900.00 | 0.00 | 0.00 | | | |
| 05/18/16 | PO | 0000510842 | 1 | Pre-Enc Liquidation: 0000500181/1 | CDWGOV-CAT | | -900.00 | 0.00 | 0.00 | | | |
| 05/18/16 | PO | 0000510842 | 1 | VMWare VCenter Software | CDWGOV-CAT | | 0.00 | 900.00 | 0.00 | | | |
| 06/15/16 | PO | 0000510945 | 1 | Unity 5 Education Sutie | STUDICAINC | | 0.00 | 700.00 | 0.00 | | | |
| 06/15/16 | PO | 0000510945 | 1 | Pre-Enc Liquidation: 0000500308/1 | STUDICAINC | | 0.00 | 0.00 | 0.00 | | | |
| 06/16/16 | Vchr | 05309076 | 1 | Enc Liquidation: 0000510676/1 | CDWGINC | | 0.00 | -8,260.00 | 0.00 | | | |
| 06/16/16 | Vchr | 05309076 | 1 | VMWARE VSPH 6 ENT + PROC Item | CDWGINC | 223505 | 0.00 | 0.00 | 8,260.00 | | | |
| Totals | | | | | | | 0.00 | 1,600.00 | 11,802.62 | -13,402.62 | | |
| Oper Supp and Exp-Budget Acct Total | | | | | | | 62,680.00 | 0.00 | 0.00 | 1,800.00 | 59,620.47 | 1,259.53 |
| Totals for Dept/Fund/Program/Class: | | | | | | | | | | | | |
| 0715100 / 10600 | | 11100 / 11000 | | | | | 62,680.00 | 0.00 | 0.00 | 1,800.00 | 59,620.47 | 1,259.53 |
| Totals for Dept/Fund: | | | | | | | | | | | | |
| 0715100 / 10600 | | | | | | | 62,680.00 | 0.00 | 0.00 | 1,800.00 | 59,620.47 | 1,259.53 |

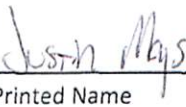
Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:


Signature


Printed Name

9-20-16
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:

Michelle Furlong

DN: cn=Michelle Furlong, o=Clayton State University, ou=Biolog
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 13:43:39 -04'00'

Signature _____ Date _____

Provost


Signature

10/31/16
Date

President


Signature

10/31/16
Date

The SCAPFA Committee felt the fees were spent appropriately (as proposed in their fee proposal), however, the committee had concerns about the revenue remaining in the account.

Currently (FY17) this fee is charged to students taking distance learning classes and the fee is \$35 for each online course with a cap of \$105 (3 classes) per semester. This review is for FY16 when there was not a cap on the fee and basically students would pay \$35/course/semester. Significant revenue remained in FY15 so the SCAPFA committee put the cap on the fee. We will not be able to evaluate how that cap impacted revenue collected and not spent and will not be able to evaluate that until we review the FY17 fee budget next year. However, the budget manager suggested to the committee that capping the fee to two courses/semester (\$70/semester) would still provide enough revenue to cover the cost of managing online courses. So SCAPFAC recommends that the Distance Learning fee remain \$35 per online course with a cap of \$70 per semester. We recommend the fee manager to submit an appeal by Friday 10/14 at 11:59pm.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): FY16

Department/College: Center for Center for Instructional Development

Fee Name: Distance Learning 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 \$514,332

(obtain this from the revenue summary report you attach)

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

| Expenditures | Amount |
|--------------------------------|---------------|
| <i>Personal Services</i> | |
| 511000-Faculty | \$0 |
| 512000-PT Faculty | \$0 |
| 513000-Summer Faculty | \$875.00 |
| 516000-Extra Pay-Faculty | \$26,500.00 |
| 521000-Prof/Admin | \$141,875.14 |
| 522000-Staff | \$0 |
| 523000-Grad Asst | \$0 |
| 524000-Student Asst | \$0 |
| 525000-Casual Labor | \$0 |
| 551000-FICA | \$12,029.98 |
| 552000-Retirement Systems | \$18,476.67 |
| 553000-Group Insurance | \$21,363.34 |
| 566000-Other Personal Services | \$0 |
| <i>Travel</i> | |
| 641000-Employee Travel | \$1,542.91 |
| 651000-NonEmployee Travel | \$0 |
| <i>OS&E</i> | |
| 714000-Supplies and Materials | \$11,466.03 |
| 715000-Repairs and Maintenance | \$0 |

Special Course and Academic Program Fee

Review Form

| | |
|--|--------------|
| 719000-Rents(Non Real Estate) | \$0 |
| 720000-Insurance and Bonding | \$0 |
| 727000-Other Operating Expense | \$19,568.14 |
| 733000-Software | \$89,554.00 |
| 742000-Publications and Printing | \$0 |
| 743000-Equipment(Small Value) | \$0 |
| 744000-IT Equipment(Small Value) | \$0 |
| 748000-Real Estate Rentals | \$0 |
| 751000-Per Diems & Fees | \$0 |
| 753000-Contracts | \$0 |
| 771000-Telecommunications | \$0 |
| 781000-Scholarships | \$0 |
| 783000-Stipends | \$0 |
| <i>Equipment</i> | |
| 843000-Equipment(Inventory) | \$35,393.89 |
| Total Expenditures | \$378,645.10 |
| Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i> | \$111,634.40 |

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 16

Line Items Summary

Salaries – Extra Pay

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

Professional/Admin

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

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

Instructional Designer - The Faculty Developer for Online Learning position was re-classified as an Instructional Designer in FY15 and moved to this line item. This position works with faculty to develop effective online teaching strategies and provide guidance regarding online course development. This position also co-teaches the Academy for Online Course Development and serves as the Institutional Quality Matters coordinator.

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

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

Travel

Travel in FY16 was for training of faculty and professional development of staff on the D2L Learning Management System, Adobe Suite of products, and to attend conferences to stay up-to-date in online learning best practices and software.

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.

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

Tandberg video support and maintenance. Due to an error with our account at Cisco there were funds encumbered to this line that were paid previously. These funds were never expended and were returned to the State of GA as surplus funds once the fiscal year closed. An additional narrative is attached to the end of this packet.

Equipment (Inventory)

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

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2016

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

409200 Distance Education Fees

-514,332.00

Class Sub-Total

-514,332.00

Dept Total

-514,332.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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>Class</u> | <u>Budgeted</u> | | | | |
| | | | | | <u>Description</u> | <u>Vendor</u> | <u>Check</u> | | | |
| 500000 | Personal Services | | | | 14800 / 11000 | 247,021.00 | | | | |
| 513000 | Salaries- Summer Faculty | | | | 14800 / 11000 | | 0.00 | | | |
| 513100 | Salaries-Summer Faculty | | | | | | | | | |
| | 07/31/15 | JE | P000203337 | 93 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 875.00 |
| | Totals | | | | | | | 0.00 | 0.00 | 875.00 |
| | | | | | | | | | | -875.00 |
| 516000 | Salaries - Other - Faculty | | | | 14800 / 11000 | | 30,000.00 | | | |
| 516150 | Extra Pay - Faculty | | | | | | | | | |
| | 07/31/15 | JE | P000203337 | 98 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 1,500.00 |
| | 08/31/15 | JE | P000214566 | 103 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 7,000.00 |
| | 09/30/15 | JE | P000224279 | 114 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 2,000.00 |
| | 12/15/15 | JE | P000251813 | 121 | December 2015 Monthly Payroll | | | 0.00 | 0.00 | 7,000.00 |
| | 02/29/16 | JE | P000274110 | 206 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,000.00 |
| | 05/13/16 | JE | P000306299 | 136 | May 2016 Early Faculty Payroll | | | 0.00 | 0.00 | 6,875.00 |
| | 05/31/16 | JE | P000311614 | 133 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | 875.00 |
| | 06/30/16 | JE | P000326507 | 166 | June 2016 Monthly Payroll | | | 0.00 | 0.00 | 250.00 |
| | Totals | | | | | | | 0.00 | 0.00 | 26,500.00 |
| | | | | | | | | | | 3,500.00 |
| 521000 | Salaries-Professional/Admin | | | | 14800 / 11000 | | 170,299.00 | | | |
| 521100 | Salaries-Professional/Admin | | | | | | | | | |
| | 07/31/15 | JE | P000203337 | 132 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 5,059.57 |
| | 08/31/15 | JE | P000214566 | 136 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 5,226.24 |
| | 09/30/15 | JE | P000224279 | 147 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 13,010.86 |
| | 09/30/15 | JE | P000224955 | 83 | September 2015 Encumbrance Pro | | | 0.00 | 119,036.12 | 0.00 |
| | 10/30/15 | JE | P000237353 | 80 | October 2015 Monthly PR Encumb | | | 0.00 | -12,930.09 | 0.00 |
| | 10/30/15 | JE | P000238406 | 85 | Zero Pers Serv Encumbrances - | | | 0.00 | -106,106.03 | 0.00 |
| | 10/30/15 | JE | P000239892 | 150 | October 2015 Monthly Payroll | | | 0.00 | 0.00 | 12,930.09 |
| | 11/30/15 | JE | P000247028 | 145 | November 2015 Monthly Payroll | | | 0.00 | 0.00 | 13,118.55 |
| | 11/30/15 | JE | P000248208 | 67 | November 2015 Encumbrance Proj | | | 0.00 | 92,583.65 | 0.00 |
| | 12/15/15 | JE | P000251813 | 155 | December 2015 Monthly Payroll | | | 0.00 | 0.00 | 13,172.39 |
| | 12/15/15 | JE | P000251814 | 66 | December 2015 Monthly PR Encum | | | 0.00 | -13,172.39 | 0.00 |
| | 12/15/15 | JE | P000255511 | 27 | December 2015 Encumbrance Proj | | | 0.00 | -53.85 | 0.00 |
| | 01/27/16 | JE | P000262698 | 69 | Zero Pers Serv Encumbrances - | | | 0.00 | -79,357.41 | 0.00 |
| | 01/29/16 | JE | P000263824 | 139 | January 2016 Monthly Payroll | | | 0.00 | 0.00 | 13,226.24 |
| | 01/29/16 | JE | P000264401 | 67 | January 2016 Encumbrance Proje | | | 0.00 | 66,131.18 | 0.00 |
| | 02/29/16 | JE | P000274110 | 239 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 13,226.24 |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Mays, Justin M Budget Ref: 2016 From Fiscal Year: 2016 To Fiscal Year: 2016
 Department: 3450100 Distance Learning Fee All Fiscal Periods: No Acct Period From: 1 (JUL2015) Acct Period To: 12 (JUN2016)
 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 | | | | |
| 02/29/16 | JE | P000274113 | 65 | February 2016 Monthly PR Encum | | | 0.00 | -13,226.24 | | |
| 03/31/16 | JE | P000286694 | 235 | March 2016 Monthly Payroll | | | 0.00 | 0.00 | | |
| 03/31/16 | JE | P000286698 | 64 | March 2016 Monthly PR Encumbra | | | 0.00 | -13,226.24 | | |
| 03/31/16 | JE | P000287756 | 33 | March 2016 Encumbrance Project | | | 0.00 | 0.01 | | |
| 04/29/16 | JE | P000299135 | 236 | April 2016 Monthly Payroll | | | 0.00 | 0.00 | | |
| 04/29/16 | JE | P000299138 | 66 | April 2016 Monthly PR Encumbra | | | 0.00 | -13,226.24 | | |
| 05/31/16 | JE | P000311614 | 167 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | | |
| 05/31/16 | JE | P000311618 | 57 | May 2016 Monthly PR Encumbranc | | | 0.00 | -13,226.24 | | |
| 05/31/16 | JE | P000312146 | 38 | May 2016 Encumbrance Projectio | | | 0.00 | 0.01 | | |
| 06/30/16 | JE | P000326507 | 201 | June 2016 Monthly Payroll | | | 0.00 | 0.00 | | |
| 06/30/16 | JE | P000326646 | 64 | Zero Pers Serv Encumbrances | | | 0.00 | -13,226.24 | | |
| Totals | | | | | | | 0.00 | 0.00 | 141,875.14 | 28,423.86 |
| 551000 | FICA | | | 14800 / 11000 | | | | | | 9,467.00 |
| 551100 | FICA-Employer | | | | | | | | | |
| 07/31/15 | JE | P000203337 | 278 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 432.85 | |
| 08/31/15 | JE | P000214566 | 287 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 706.51 | |
| 09/30/15 | JE | P000224279 | 305 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 867.43 | |
| 09/30/15 | JE | P000224955 | 260 | September 2015 Encumbrance Pro | | | 0.00 | 7,007.30 | 0.00 | |
| 10/30/15 | JE | P000237353 | 197 | October 2015 Monthly PR Encumb | | | 0.00 | -767.61 | 0.00 | |
| 10/30/15 | JE | P000238406 | 265 | Zero Pers Serv Encumbrances - | | | 0.00 | -6,239.69 | 0.00 | |
| 10/30/15 | JE | P000239892 | 306 | October 2015 Monthly Payroll | | | 0.00 | 0.00 | 767.61 | |
| 11/30/15 | JE | P000247028 | 301 | November 2015 Monthly Payroll | | | 0.00 | 0.00 | 779.30 | |
| 11/30/15 | JE | P000248208 | 244 | November 2015 Encumbrance Proj | | | 0.00 | 5,455.08 | 0.00 | |
| 12/15/15 | JE | P000251813 | 316 | December 2015 Monthly Payroll | | | 0.00 | 0.00 | 1,148.78 | |
| 12/15/15 | JE | P000251814 | 187 | December 2015 Monthly PR Encum | | | 0.00 | -1,148.78 | 0.00 | |
| 12/15/15 | JE | P000255511 | 138 | December 2015 Encumbrance Proj | | | 0.00 | 389.53 | 0.00 | |
| 01/27/16 | JE | P000262698 | 259 | Zero Pers Serv Encumbrances - | | | 0.00 | -4,695.83 | 0.00 | |
| 01/29/16 | JE | P000263824 | 295 | January 2016 Monthly Payroll | | | 0.00 | 0.00 | 752.20 | |
| 01/29/16 | JE | P000264401 | 247 | January 2016 Encumbrance Proje | | | 0.00 | 3,761.00 | 0.00 | |
| 02/29/16 | JE | P000274110 | 400 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 811.78 | |
| 02/29/16 | JE | P000274113 | 182 | February 2016 Monthly PR Encum | | | 0.00 | -811.78 | 0.00 | |
| 02/29/16 | JE | P000276379 | 180 | February 2016 Encumbrance Proj | | | 0.00 | 49.90 | 0.00 | |
| 03/31/16 | JE | P000286694 | 406 | March 2016 Monthly Payroll | | | 0.00 | 0.00 | 754.32 | |
| 03/31/16 | JE | P000286698 | 183 | March 2016 Monthly PR Encumbra | | | 0.00 | -754.32 | 0.00 | |
| 03/31/16 | JE | P000287756 | 157 | March 2016 Encumbrance Project | | | 0.00 | 18.16 | 0.00 | |
| 04/29/16 | JE | P000299135 | 397 | April 2016 Monthly Payroll | | | 0.00 | 0.00 | 748.64 | |
| 04/29/16 | JE | P000299138 | 181 | April 2016 Monthly PR Encumbra | | | 0.00 | -748.64 | 0.00 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays, Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| Fund Code: 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</u> <u>Description</u> | <u>APPROP</u> <u>Budgeted</u> <u>Vendor</u> | <u>ORG</u> <u>Budgeted</u> <u>Check</u> | <u>Pre-Encum</u> | <u>Encumbrance</u> | <u>Expended</u> | <u>Remaining</u> |
|----------------|------------------------|-------------|-------------|-------------------|-------------|--|---|---|------------------|--------------------|-----------------|------------------|
| | | 04/29/16 | JE | P000299651 | 138 | April 2016 Encumbrance Project | | | 0.00 | -17.04 | 0.00 | |
| | | 05/13/16 | JE | P000306296 | 47 | May 2016 Early Faculty PR Encu | | | 0.00 | -399.66 | 0.00 | |
| | | 05/13/16 | JE | P000306299 | 165 | May 2016 Early Faculty Payroll | | | 0.00 | 0.00 | 399.66 | |
| | | 05/31/16 | JE | P000311614 | 321 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | 801.99 | |
| | | 05/31/16 | JE | P000311618 | 170 | May 2016 Monthly PR Encumbranc | | | 0.00 | -801.99 | 0.00 | |
| | | 05/31/16 | JE | P000312146 | 164 | May 2016 Encumbrance Projectio | | | 0.00 | 453.02 | 0.00 | |
| | | 06/30/16 | JE | P000326507 | 364 | June 2016 Monthly Payroll | | | 0.00 | 0.00 | 764.14 | |
| | | 06/30/16 | JE | P000326646 | 258 | Zero Pers Serv Encumbrances | | | 0.00 | -748.65 | 0.00 | |
| 551200 | FICA-Employer Medicare | | | | | | | | | | | |
| | | 07/31/15 | JE | P000203337 | 407 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 101.23 | |
| | | 08/31/15 | JE | P000214566 | 416 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 165.25 | |
| | | 09/30/15 | JE | P000224279 | 431 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 210.12 | |
| | | 09/30/15 | JE | P000224955 | 388 | September 2015 Encumbrance Pro | | | 0.00 | 1,638.80 | 0.00 | |
| | | 10/30/15 | JE | P000237353 | 318 | October 2015 Monthly PR Encumb | | | 0.00 | -179.52 | 0.00 | |
| | | 10/30/15 | JE | P000238406 | 397 | Zero Pers Serv Encumbrances - | | | 0.00 | -1,459.28 | 0.00 | |
| | | 10/30/15 | JE | P000239892 | 432 | October 2015 Monthly Payroll | | | 0.00 | 0.00 | 179.52 | |
| | | 11/30/15 | JE | P000247028 | 428 | November 2015 Monthly Payroll | | | 0.00 | 0.00 | 182.26 | |
| | | 11/30/15 | JE | P000248208 | 372 | November 2015 Encumbrance Proj | | | 0.00 | 1,275.81 | 0.00 | |
| | | 12/15/15 | JE | P000251813 | 447 | December 2015 Monthly Payroll | | | 0.00 | 0.00 | 279.38 | |
| | | 12/15/15 | JE | P000251814 | 314 | December 2015 Monthly PR Encum | | | 0.00 | -272.13 | 0.00 | |
| | | 12/15/15 | JE | P000255511 | 249 | December 2015 Encumbrance Proj | | | 0.00 | 94.54 | 0.00 | |
| | | 01/27/16 | JE | P000262698 | 398 | Zero Pers Serv Encumbrances - | | | 0.00 | -1,098.22 | 0.00 | |
| | | 01/29/16 | JE | P000263824 | 420 | January 2016 Monthly Payroll | | | 0.00 | 0.00 | 175.91 | |
| | | 01/29/16 | JE | P000264401 | 374 | January 2016 Encumbrance Proje | | | 0.00 | 879.57 | 0.00 | |
| | | 02/29/16 | JE | P000274110 | 526 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 189.86 | |
| | | 02/29/16 | JE | P000274113 | 303 | February 2016 Monthly PR Encum | | | 0.00 | -189.86 | 0.00 | |
| | | 02/29/16 | JE | P000276379 | 288 | February 2016 Encumbrance Proj | | | 0.00 | 11.71 | 0.00 | |
| | | 03/31/16 | JE | P000286694 | 534 | March 2016 Monthly Payroll | | | 0.00 | 0.00 | 176.40 | |
| | | 03/31/16 | JE | P000286698 | 306 | March 2016 Monthly PR Encumbra | | | 0.00 | -176.40 | 0.00 | |
| | | 03/31/16 | JE | P000287756 | 269 | March 2016 Encumbrance Project | | | 0.00 | 4.19 | 0.00 | |
| | | 04/29/16 | JE | P000299135 | 522 | April 2016 Monthly Payroll | | | 0.00 | 0.00 | 175.10 | |
| | | 04/29/16 | JE | P000299138 | 300 | April 2016 Monthly PR Encumbra | | | 0.00 | -175.10 | 0.00 | |
| | | 04/29/16 | JE | P000299651 | 240 | April 2016 Encumbrance Project | | | 0.00 | -3.92 | 0.00 | |
| | | 05/13/16 | JE | P000306296 | 74 | May 2016 Early Faculty PR Encu | | | 0.00 | -93.47 | 0.00 | |
| | | 05/13/16 | JE | P000306299 | 193 | May 2016 Early Faculty Payroll | | | 0.00 | 0.00 | 93.47 | |
| | | 05/31/16 | JE | P000311614 | 442 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | 187.56 | |
| | | 05/31/16 | JE | P000311618 | 286 | May 2016 Monthly PR Encumbranc | | | 0.00 | -187.56 | 0.00 | |
| | | 05/31/16 | JE | P000312146 | 263 | May 2016 Encumbrance Projectio | | | 0.00 | 105.93 | 0.00 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays, Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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>Class</u> | <u>Budgeted</u> | | | | |
| | | | | | <u>Description</u> | <u>Vendor</u> | <u>Budgeted</u> | <u>Check</u> | | |
| | 06/30/16 | JE | P000326507 | 497 | June 2016 Monthly Payroll | | | | 0.00 | 178.71 |
| | 06/30/16 | JE | P000326646 | 401 | Zero Pers Serv Encumbrances | | | | 0.00 | 0.00 |
| | Totals | | | | | | | | 0.00 | 12,029.98 |
| | | | | | | | | | 0.00 | -2,562.98 |
| 552000 | Retirement Systems | | | | 14800 / 11000 | | | | | 14,487.00 |
| 552100 | Retirement Plans - TRS | | | | | | | | | |
| | 07/31/15 | JE | P000203337 | 521 | July 2015 Monthly/Summer Facul | | | | 0.00 | 722.00 |
| | 08/31/15 | JE | P000214566 | 531 | August 2015 Monthly Payroll | | | | 0.00 | 722.00 |
| | 09/30/15 | JE | P000224279 | 543 | September 2015 Monthly Payroll | | | | 0.00 | 722.00 |
| | 09/30/15 | JE | P000224955 | 507 | September 2015 Encumbrance Proj | | | | 0.00 | 6,498.03 |
| | 10/30/15 | JE | P000237353 | 431 | October 2015 Monthly PR Encumb | | | | 0.00 | -722.00 |
| | 10/30/15 | JE | P000238406 | 519 | Zero Pers Serv Encumbrances - | | | | 0.00 | -5,776.03 |
| | 10/30/15 | JE | P000239892 | 546 | October 2015 Monthly Payroll | | | | 0.00 | 0.00 |
| | 11/30/15 | JE | P000247028 | 543 | November 2015 Monthly Payroll | | | | 0.00 | 0.00 |
| | 11/30/15 | JE | P000248208 | 492 | November 2015 Encumbrance Proj | | | | 0.00 | 5,054.02 |
| | 12/15/15 | JE | P000251813 | 561 | December 2015 Monthly Payroll | | | | 0.00 | 0.00 |
| | 12/15/15 | JE | P000251814 | 427 | December 2015 Monthly PR Encum | | | | 0.00 | -722.00 |
| | 01/27/16 | JE | P000262698 | 523 | Zero Pers Serv Encumbrances - | | | | 0.00 | -4,332.02 |
| | 01/29/16 | JE | P000263824 | 531 | January 2016 Monthly Payroll | | | | 0.00 | 0.00 |
| | 01/29/16 | JE | P000264401 | 495 | January 2016 Encumbrance Proje | | | | 0.00 | 19,778.12 |
| | 02/29/16 | JE | P000274110 | 636 | February 2016 Monthly Payroll | | | | 0.00 | 0.00 |
| | 02/29/16 | JE | P000274113 | 413 | February 2016 Monthly PR Encum | | | | 0.00 | -1,387.93 |
| | 02/29/16 | JE | P000276379 | 377 | February 2016 Encumbrance Proj | | | | 0.00 | -12,838.46 |
| | 03/31/16 | JE | P000286694 | 643 | March 2016 Monthly Payroll | | | | 0.00 | 0.00 |
| | 03/31/16 | JE | P000286698 | 415 | March 2016 Monthly PR Encumbra | | | | 0.00 | -1,387.93 |
| | 04/29/16 | JE | P000299135 | 629 | April 2016 Monthly Payroll | | | | 0.00 | 0.00 |
| | 04/29/16 | JE | P000299138 | 407 | April 2016 Monthly PR Encumbra | | | | 0.00 | -1,387.93 |
| | 05/31/16 | JE | P000311614 | 547 | May 2016 Monthly Payroll | | | | 0.00 | 0.00 |
| | 05/31/16 | JE | P000311618 | 390 | May 2016 Monthly PR Encumbranc | | | | 0.00 | -1,387.93 |
| | 05/31/16 | JE | P000312146 | 339 | May 2016 Encumbrance Projectio | | | | 0.00 | -0.01 |
| | 06/30/16 | JE | P000326507 | 607 | June 2016 Monthly Payroll | | | | 0.00 | 0.00 |
| | 06/30/16 | JE | P000326646 | 527 | Zero Pers Serv Encumbrances | | | | 0.00 | -1,387.93 |
| 552200 | Retirement Plans - ORP | | | | | | | | | |
| | 11/30/15 | JE | P000247028 | 635 | November 2015 Monthly Payroll | | | | 0.00 | 0.00 |
| | 11/30/15 | JE | P000248208 | 592 | November 2015 Encumbrance Proj | | | | 0.00 | 6,899.20 |
| | 12/15/15 | JE | P000251813 | 653 | December 2015 Monthly Payroll | | | | 0.00 | 0.00 |
| | 12/15/15 | JE | P000251814 | 517 | December 2015 Monthly PR Encum | | | | 0.00 | -323.40 |
| | 12/15/15 | JE | P000255511 | 366 | December 2015 Encumbrance Proj | | | | 0.00 | -4,635.40 |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| Fund Code: 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> |
|----------------|---------------------------------------|---------------|-------------|-------------------|-------------|---|---------------------------------------|-----------------------------------|------------------|--------------------|------------------|------------------|
| | | 01/27/16 | JE | P000262698 | 623 | Zero Pers Serv Encumbrances - | | | 0.00 | -1,940.40 | 0.00 | |
| | | 01/29/16 | JE | P000263824 | 621 | January 2016 Monthly Payroll | | | 0.00 | 0.00 | 323.40 | |
| | | 01/29/16 | JE | P000264401 | 593 | January 2016 Encumbrance Proje | | | 0.00 | 1,617.00 | 0.00 | |
| | | 02/29/16 | JE | P000274110 | 726 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 323.40 | |
| | | 02/29/16 | JE | P000274113 | 503 | February 2016 Monthly PR Encum | | | 0.00 | -323.40 | 0.00 | |
| | | 03/31/16 | JE | P000286694 | 734 | March 2016 Monthly Payroll | | | 0.00 | 0.00 | 323.40 | |
| | | 03/31/16 | JE | P000286698 | 506 | March 2016 Monthly PR Encumbra | | | 0.00 | -323.40 | 0.00 | |
| | | 04/29/16 | JE | P000299135 | 718 | April 2016 Monthly Payroll | | | 0.00 | 0.00 | 323.40 | |
| | | 04/29/16 | JE | P000299138 | 496 | April 2016 Monthly PR Encumbra | | | 0.00 | -323.40 | 0.00 | |
| | | 05/31/16 | JE | P000311614 | 632 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | 323.40 | |
| | | 05/31/16 | JE | P000311618 | 475 | May 2016 Monthly PR Encumbranc | | | 0.00 | -323.40 | 0.00 | |
| | | 06/30/16 | JE | P000326507 | 697 | June 2016 Monthly Payroll | | | 0.00 | 0.00 | 323.40 | |
| | | 06/30/16 | JE | P000326646 | 622 | Zero Pers Serv Encumbrances | | | 0.00 | -323.40 | 0.00 | |
| | | Totals | | | | | | | 0.00 | 0.00 | 18,476.67 | -3,989.67 |
| 553000 | Group Insurance | | | | | 14800 / 11000 | | 22,768.00 | | | | |
| | 553111 Grp Hlth Ins - Blue Choice HMO | | | | | | | | | | | |
| | | 07/31/15 | JE | P000203337 | 680 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 768.00 | |
| | | 08/31/15 | JE | P000214566 | 706 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 768.00 | |
| | | 09/30/15 | JE | P000224279 | 709 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 768.00 | |
| | | 09/30/15 | JE | P000224955 | 683 | September 2015 Encumbrance Pro | | | 0.00 | 6,912.00 | 0.00 | |
| | | 10/30/15 | JE | P000237353 | 598 | October 2015 Monthly PR Encumb | | | 0.00 | -768.00 | 0.00 | |
| | | 10/30/15 | JE | P000238406 | 697 | Zero Pers Serv Encumbrances - | | | 0.00 | -6,144.00 | 0.00 | |
| | | 10/30/15 | JE | P000239892 | 714 | October 2015 Monthly Payroll | | | 0.00 | 0.00 | 768.00 | |
| | | 11/30/15 | JE | P000247028 | 711 | November 2015 Monthly Payroll | | | 0.00 | 0.00 | 768.00 | |
| | | 11/30/15 | JE | P000248208 | 670 | November 2015 Encumbrance Proj | | | 0.00 | 5,376.00 | 0.00 | |
| | | 12/15/15 | JE | P000251813 | 731 | December 2015 Monthly Payroll | | | 0.00 | 0.00 | 768.00 | |
| | | 12/15/15 | JE | P000251814 | 594 | December 2015 Monthly PR Encum | | | 0.00 | -768.00 | 0.00 | |
| | | 01/27/16 | JE | P000262698 | 703 | Zero Pers Serv Encumbrances - | | | 0.00 | -4,608.00 | 0.00 | |
| | | 01/29/16 | JE | P000263824 | 695 | January 2016 Monthly Payroll | | | 0.00 | 0.00 | 833.00 | |
| | | 01/29/16 | JE | P000264401 | 670 | January 2016 Encumbrance Proje | | | 0.00 | 4,165.00 | 0.00 | |
| | | 02/29/16 | JE | P000274110 | 800 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 833.00 | |
| | | 02/29/16 | JE | P000274113 | 577 | February 2016 Monthly PR Encum | | | 0.00 | -833.00 | 0.00 | |
| | | 03/31/16 | JE | P000286694 | 808 | March 2016 Monthly Payroll | | | 0.00 | 0.00 | 833.00 | |
| | | 03/31/16 | JE | P000286698 | 580 | March 2016 Monthly PR Encumbra | | | 0.00 | -833.00 | 0.00 | |
| | | 04/29/16 | JE | P000299135 | 791 | April 2016 Monthly Payroll | | | 0.00 | 0.00 | 833.00 | |
| | | 04/29/16 | JE | P000299138 | 569 | April 2016 Monthly PR Encumbra | | | 0.00 | -833.00 | 0.00 | |
| | | 05/31/16 | JE | P000311614 | 691 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | 833.00 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| Fund Code: 10600 Other General | | | |

| <u>Account</u> | <u>Jrnl/Tran</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> |
|----------------|-------------------------------|-------------|-------------------|-------------|----------------------------------|-------------------------------|---------------------------|------------------|--------------------|-----------------|------------------|
| | 05/31/16 | JE | P000311618 | 534 | May 2016 Monthly PR Encumbranc | | | 0.00 | -833.00 | 0.00 | |
| | 06/30/16 | JE | P000326507 | 756 | June 2016 Monthly Payroll | | | 0.00 | 0.00 | 833.00 | |
| | 06/30/16 | JE | P000326646 | 683 | Zero Pers Serv Encumbrances | | | 0.00 | -833.00 | 0.00 | |
| 553128 | GRP | HLTH | INS - HDHP ALT | | | | | | | | |
| | 07/31/15 | JE | P000203337 | 822 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 64.67 | |
| | 08/31/15 | JE | P000214566 | 879 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 64.67 | |
| | 09/30/15 | JE | P000224279 | 878 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 64.67 | |
| | 09/30/15 | JE | P000224955 | 873 | September 2015 Encumbrance Pro | | | 0.00 | 582.01 | 0.00 | |
| | 10/30/15 | JE | P000237353 | 766 | October 2015 Monthly PR Encumb | | | 0.00 | -452.67 | 0.00 | |
| | 10/30/15 | JE | P000238406 | 890 | Zero Pers Serv Encumbrances - | | | 0.00 | -129.34 | 0.00 | |
| | 10/30/15 | JE | P000239892 | 883 | October 2015 Monthly Payroll | | | 0.00 | 0.00 | 452.67 | |
| | 11/30/15 | JE | P000247028 | 877 | November 2015 Monthly Payroll | | | 0.00 | 0.00 | 452.67 | |
| | 11/30/15 | JE | P000248208 | 861 | November 2015 Encumbrance Proj | | | 0.00 | 3,168.68 | 0.00 | |
| | 12/15/15 | JE | P000251813 | 897 | December 2015 Monthly Payroll | | | 0.00 | 0.00 | 452.67 | |
| | 12/15/15 | JE | P000251814 | 759 | December 2015 Monthly PR Encum | | | 0.00 | -452.67 | 0.00 | |
| | 01/27/16 | JE | P000262698 | 898 | Zero Pers Serv Encumbrances - | | | 0.00 | -2,716.01 | 0.00 | |
| | 01/29/16 | JE | P000263824 | 863 | January 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,308.67 | |
| | 01/29/16 | JE | P000264401 | 864 | January 2016 Encumbrance Proje | | | 0.00 | 6,543.34 | 0.00 | |
| | 02/29/16 | JE | P000274110 | 970 | February 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,308.67 | |
| | 02/29/16 | JE | P000274113 | 747 | February 2016 Monthly PR Encum | | | 0.00 | -1,308.67 | 0.00 | |
| | 03/31/16 | JE | P000286694 | 977 | March 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,308.67 | |
| | 03/31/16 | JE | P000286698 | 749 | March 2016 Monthly PR Encumbra | | | 0.00 | -1,308.67 | 0.00 | |
| | 04/29/16 | JE | P000299135 | 957 | April 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,629.67 | |
| | 04/29/16 | JE | P000299138 | 735 | April 2016 Monthly PR Encumbra | | | 0.00 | -1,629.67 | 0.00 | |
| | 04/29/16 | JE | P000299651 | 419 | April 2016 Encumbrance Project | | | 0.00 | 963.01 | 0.00 | |
| | 05/31/16 | JE | P000311614 | 832 | May 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,629.67 | |
| | 05/31/16 | JE | P000311618 | 674 | May 2016 Monthly PR Encumbranc | | | 0.00 | -1,629.67 | 0.00 | |
| | 06/30/16 | JE | P000326507 | 896 | June 2016 Monthly Payroll | | | 0.00 | 0.00 | 1,629.67 | |
| | 06/30/16 | JE | P000326646 | 840 | Zero Pers Serv Encumbrances | | | 0.00 | -1,629.67 | 0.00 | |
| 553180 | Health Savings Acct-Seed Fund | | | | | | | | | | |
| | 07/31/15 | JE | P000203337 | 853 | July 2015 Monthly/Summer Facul | | | 0.00 | 0.00 | 5.21 | |
| | 08/31/15 | JE | P000214566 | 916 | August 2015 Monthly Payroll | | | 0.00 | 0.00 | 5.21 | |
| | 09/30/15 | JE | P000224279 | 912 | September 2015 Monthly Payroll | | | 0.00 | 0.00 | 5.21 | |
| | 09/30/15 | JE | P000224955 | 912 | September 2015 Encumbrance Pro | | | 0.00 | 46.88 | 0.00 | |
| | 10/30/15 | JE | P000237353 | 803 | October 2015 Monthly PR Encumb | | | 0.00 | -5.21 | 0.00 | |
| | 10/30/15 | JE | P000238406 | 932 | Zero Pers Serv Encumbrances - | | | 0.00 | -41.67 | 0.00 | |
| | 10/30/15 | JE | P000239892 | 920 | October 2015 Monthly Payroll | | | 0.00 | 0.00 | 5.21 | |
| | 11/30/15 | JE | P000247028 | 913 | November 2015 Monthly Payroll | | | 0.00 | 0.00 | 5.21 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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> | | | | | |
| | 11/30/15 | JE | P000248208 | 902 | November 2015 Encumbrance Proj | | 0.00 | 36.46 | 0.00 | |
| | 12/15/15 | JE | P000251813 | 932 | December 2015 Monthly Payroll | | 0.00 | 0.00 | 5.21 | |
| | 12/15/15 | JE | P000251814 | 794 | December 2015 Monthly PR Encum | | 0.00 | -5.21 | 0.00 | |
| | 01/27/16 | JE | P000262698 | 941 | Zero Pers Serv Encumbrances - | | 0.00 | -31.25 | 0.00 | |
| | 01/29/16 | JE | P000263824 | 909 | January 2016 Monthly Payroll | | 0.00 | 0.00 | 236.46 | |
| | 01/29/16 | JE | P000264401 | 916 | January 2016 Encumbrance Proje | | 0.00 | 932.29 | 0.00 | |
| | 02/29/16 | JE | P000274110 | 1016 | February 2016 Monthly Payroll | | 0.00 | 0.00 | 236.46 | |
| | 02/29/16 | JE | P000274113 | 793 | February 2016 Monthly PR Encum | | 0.00 | -236.46 | 0.00 | |
| | 02/29/16 | JE | P000276379 | 467 | February 2016 Encumbrance Proj | | 0.00 | 200.00 | 0.00 | |
| | 03/31/16 | JE | P000286694 | 1020 | March 2016 Monthly Payroll | | 0.00 | 0.00 | 236.46 | |
| | 03/31/16 | JE | P000286698 | 792 | March 2016 Monthly PR Encumbra | | 0.00 | -236.46 | 0.00 | |
| | 03/31/16 | JE | P000287756 | 441 | March 2016 Encumbrance Project | | 0.00 | 50.01 | 0.00 | |
| | 04/29/16 | JE | P000299135 | 992 | April 2016 Monthly Payroll | | 0.00 | 0.00 | 186.46 | |
| | 04/29/16 | JE | P000299138 | 770 | April 2016 Monthly PR Encumbra | | 0.00 | -186.46 | 0.00 | |
| | 04/29/16 | JE | P000299651 | 428 | April 2016 Encumbrance Project | | 0.00 | -150.00 | 0.00 | |
| | 05/31/16 | JE | P000311614 | 858 | May 2016 Monthly Payroll | | 0.00 | 0.00 | 36.46 | |
| | 05/31/16 | JE | P000311618 | 700 | May 2016 Monthly PR Encumbranc | | 0.00 | -36.46 | 0.00 | |
| | 05/31/16 | JE | P000312146 | 445 | May 2016 Encumbrance Projectio | | 0.00 | -300.00 | 0.00 | |
| | 06/30/16 | JE | P000326507 | 923 | June 2016 Monthly Payroll | | 0.00 | 0.00 | 36.46 | |
| | 06/30/16 | JE | P000326646 | 879 | Zero Pers Serv Encumbrances | | 0.00 | -36.46 | 0.00 | |
| 553201 | Grp | Life | Ins-Basic Life-Regent | | | | | | | |
| | 07/31/15 | JE | P000203337 | 903 | July 2015 Monthly/Summer Facul | | 0.00 | 0.00 | 13.39 | |
| | 08/31/15 | JE | P000214566 | 972 | August 2015 Monthly Payroll | | 0.00 | 0.00 | 13.39 | |
| | 09/30/15 | JE | P000224279 | 967 | September 2015 Monthly Payroll | | 0.00 | 0.00 | 36.35 | |
| | 09/30/15 | JE | P000224955 | 973 | September 2015 Encumbrance Pro | | 0.00 | 327.18 | 0.00 | |
| | 10/30/15 | JE | P000237353 | 859 | October 2015 Monthly PR Encumb | | 0.00 | -36.35 | 0.00 | |
| | 10/30/15 | JE | P000238406 | 995 | Zero Pers Serv Encumbrances - | | 0.00 | -290.83 | 0.00 | |
| | 10/30/15 | JE | P000239892 | 978 | October 2015 Monthly Payroll | | 0.00 | 0.00 | 36.35 | |
| | 11/30/15 | JE | P000247028 | 968 | November 2015 Monthly Payroll | | 0.00 | 0.00 | 36.35 | |
| | 11/30/15 | JE | P000248208 | 962 | November 2015 Encumbrance Proj | | 0.00 | 254.47 | 0.00 | |
| | 12/15/15 | JE | P000251813 | 987 | December 2015 Monthly Payroll | | 0.00 | 0.00 | 36.35 | |
| | 12/15/15 | JE | P000251814 | 848 | December 2015 Monthly PR Encum | | 0.00 | -36.35 | 0.00 | |
| | 01/27/16 | JE | P000262698 | 1003 | Zero Pers Serv Encumbrances - | | 0.00 | -218.12 | 0.00 | |
| | 01/29/16 | JE | P000263824 | 972 | January 2016 Monthly Payroll | | 0.00 | 0.00 | 36.35 | |
| | 01/29/16 | JE | P000264401 | 985 | January 2016 Encumbrance Proje | | 0.00 | 181.77 | 0.00 | |
| | 02/29/16 | JE | P000274110 | 1079 | February 2016 Monthly Payroll | | 0.00 | 0.00 | 36.35 | |
| | 02/29/16 | JE | P000274113 | 856 | February 2016 Monthly PR Encum | | 0.00 | -36.35 | 0.00 | |
| | 02/29/16 | JE | P000276379 | 494 | February 2016 Encumbrance Proj | | 0.00 | -0.01 | 0.00 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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> | | | | |
| 03/31/16 | JE | P000286694 1082 | | | 0.00 | 0.00 | 36.35 | |
| 03/31/16 | JE | P000286698 854 | | | 0.00 | -36.35 | 0.00 | |
| 04/29/16 | JE | P000299135 1053 | | | 0.00 | 0.00 | 36.35 | |
| 04/29/16 | JE | P000299138 831 | | | 0.00 | -36.35 | 0.00 | |
| 05/31/16 | JE | P000311614 911 | | | 0.00 | 0.00 | 36.35 | |
| 05/31/16 | JE | P000311618 753 | | | 0.00 | -36.35 | 0.00 | |
| 05/31/16 | JE | P000312146 476 | | | 0.00 | -0.01 | 0.00 | |
| 06/30/16 | JE | P000326507 974 | | | 0.00 | 0.00 | 36.35 | |
| 06/30/16 | JE | P000326646 943 | | | 0.00 | -36.35 | 0.00 | |
| Totals | | | | | 0.00 | 0.00 | 21,363.34 | 1,404.66 |
| Personal Services Total | | | | | 247,021.00 | 247,021.00 | 0.00 | 25,900.87 |

600000 Travel - Budgetary Account

| | | | | | | | | |
|----------|--------------------------------|-------------------------------|-----------------|--------|------|------|--------|--|
| | | 14800 / 11000 | 5,000.00 | | | | | |
| 641000 | Travel - Employee | 14800 / 11000 | | | 0.00 | | | |
| 641110 | Travel-Emp-Ground Transportati | | | | | | | |
| 05/19/16 | ExRpt 0000564790 4 | Taxi | Ross,Stanley | 013838 | 0.00 | 0.00 | 17.03 | |
| 05/19/16 | ExRpt 0000564790 6 | Taxi | Ross,Stanley | 013838 | 0.00 | 0.00 | 21.32 | |
| 641120 | Travel-Employees-Air Travel | | | | | | | |
| 05/15/16 | JE PC00318307 439 | Procurement Card - 05/15/2016 | | | 0.00 | 0.00 | 353.20 | |
| 641130 | Travel-Employees-Meals | | | | | | | |
| 10/15/15 | ExRpt 0000544783 1 | Dinner - First Day | Mays,Justin | 013033 | 0.00 | 0.00 | 20.00 | |
| 10/15/15 | ExRpt 0000544783 2 | | Mays,Justin | 013033 | 0.00 | 0.00 | 7.00 | |
| 10/15/15 | ExRpt 0000544783 3 | | Mays,Justin | 013033 | 0.00 | 0.00 | 9.00 | |
| 10/15/15 | ExRpt 0000544783 4 | | Mays,Justin | 013033 | 0.00 | 0.00 | 20.00 | |
| 10/15/15 | ExRpt 0000544783 5 | | Mays,Justin | 013033 | 0.00 | 0.00 | 7.00 | |
| 10/15/15 | ExRpt 0000544783 8 | | Mays,Justin | 013033 | 0.00 | 0.00 | 9.00 | |
| 04/14/16 | ExRpt 0000561061 2 | | Mays,Justin | 013702 | 0.00 | 0.00 | 5.25 | |
| 04/14/16 | ExRpt 0000561061 3 | | Mays,Justin | 013702 | 0.00 | 0.00 | 11.25 | |
| 04/14/16 | ExRpt 0000561061 5 | | Mays,Justin | 013702 | 0.00 | 0.00 | 4.50 | |
| 04/19/16 | ExRpt 0000560100 3 | 3/34 Dinner | DuBois,Courtney | 013741 | 0.00 | 0.00 | 15.00 | |
| 04/19/16 | ExRpt 0000560100 5 | 3/25 Breakfast | DuBois,Courtney | 013741 | 0.00 | 0.00 | 6.00 | |
| 04/19/16 | ExRpt 0000560100 7 | 3/24 Lunch | DuBois,Courtney | 013741 | 0.00 | 0.00 | 7.00 | |
| 05/19/16 | ExRpt 0000564790 1 | | Ross,Stanley | 013838 | 0.00 | 0.00 | 5.25 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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> | | | | |
| 05/19/16 | ExRpt | 0000564790 | 2 | Ross,Stanley | 013838 | 0.00 | 0.00 | 12.75 |
| 05/19/16 | ExRpt | 0000564790 | 3 | Ross,Stanley | 013838 | 0.00 | 0.00 | 23.25 |
| 05/19/16 | ExRpt | 0000564790 | 5 | Ross,Stanley | 013838 | 0.00 | 0.00 | 17.00 |
| 05/19/16 | ExRpt | 0000564790 | 7 | Ross,Stanley | 013838 | 0.00 | 0.00 | 20.00 |
| 641140 | Travel-Employees-Lodging | | | | | | | |
| 04/14/16 | ExRpt | 0000561061 | 1 | Mays,Justin | 013702 | 0.00 | 0.00 | 105.93 |
| 04/19/16 | ExRpt | 0000560100 | 1 | Courtyard by Marriott | DuBois,Courtney | 013741 | 0.00 | 83.00 |
| 05/19/16 | ExRpt | 0000564790 | 9 | Conf. Hotel | Ross,Stanley | 0.00 | 0.00 | 657.23 |
| 641170 | Travel-Employee-Parking | | | | | | | |
| 05/19/16 | ExRpt | 0000564790 | 8 | Airport Parking | Ross,Stanley | 013838 | 0.00 | 32.00 |
| 641510 | Travel - Employee Mileage | | | | | | | |
| 10/15/15 | ExRpt | 0000544783 | 6 | From Clayton State to Stone Mountain. | Mays,Justin | 013033 | 0.00 | 4.83 |
| 04/14/16 | ExRpt | 0000561061 | 6 | | Mays,Justin | 013702 | 0.00 | 2.16 |
| 04/14/16 | ExRpt | 0000561061 | 7 | | Mays,Justin | 013702 | 0.00 | 39.96 |
| 04/19/16 | ExRpt | 0000560100 | 2 | ATL-Carrollton | DuBois,Courtney | 013741 | 0.00 | 13.50 |
| 04/19/16 | ExRpt | 0000560100 | 4 | Carrollton - ATL | DuBois,Courtney | 013741 | 0.00 | 13.50 |
| Totals | | | | | | 0.00 | 0.00 | 1,542.91 |
| Travel - Budgetary Account Total | | | | | | 5,000.00 | 0.00 | 0.00 |
| | | | | | | | | 1,542.91 |
| | | | | | | | | 3,457.09 |

70000 Oper Supp and Exp-Budget Acct 14800 / 11000 212,353.00

714000 Supplies and Materials 14800 / 11000 0.00

| <u>714100</u> | <u>Supplies & Materials Expense</u> | | | | | | | |
|---------------|---|------------|-----|--------------------------------|--|------|------|----------|
| 08/15/15 | JE | PC00217964 | 323 | 8/15/15 Procurement Card (S.U | | 0.00 | 0.00 | 217.39 |
| 08/15/15 | JE | PC00217964 | 327 | 8/15/15 Procurement Card (S.U | | 0.00 | 0.00 | 14.95 |
| 09/15/15 | JE | PC00227941 | 195 | 09/15/15 Procurement Card - (S | | 0.00 | 0.00 | 258.62 |
| 11/15/15 | JE | PC00248387 | 105 | Procurement Card - 11/15/2015 | | 0.00 | 0.00 | 205.00 |
| 01/15/16 | JE | PC00267781 | 284 | Procurement Card - 01/16/16 (| | 0.00 | 0.00 | 1,135.00 |
| 02/15/16 | JE | PC00281967 | 23 | Procurement Card -02/15/2016 | | 0.00 | 0.00 | 119.94 |
| 02/15/16 | JE | PC00281967 | 237 | Procurement Card -02/15/2016 | | 0.00 | 0.00 | 33.53 |
| 02/15/16 | JE | PC00281967 | 339 | Procurement Card -02/15/2016 | | 0.00 | 0.00 | 49.23 |
| 02/15/16 | JE | PC00281967 | 389 | Procurement Card -02/15/2016 | | 0.00 | 0.00 | -22.95 |
| 02/15/16 | JE | PC00281967 | 477 | Procurement Card -02/15/2016 | | 0.00 | 0.00 | 35.07 |
| 02/15/16 | JE | PC00281967 | 516 | Procurement Card -02/15/2016 | | 0.00 | 0.00 | 12.46 |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays, Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| Fund Code: 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> |
|----------------|------------------|-------------|-------------|-------------------|-------------|---------------------------------------|-------------------------------|---------------------------|------------------|--------------------|-----------------|------------------|
| | | 02/15/16 | JE | PC00281967 | 523 | Procurement Card -02/15/2016 | | | 0.00 | 0.00 | 145.95 | |
| | | 02/15/16 | JE | PC00281967 | 525 | Procurement Card -02/15/2016 | | | 0.00 | 0.00 | 124.90 | |
| | | 02/15/16 | JE | PC00281967 | 547 | Procurement Card -02/15/2016 | | | 0.00 | 0.00 | 37.15 | |
| | | 02/15/16 | JE | PC00281967 | 561 | Procurement Card -02/15/2016 | | | 0.00 | 0.00 | 91.80 | |
| | | 02/15/16 | JE | PC00281967 | 640 | Procurement Card -02/15/2016 | | | 0.00 | 0.00 | 17.97 | |
| | | 02/22/16 | Vchr | 05306799 | 1 | Starphire glass-lightboard | MIDTOWNGLA | 221908 | 0.00 | 0.00 | 1,150.00 | |
| | | 04/15/16 | JE | PC00303417 | 114 | Procurement Card -4/15/2016 (| | | 0.00 | 0.00 | 112.88 | |
| | | 04/15/16 | JE | PC00303417 | 189 | Procurement Card -4/15/2016 (| | | 0.00 | 0.00 | 245.65 | |
| | | 04/15/16 | JE | PC00303417 | 248 | Procurement Card -4/15/2016 (| | | 0.00 | 0.00 | 1,518.71 | |
| | | 05/15/16 | JE | PC00318307 | 118 | Procurement Card - 05/15/2016 | | | 0.00 | 0.00 | 59.90 | |
| | | 05/15/16 | JE | PC00318307 | 126 | Procurement Card - 05/15/2016 | | | 0.00 | 0.00 | 59.90 | |
| | | 05/15/16 | JE | PC00318307 | 162 | Procurement Card - 05/15/2016 | | | 0.00 | 0.00 | 37.90 | |
| | | 05/15/16 | JE | PC00318307 | 171 | Procurement Card - 05/15/2016 | | | 0.00 | 0.00 | 954.63 | |
| 714114 | Sup & Mat | | | | | - IT Related | | | | | | |
| | | 10/12/15 | PO | 0000510495 | 1 | OPTIPLEX 7020 MINI TOWER WITH 1 MONIT | DELLMARKET | | 0.00 | 1,195.99 | 0.00 | |
| | | 10/12/15 | PO | 0000510495 | 1 | OPTIPLEX 7020 MINI TOWER WITH 1 MONIT | DELLMARKET | | 0.00 | 0.00 | 0.00 | |
| | | 10/12/15 | PO | 0000510496 | 1 | OPTIPLEX 7020 MINI TOWER WITH 2 MONIT | DELLMARKET | | 0.00 | 0.00 | 0.00 | |
| | | 10/12/15 | PO | 0000510496 | 1 | OPTIPLEX 7020 MINI TOWER WITH 2 MONIT | DELLMARKET | | 0.00 | 1,364.72 | 0.00 | |
| | | 10/12/15 | PO | 0000510496 | 2 | AX510 STEREO SOUNDBAR | DELLMARKET | | 0.00 | 0.00 | 0.00 | |
| | | 10/12/15 | PO | 0000510496 | 2 | AX510 STEREO SOUNDBAR | DELLMARKET | | 0.00 | 22.74 | 0.00 | |
| | | 02/02/16 | Vchr | 05306391 | 1 | Enc Liquidation: 0000510495/1 | DELLMARKET | | 0.00 | -1,195.99 | 0.00 | |
| | | 02/02/16 | Vchr | 05306391 | 1 | OPTIPLEX 7020 MINI TOWER WITH | DELLMARKET | 221552 | 0.00 | 0.00 | 1,195.99 | |
| | | 02/04/16 | Vchr | 05306408 | 1 | Enc Liquidation: 0000510496/1 | DELLMARKET | | 0.00 | -1,364.72 | 0.00 | |
| | | 02/04/16 | Vchr | 05306408 | 1 | OPTIPLEX 7020 MINI TOWER WITH | DELLMARKET | 221756 | 0.00 | 0.00 | 1,364.72 | |
| | | 02/04/16 | Vchr | 05306409 | 1 | Enc Liquidation: 0000510496/2 | DELLMARKET | | 0.00 | -22.74 | 0.00 | |
| | | 02/04/16 | Vchr | 05306409 | 1 | AX510 STEREO SOUNDBAR | DELLMARKET | 221756 | 0.00 | 0.00 | 22.74 | |
| | | 05/05/16 | REQ | 0000500133 | 1 | Mac mini MGEN2LL/A | | | 679.00 | 0.00 | 0.00 | |
| | | 05/05/16 | REQ | 0000500133 | 2 | AppleCare Protection Plan for Mac min | | | 79.00 | 0.00 | 0.00 | |
| | | 05/05/16 | REQ | 0000500133 | 3 | Apple Magic Keyboard - US English | | | 99.00 | 0.00 | 0.00 | |
| | | 05/05/16 | REQ | 0000500133 | 4 | Mini DisplayPort to VGA Adapter | | | 29.00 | 0.00 | 0.00 | |
| | | 05/05/16 | REQ | 0000500133 | 5 | Apple Mouse | | | 49.00 | 0.00 | 0.00 | |
| | | 05/05/16 | REQ | 0000500133 | 6 | MacBook Air 13-inch | | | 1,149.00 | 0.00 | 0.00 | |
| | | 05/05/16 | REQ | 0000500133 | 7 | AppleCare Protection Plan 11-inch and | | | 183.00 | 0.00 | 0.00 | |
| | | 05/11/16 | PO | 0000510801 | 1 | Pre-Enc Liquidation: 0000500133/1 | APPLECOMPU | | 0.00 | 0.00 | 0.00 | |
| | | 05/11/16 | PO | 0000510801 | 1 | Mac mini MGEN2LL/A | APPLECOMPU | | 0.00 | 0.00 | 0.00 | |
| | | 05/11/16 | PO | 0000510801 | 1 | Mac mini MGEN2LL/A | APPLECOMPU | | 0.00 | 679.00 | 0.00 | |
| | | 05/11/16 | PO | 0000510801 | 1 | Pre-Enc Liquidation: 0000500133/1 | APPLECOMPU | | -679.00 | 0.00 | 0.00 | |
| | | 05/11/16 | PO | 0000510801 | 2 | Pre-Enc Liquidation: 0000500133/2 | APPLECOMPU | | -79.00 | 0.00 | 0.00 | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays, Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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> | | | | | |
| 05/11/16 | PO | | 0000510801 | 2 | AppleCare Protection Plan for Mac min | APPLECOMPU | | 79.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 2 | Pre-Enc Liquidation: 0000500133/2 | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 2 | AppleCare Protection Plan for Mac min | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 3 | Pre-Enc Liquidation: 0000500133/3 | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 3 | Apple Magic Keyboard - US English | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 3 | Pre-Enc Liquidation: 0000500133/3 | APPLECOMPU | -99.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 3 | Apple Magic Keyboard - US English | APPLECOMPU | 0.00 | 99.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 4 | Mini DisplayPort to VGA Adapter | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 4 | Pre-Enc Liquidation: 0000500133/4 | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 4 | Pre-Enc Liquidation: 0000500133/4 | APPLECOMPU | -29.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 4 | Mini DisplayPort to VGA Adapter | APPLECOMPU | 0.00 | 29.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 5 | Pre-Enc Liquidation: 0000500133/5 | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 5 | Apple Mouse | APPLECOMPU | 0.00 | 49.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 5 | Pre-Enc Liquidation: 0000500133/5 | APPLECOMPU | -49.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 5 | Apple Mouse | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 6 | Pre-Enc Liquidation: 0000500133/6 | APPLECOMPU | -1,149.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 6 | Pre-Enc Liquidation: 0000500133/6 | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 6 | MacBook Air 13-inch | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 6 | MacBook Air 13-inch | APPLECOMPU | 0.00 | 1,149.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 7 | Pre-Enc Liquidation: 0000500133/7 | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 7 | AppleCare Protection Plan 11-inch and | APPLECOMPU | 0.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 7 | Pre-Enc Liquidation: 0000500133/7 | APPLECOMPU | -183.00 | 0.00 | 0.00 | |
| 05/11/16 | PO | | 0000510801 | 7 | AppleCare Protection Plan 11-inch and | APPLECOMPU | 0.00 | 183.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308743 | 1 | Enc Liquidation: 0000510801/2 | APPLECOMPU | 0.00 | -79.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308743 | 1 | AppleCare Protection Plan for | APPLECOMPU | 223350 | 0.00 | 79.00 | |
| 05/31/16 | Vchr | | 05308743 | 2 | Enc Liquidation: 0000510801/7 | APPLECOMPU | 0.00 | -183.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308743 | 2 | AppleCare Protection Plan 11-i | APPLECOMPU | 223350 | 0.00 | 183.00 | |
| 05/31/16 | Vchr | | 05308744 | 1 | Enc Liquidation: 0000510801/1 | APPLECOMPU | 0.00 | -679.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308744 | 1 | Mac mini MGEN2LL/A | APPLECOMPU | 223350 | 0.00 | 679.00 | |
| 05/31/16 | Vchr | | 05308744 | 2 | Enc Liquidation: 0000510801/3 | APPLECOMPU | 0.00 | -99.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308744 | 2 | Apple Magic Keyboard - US Engl | APPLECOMPU | 223350 | 0.00 | 99.00 | |
| 05/31/16 | Vchr | | 05308745 | 1 | Enc Liquidation: 0000510801/6 | APPLECOMPU | 0.00 | -1,149.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308745 | 1 | MacBook Air 13-inch | APPLECOMPU | 223350 | 0.00 | 1,149.00 | |
| 05/31/16 | Vchr | | 05308746 | 1 | Enc Liquidation: 0000510801/5 | APPLECOMPU | 0.00 | -49.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308746 | 1 | Apple Mouse | APPLECOMPU | 223350 | 0.00 | 49.00 | |
| 05/31/16 | Vchr | | 05308747 | 1 | Enc Liquidation: 0000510801/4 | APPLECOMPU | 0.00 | -29.00 | 0.00 | |
| 05/31/16 | Vchr | | 05308747 | 1 | Mini DisplayPort to VGA Adapte | APPLECOMPU | 223350 | 0.00 | 29.00 | |
| Totals | | | | | | | 0.00 | 0.00 | 11,466.03 | -11,466.03 |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays,Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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>Class</u> | <u>Budgeted</u> | <u>Budgeted</u> | | | | |
| | | <u>Description</u> | | <u>Vendor</u> | | <u>Check</u> | | | | |
| 727000 | Other Operating Expense | 14800 / 11000 | | | | 0.00 | | | | |
| 727110 | Oth Oper Exp - Registration | | | | | | | | | |
| 08/15/15 | JE | PC00217964 | 304 | 8/15/15 Procurement Card (S.Us | | | 0.00 | 55.00 | | |
| 09/15/15 | JE | PC00227941 | 225 | 09/15/15 Procurement Card - (S | | | 0.00 | 990.00 | | |
| 09/15/15 | JE | PC00227941 | 365 | 09/15/15 Procurement Card - (S | | | 0.00 | 200.00 | | |
| 10/15/15 | JE | PC00238890 | 195 | 10/15/2015 Procurement Card (S | | | 0.00 | 150.00 | | |
| 10/15/15 | JE | PC00238890 | 208 | 10/15/2015 Procurement Card (S | | | 0.00 | 150.00 | | |
| 12/15/15 | JE | PC00256925 | 164 | Procurement Card | | | 0.00 | 200.00 | | |
| 01/15/16 | JE | PC00267781 | 401 | Procurement Card - 01/16/16 (| | | 0.00 | 200.00 | | |
| 04/15/16 | JE | PC00303417 | 576 | Procurement Card -4/15/2016 (| | | 0.00 | 300.00 | | |
| 05/15/16 | JE | PC00318307 | 245 | Procurement Card - 05/15/2016 | | | 0.00 | 1,950.00 | | |
| 05/15/16 | JE | PC00318307 | 567 | Procurement Card - 05/15/2016 | | | 0.00 | 150.00 | | |
| 05/15/16 | JE | PC00318307 | 701 | Procurement Card - 05/15/2016 | | | 0.00 | 390.00 | | |
| 727120 | Oth Oper Exp - Subscriptions | | | | | | | | | |
| 10/29/15 | PO | 0000510518 | 1 | SOFTCHALK LICENSE RENEWAL FOR 8/1/15 | SOFTCHALKL | | 0.00 | 7,716.00 | | |
| 10/29/15 | PO | 0000510518 | 1 | SOFTCHALK LICENSE RENEWAL FOR 8/1/15 | SOFTCHALKL | | 0.00 | 0.00 | | |
| 11/19/15 | Vchr | 05304848 | 1 | SOFTCHALK LICENSE RENEWAL FOR | SOFTCHALKL | 220336 | 0.00 | 7,716.00 | | |
| 11/19/15 | Vchr | 05304848 | 1 | Enc Liquidation: 0000510518/1 | SOFTCHALKL | | 0.00 | 0.00 | | |
| 02/04/16 | Vchr | 05306412 | 1 | | LYRASIS | 221665 | 0.00 | 1,637.14 | | |
| 03/14/16 | PO | 0000510655 | 1 | MEF Premium Collection lyr Streaming | MEDIAEDUCA | | 0.00 | 0.00 | | |
| 03/14/16 | PO | 0000510655 | 1 | MEF Premium Collection lyr Streaming | MEDIAEDUCA | | 0.00 | 4,480.00 | | |
| 05/03/16 | Vchr | 05308076 | 1 | Enc Liquidation: 0000510655/1 | MEDIAEDUCA | | 0.00 | 0.00 | | |
| 05/03/16 | Vchr | 05308076 | 1 | MEF Premium Collection lyr Str | MEDIAEDUCA | 222792 | 0.00 | -4,480.00 | | |
| 727130 | Oth Oper Exp - Memberships | | | | | | | | | |
| 02/23/16 | Vchr | 05306855 | 1 | faculty development/trainnig r | EDUCAUSE | 221881 | 0.00 | 0.00 | | |
| 727140 | Other Operating Exp - Other | | | | | | | | | |
| 07/16/15 | Vchr | 05302286 | 1 | Renewal/ESRI Software License | UNIVERSITY | 218507 | 0.00 | 0.00 | | |
| 08/28/15 | JE | 0000214810 | 1 | To move an expense from Online | | | 0.00 | 0.00 | | |
| Totals | | | | | | | 0.00 | 0.00 | 19,568.14 | -19,568.14 |
| 733000 | Software | 14800 / 11000 | | | | 0.00 | | | | |
| 733100 | Software - Purchased | | | | | | | | | |
| 07/15/15 | Vchr | 05302281 | 1 | FY16 Affiliate Subscription | BOARDOFREG | 218481 | 0.00 | 0.00 | | |
| 07/15/15 | Vchr | 05302282 | 1 | Blackboard Collaborate Web Con | BOARDOFREG | 218480 | 0.00 | 0.00 | | |
| 07/27/15 | PO | 0000510337 | 1 | RESPONDUS MONITOR (1000 SEATS) | RESPONDUS | | 0.00 | 3,950.00 | | |
| 07/27/15 | PO | 0000510337 | 2 | LOCKDOWN BROWSER | RESPONDUS | | 0.00 | 0.00 | | |
| 07/27/15 | PO | 0000510337 | 2 | LOCKDOWN BROWSER | RESPONDUS | | 0.00 | 3,995.00 | | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays, Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| Fund Code: 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>Line</u> | <u>Description</u> | <u>Vendor</u> | <u>Check</u> | | | | | | |
| 07/28/15 | Vchr | 05302448 | 1 | | SOFTCHALKL | 218624 | 0.00 | 0.00 | 784.00 | | | |
| 08/03/15 | PO | 0000510365 | 1 | SMARTER MEASURE ANNUAL RENEWAL (7/1/2 | BOARDOFREG | | 0.00 | 4,000.00 | 0.00 | | | |
| 08/15/15 | JE | PC00217964 | 154 | 8/15/15 Procurement Card (S.Us | | | 0.00 | 0.00 | 323.40 | | | |
| 08/17/15 | Vchr | 05302904 | 1 | Enc Liquidation: 0000510365/1 | BOARDOFREG | | 0.00 | -4,000.00 | 0.00 | | | |
| 08/17/15 | Vchr | 05302904 | 1 | SMARTER MEASURE ANNUAL RENEWAL | BOARDOFREG | 218978 | 0.00 | 0.00 | 4,000.00 | | | |
| 08/25/15 | PO | 0000510411 | 1 | CAMTASIA FOR MAC MAINTENANCE (1 YEAR | TECHSMITHC | | 0.00 | 4,022.40 | 0.00 | | | |
| 08/26/15 | PO | 0000510417 | 1 | SOFTCHALK LICENSE RENEWAL 6/15/15- 7/ | SOFTCHALKL | | 0.00 | 784.00 | 0.00 | | | |
| 09/02/15 | Vchr | 05303265 | 1 | Enc Liquidation: 0000510411/1 | TECHSMITHC | | 0.00 | -4,022.40 | 0.00 | | | |
| 09/02/15 | Vchr | 05303265 | 1 | CAMTASIA FOR MAC MAINTENANCE (| TECHSMITHC | 219326 | 0.00 | 0.00 | 4,022.40 | | | |
| 09/10/15 | Vchr | 05303365 | 1 | Enc Liquidation: 0000510337/1 | RESPONDUS | | 0.00 | -3,950.00 | 0.00 | | | |
| 09/10/15 | Vchr | 05303365 | 1 | RESPONDOUS MONITOR (1000 SEAT | RESPONDUS | 219393 | 0.00 | 0.00 | 3,950.00 | | | |
| 09/10/15 | Vchr | 05303365 | 2 | Enc Liquidation: 0000510337/2 | RESPONDUS | | 0.00 | -3,995.00 | 0.00 | | | |
| 09/10/15 | Vchr | 05303365 | 2 | LOCKDOWN BROWSER | RESPONDUS | 219393 | 0.00 | 0.00 | 3,995.00 | | | |
| 10/15/15 | JE | PC00238890 | 244 | 10/15/2015 Procurement Card (S | | | 0.00 | 0.00 | 49.95 | | | |
| 11/15/15 | JE | PC00248387 | 36 | Procurement Card - 11/15/2015 | | | 0.00 | 0.00 | 558.15 | | | |
| 02/02/16 | Vchr | 05306387 | 1 | TURNLTLN LICENSE RENEWAL | BOARDOFREG | 221545 | 0.00 | 0.00 | 16,071.58 | | | |
| 02/22/16 | Vchr | 05306795 | 1 | blackboard collaborate web con | BOARDOFREG | 221867 | 0.00 | 0.00 | 11,332.86 | | | |
| 03/15/16 | JE | PC00291423 | 274 | Procurement Card - 3/15/2016 | | | 0.00 | 0.00 | 599.00 | | | |
| 03/29/16 | Vchr | 05307525 | 1 | Adobe Creative Cloud Subscript | BOARDOFREG | 222404 | 0.00 | 0.00 | 26,666.70 | | | |
| 04/15/16 | JE | PC00303417 | 192 | Procurement Card -4/15/2016 (| | | 0.00 | 0.00 | 295.00 | | | |
| 06/06/16 | REQ | 0000500349 | 1 | SKILL CHOICE LICENSE/HOSTING-1YR | | | 4,473.10 | 0.00 | 0.00 | | | |
| 06/15/16 | PO | 0000510943 | 1 | Pre-Enc Liquidation: 0000500349/1 | UNIVERSITY | | -4,473.10 | 0.00 | 0.00 | | | |
| 06/15/16 | PO | 0000510943 | 1 | SKILL CHOICE LICENSE/HOSTING-1YR | UNIVERSITY | | 0.00 | 0.00 | 0.00 | | | |
| 06/21/16 | Vchr | 05309218 | 1 | | BOARDOFREG | 223602 | 0.00 | 0.00 | 4,473.10 | | | |
| 06/29/16 | PO | 0000511015 | 1 | Qoppa Software | QOPPASOFTW | | 0.00 | 18,889.50 | 0.00 | | | |
| 06/29/16 | PO | 0000511015 | 1 | Pre-Enc Liquidation: 0000500364/1 | QOPPASOFTW | | 0.00 | 0.00 | 0.00 | | | |
| 733900 | Software - Contracts | | | | | | | | | | | |
| 06/07/16 | REQ | 0000500364 | 1 | Qoppa Software | | | 18,889.50 | 0.00 | 0.00 | | | |
| 06/29/16 | PO | 0000511015 | 1 | Qoppa Software | QOPPASOFTW | | 0.00 | 0.00 | 0.00 | | | |
| 06/29/16 | PO | 0000511015 | 1 | Pre-Enc Liquidation: 0000500364/1 | QOPPASOFTW | | -18,889.50 | 0.00 | 0.00 | | | |
| Totals | | | | | | | 0.00 | 19,673.50 | 89,554.00 | -109,227.50 | | |
| 771000 | Telecommunications | | | 14800 / 11000 | | | 0.00 | | | | | |
| 771900 | Telecom - Other | | | | | | | | | | | |
| 07/30/15 | PO | 0000510362 | 1 | BT CONFERENCING REMOTE MAINT. SUPPORT | BTCONFEREN | | 0.00 | 2,334.00 | 0.00 | | | |
| 07/30/15 | PO | 0000510363 | 1 | BT CONFERENCING REMOTE MAINT. SUPPORT | BTCONFEREN | | 0.00 | 2,087.00 | 0.00 | | | |
| Totals | | | | | | | 0.00 | 4,421.00 | 0.00 | -4,421.00 | | |
| Oper Supp and Exp-Budget Acct Total | | | | | | | 212,353.00 | 0.00 | 0.00 | 24,094.50 | 120,588.17 | 67,670.33 |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: Mays, Justin M | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3450100 Distance Learning Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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>Class</u> | <u>Description</u> | <u>Budgeted</u> | <u>Budgeted</u> | | |
| | | | | | | | <u>Vendor</u> | <u>Check</u> | | |
| 800000 | Equip-Cap Outlay-Budget Acct | | | | 14800 / 11000 | | 50,000.00 | | | |
| 843000 | Special Purchases | | | | 14800 / 11000 | | | 0.00 | | |
| 843210 | Library Coll-Periodicals & Sub | | | | | | | | | |
| | 03/31/16 | JE | 0000287053 | 1 | | Journal Entry to cover a porti | | | 0.00 | 3,200.00 |
| | 06/29/16 | JE | 0000326691 | 1 | | 06.29 JSTOR Collection Subscri | | | 0.00 | 9,000.00 |
| 843270 | Library Coll-Other Materials | | | | | | | | | |
| | 09/02/15 | Vchr | 05303258 | 1 | | Online Library Resources | SPRINGSHAR | 219324 | 0.00 | 3,098.00 |
| | 09/28/15 | JE | 0000226397 | 1 | | To repay CID for Library Servi | | | 0.00 | -1,899.00 |
| | 10/26/15 | Vchr | 05304383 | 1 | | Gender Watch 11/15-10/16 | PROQUESTLL | 220066 | 0.00 | 3,495.00 |
| | 10/26/15 | Vchr | 05304384 | 1 | | | SPRINGSHAR | 220035 | 0.00 | 999.00 |
| | 02/09/16 | JE | 0000271600 | 1 | | 02.09 EBSCO payment for Electr | | | 0.00 | 2,500.89 |
| | 02/10/16 | JE | 0000271615 | 1 | | 02.10 EBSCO payment for Electr | | | 0.00 | -5,001.79 |
| | 02/10/16 | JE | 0000271617 | 1 | | 02.10 EBSCO payment for Electr | | | 0.00 | 5,001.79 |
| | 06/06/16 | JE | 0000316591 | 1 | | 06.06 Key Business Rations Arc | | | 0.00 | 15,000.00 |
| | 06/08/16 | JE | 0000316597 | 1 | | 06.08 Key Business Rations Arc | | | 0.00 | 15,000.00 |
| | 06/30/16 | JE | B000326144 | 284 | | Banner - Miscellaneous Receipt | | | 0.00 | -15,000.00 |
| | Totals | | | | | | | | 0.00 | 35,393.89 |
| | Equip-Cap Outlay-Budget Acct Total | | | | | | | | 0.00 | 14,606.11 |
| | | | | | | | 50,000.00 | 0.00 | 0.00 | 35,393.89 |
| Totals for Dept/Fund/Program/Class: | | | | | | | | | | |
| | 3450100 / 10600 | | | | 14800 / 11000 | | 514,374.00 | 247,021.00 | 0.00 | 24,094.50 |
| | | | | | | | | | 378,645.10 | 111,634.40 |
| Totals for Dept/Fund: | | | | | | | | | | |
| | 3450100 / 10600 | | | | | | 514,374.00 | 247,021.00 | 0.00 | 24,094.50 |
| | | | | | | | | | 378,645.10 | 111,634.40 |

500000 - Personal Services

| Date | Vendor | Description | Amount |
|-------------|----------------------|---|---------------|
| 7/31/15 | Summer Pay - Faculty | Extra Compensation - Self-Paced Course Initiative - Sheryne Southard | \$ 875.00 |
| 7/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review- Erica Gannon | \$ 500.00 |
| 7/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Benjamin Buckley | \$ 1,000.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Alan Xie | \$ 1,000.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Kathryn Kemp | \$ 1,000.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Leon Prieto | \$ 1,000.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Pearl Chang | \$ 500.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Christie Burton | \$ 500.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Ken Nguyen | \$ 1,000.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Mandy Lusk | \$ 1,000.00 |
| 8/31/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Antoinette France-Harris | \$ 1,000.00 |
| 9/30/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Shirley Mills | \$ 500.00 |
| 9/30/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Aaron Dopf | \$ 1,000.00 |
| 9/30/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Steven Spence | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Antoinette France-Harris | \$ 250.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Reza Kheirandish | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Christian Barrientos | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - George Nakos | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Steven Spence | \$ 250.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Stephen Burnett | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Carin Lightner-Laws | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Hae Chung | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Lari Arjomand | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Han Dong | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Gay Solomon | \$ 250.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Aubrey Dyer | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Shandra McDonald | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Richard Singiser | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Taralyn Keese | \$ 500.00 |
| 12/15/15 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Craig Hill | \$ 250.00 |
| 2/29/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development Course Review - Keith Miller | \$ 1,000.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Self-Paced Online Course Development - Benjamin Buckley | \$ 1,750.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Khalilah Ali | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Chen Lin | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Cancheapuram Narayanaswamy | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Seth Shaw | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Antoinette France-Harris | \$ 250.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Brigitte Byrd | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Laura Dean | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Christopher Kodani | \$ 500.00 |
| 5/13/16 | Extra Pay - Faculty | Extra Compensation - Self-Paced Online Course Development - Jennifer Parrott | \$ 875.00 |

| | | | |
|-----------------------------|---|----|--------|
| 5/13/16 Extra Pay - Faculty | Extra Compensation - Academy for Online Course Development - Billie May | \$ | 500.00 |
| 5/31/16 Extra Pay - Faculty | Extra Compensation - Self-Paced Online Course Development - Mary Lamb | \$ | 875.00 |
| 6/30/16 Extra Pay - Faculty | Extra Compenstation - Academy for Online Course Development - Cantice Green | \$ | 250.00 |

600000 - Travel

641110 - Travel - Ground Transportation

| | | | |
|------------------------------------|--|----|-------|
| 5/19/16 Employee Travel Incidental | Reimbursement - Stanley Ross (taxi) - Adobe Creative Learning Conference | \$ | 17.03 |
| 5/19/16 Employee Travel Incidental | Reimbursement - Stanley Ross (taxi) - Adobe Creative Learning Conference | \$ | 21.32 |

641130 - Travel - Airfare

| | | | |
|----------------|--|----|--------|
| 4/26/16 P-card | Stanley Ross - Travel Expense - Airfare - Adobe Creative Learning Conference | \$ | 353.20 |
|----------------|--|----|--------|

641130 - Travel - Meals

| | | | |
|---------------------------------|---|----|-------|
| 10/15/15 Travel Expense - Meals | Justin Mays - Meals - RACDE | \$ | 20.00 |
| 10/15/15 Travel Expense - Meals | Justin Mays - Meals - RACDE | \$ | 7.00 |
| 10/15/15 Travel Expense - Meals | Justin Mays - Meals - RACDE | \$ | 9.00 |
| 10/15/15 Travel Expense - Meals | Justin Mays - Meals - RACDE | \$ | 20.00 |
| 10/15/15 Travel Expense - Meals | Justin Mays - Meals - RACDE | \$ | 7.00 |
| 10/15/15 Travel Expense - Meals | Justin Mays - Meals - RACDE | \$ | 9.00 |
| 4/14/16 Travel Expense - Meals | Justin Mays - Meals - USG Teaching and Learning | \$ | 5.25 |
| 4/14/16 Travel Expense - Meals | Justin Mays - Meals - USG Teaching and Learning | \$ | 11.25 |
| 4/14/16 Travel Expense - Meals | Justin Mays - Meals - USG Teaching and Learning | \$ | 4.50 |
| 4/19/16 Travel Expense - Meals | Courtney DuBois Dinner - Meals - CTL Meeting | \$ | 15.00 |
| 4/19/16 Travel Expense - Meals | Courtney DuBois Breakfast- Meals - CTL Meeting | \$ | 6.00 |
| 4/19/16 Travel Expense - Meals | Courtney DuBois Lunch - Meals - CTL Meeting | \$ | 7.00 |
| 5/19/16 Travel Expense - Meals | Stanley Ross - Meals - Adobe Creative Learning Conference | \$ | 5.25 |
| 5/19/16 Travel Expense - Meals | Stanley Ross - Meals - Adobe Creative Learning Conference | \$ | 12.75 |
| 5/19/16 Travel Expense - Meals | Stanley Ross - Meals - Adobe Creative Learning Conference | \$ | 23.25 |
| 5/19/16 Travel Expense - Meals | Stanley Ross - Meals - Adobe Creative Learning Conference | \$ | 17.00 |
| 5/19/16 Travel Expense - Meals | Stanley Ross - Meals - Adobe Creative Learning Conference | \$ | 20.00 |

641140 - Travel - Lodging

| | | | |
|----------------------------------|--|----|--------|
| 4/14/16 Travel Expense - Lodging | Justin Mays - Lodging - USG Teaching and Learning Conference | \$ | 105.93 |
| 4/19/16 Travel Expense - Lodging | Courtney DuBois - Lodging - CTL Meeting | \$ | 83.00 |
| 5/19/16 Travel Expense - Lodging | Stanley Ross - Lodging - Adobe Creative Learning Conference - Washington, DC | \$ | 657.23 |

641170 - Travel - Parking

| | | | |
|----------------------------------|---|----|-------|
| 5/19/16 Travel Expense - Parking | Stanley Ross - Airport Parking - Hartsfield Jackson | \$ | 32.00 |
|----------------------------------|---|----|-------|

641510 - Travel - Employee Mileage

| | | | |
|-----------------------------------|---|----|-------|
| 10/15/15 Travel Expense - Mileage | Justin Mays - RACDE Fall 2015 Meeting - To Stone Mountain, GA | \$ | 4.83 |
| 4/14/16 Travel Expense - Mileage | Justin Mays - Mileage - Covington to Athens | \$ | 2.16 |
| 4/14/16 Travel Expense - Mileage | Justin Mays - Mileage - Athens to Covington | \$ | 39.96 |
| 4/19/16 Travel Expense - Mileage | Courtney DuBois - Atlanta to Carrollton - USG CTL Meeting | \$ | 13.50 |
| 4/19/16 Travel Expense - Mileage | Courtney DuBois - Carrollton to Atlanta - USG CTL Meeting | \$ | 13.50 |

700000 - OS&E

714100 - Supplies and Materials Expense

| | | | |
|-------------------------------|---|----|----------|
| 8/15/15 P-Card | Southern Computer Warehouse - Monitor Calibrator | \$ | 217.39 |
| 8/15/15 P-Card | IFixIt - Macbook Pro 13' & 15' Case Screw Sets | \$ | 14.95 |
| 9/15/15 P-Card | Southern Computer Warehouse - Canon Power Adapter for cameras | \$ | 258.62 |
| 11/15/15 P-Card | Bunny, Inc - Animation Software | \$ | 205.00 |
| 1/15/16 P-Card | New Rev Tools - Steel Frame for LightBoard | \$ | 1,135.00 |
| 2/15/16 P-Card | B&H - Filament to 3D Print LED Runs for LightBoard | \$ | 119.94 |
| 2/15/16 P-Card | Amazon - LED Power Supply (x1) | \$ | 33.53 |
| 2/15/16 P-Card | Amazon - LED Light Strip (x1) and LED Dimming Controller (x3) | \$ | 49.23 |
| 2/15/16 P-Card | Amazon - Refund - Returned Nonworking LED Spool | \$ | (22.95) |
| 2/15/16 P-Card | Amazon - LED Strip Connectors (x3) | \$ | 35.07 |
| 2/15/16 P-Card | Amazon - Markers for LightBoard | \$ | 12.46 |
| 2/15/16 P-Card | Amazon - Power Supply (x2) and LED Strip Connector (x1) | \$ | 145.95 |
| 2/15/16 P-Card | B&H - Black backdrop and C Clamps for Lightboard | \$ | 124.90 |
| 2/15/16 P-Card | Amazon - Neon Dry Erase markers for LightBoard | \$ | 37.15 |
| 2/15/16 P-Card | Amazon - LED Lights for LightBoard (x4) | \$ | 91.80 |
| 2/15/16 P-Card | Amazon - LED Dimmers for Lightboard (x3) | \$ | 17.97 |
| 2/22/16 Midtown Glass Company | Starphire Glass - Lightboard Build | \$ | 1,150.00 |
| 4/15/16 P-Card | B&H - Friction Magic Arm Microphone Arm for LightBoard | \$ | 112.88 |
| 4/15/16 P-Card | Southern Computer Warehouse - SanDisk 64GB Compact Flash Cards for Video Recordings (x5) | \$ | 245.65 |
| 4/15/16 P-Card | B&H - GoPro Cameras and Equipment (x2) for Faculty checkout | \$ | 1,518.71 |
| 5/15/16 P-card | Amazon Marketplace - Blackout film for studio | \$ | 59.90 |
| 5/15/16 P-card | Amazon Marketplace - Blackout film for studio | \$ | 59.90 |
| 5/15/16 P-card | Amazon Marketplace - Blackout film for studio | \$ | 37.90 |
| 5/15/16 P-card | B & H Photo - Multimedia Development equipment for Online Course Fees (GoPros and varios accessories) | \$ | 954.63 |

714114 - Sup & Mat - IT Related

| | | | |
|---------------|--|----|----------|
| 10/12/15 Dell | Optiplex Mini Tower Desktop PC- Stanley Ross | \$ | 1,195.99 |
| 10/12/15 Dell | Optiplex Mini Tower Desktop PC- Jonathan Booth | \$ | 1,364.72 |
| 10/12/15 Dell | Stereo Soundbar - Stanley Ross | \$ | 22.74 |
| 5/5/16 Apple | Mac Mini - Courtney DuBois | \$ | 679.00 |
| 5/5/16 Apple | AppleCare Protection Plan for Mac Mini - Courtney DuBois | \$ | 79.00 |
| 5/5/16 Apple | Apple Magic Keyboard - Mac Mini - Courtney DuBois | \$ | 99.00 |
| 5/5/16 Apple | Mini DisplayPort to VGA Adapter - Mac Mini - Courtney DuBois | \$ | 29.00 |
| 5/5/16 Apple | Apple Mouse - Mac Mini - Courtney DuBois | \$ | 49.00 |
| 5/5/16 Apple | MacBook Air 13-Inch - Courtney DuBois | \$ | 1,149.00 |
| 5/5/16 Apple | AppleCare Protection Plan for MacBook Air | \$ | 183.00 |

727110 - Oth Oper Exp - Registration

| | | | |
|-----------------|--|----|--------|
| 8/15/15 P-Card | RACDE Meeting Registration - Fall 2015 - Justin Mays | \$ | 55.00 |
| 9/15/15 P-Card | D2L Administrator Retreat - Jonathan Booth and James Fries | \$ | 990.00 |
| 9/15/15 P-Card | Quality Matters Training - Applying the Quality Matters Rubric - Courtney DuBois | \$ | 200.00 |
| 10/15/15 P-Card | Quality Matters - Designing Your Online Course - Stanley Ross | \$ | 150.00 |
| 10/15/15 P-Card | Quality Matters - Designing Your Online Course - Courtney DuBois | \$ | 150.00 |
| 12/15/15 P-Card | USG Teaching and Learning Conference Registration - Justin Mays | \$ | 200.00 |

| | | | |
|--|---|----|------------|
| 1/15/16 P-Card | Quality Matters Training - Applying the Quality Matters Rubric - Antoinette France Harris | \$ | 200.00 |
| 4/15/16 P-Card | Quality Matters - Course Review Manager Training - Courtney DuBois | \$ | 300.00 |
| 5/15/16 P-card | DL Administration Conference Registration - Justin Mays | \$ | 390.00 |
| 5/15/16 P-card | Quality Matters training - John Mascaritolo | \$ | 150.00 |
| 5/15/16 P-card | Educause Conference Registration - Courtney DuBois | \$ | 1,950.00 |
| 727120 - Oth Oper Exp - Subscriptions | | | |
| 11/19/15 Softchalk | SoftChalk License Renewal - Online Digital Courseware Platform | \$ | 7,716.00 |
| 2/4/16 Lyrasis | BioOne2 - Electronic Library Resources | \$ | 1,637.14 |
| 5/3/16 Media Education Foundation | MEF Premium Collection Streaming Film Catalogue | \$ | 4,480.00 |
| 727130 - Oth Oper Exp - Memberships | | | |
| 2/23/16 Educause | Membership to Educause's Engaged Learning Initiative - Online Learning | \$ | 1,000.00 |
| 727140 - Other Opr Expense - Other | | | |
| 7/16/15 ESRI | ArcGIS Software | \$ | 4,000.00 |
| 8/28/15 Journal Entry | Moved expense for ArcGIS Software from Online Course Fees to CID | \$ | (4,000.00) |
| 733100 - Software - Purchased | | | |
| 7/15/15 Board of Regents | Quality Matters Institutional Subscription | \$ | 1,100.00 |
| 7/15/15 Board of Regents | Blackboard Collaborate Web Conferencing Subscription | \$ | 11,332.86 |
| 7/28/15 SoftChalk | Annual Subscription License Renewal used by faculty and staff for creating, sharing, and managing learning content | \$ | 784.00 |
| 8/17/15 Board of Regents | SmarterMeasure Student Readiness Assessment | \$ | 4,000.00 |
| 8/17/15 P-Card | WebEx storage of web conferencing class sessions | \$ | 323.40 |
| 9/2/15 TechSmith | Camtasia for Mac Maintenance | \$ | 4,002.40 |
| 9/10/15 Respondus | Respondus Monitor - Proctoring Software Solution | \$ | 3,950.00 |
| 9/10/15 Respondus | Respondus LockDown Browser - Proctoring Software Solution | \$ | 3,995.00 |
| 10/15/15 P-Card | PresenterMedia Renewal | \$ | 49.95 |
| 11/15/15 P-Card | SRS - Captivate 9 License (x2) | \$ | 558.15 |
| 2/2/16 Board of Regents | Turnitin License Renewal | \$ | 16,071.58 |
| 3/15/16 P-Card | GoAnimate - GoPremium Animation Software | \$ | 599.00 |
| 3/29/16 Board of Regents | Adobe Creative Cloud Subscription - Faculty/Staff | \$ | 26,666.70 |
| 4/15/16 P-Card | Maxon - Cinema 4D Animation Software for Online Course Development | \$ | 295.00 |
| 6/15/16 SkillChoice | Pilot program between CID and OITS. Testing SkillChoice as a training delivery platform and potentially to roll out to stud | \$ | 4,473.10 |
| 771900 - Telecom | | | |
| 7/30/15 BTConferencing | Tandberg conferencing remote maintenance/support - Encumbered funds only - not expended | \$ | 2,334.00 |
| 7/30/15 BTConferencing | Tandberg conferencing remote maintenance/support - Encumbered funds only - not expended | \$ | 2,087.00 |
| 800000 - Equip - Cap Outlay | | | |
| 843210 - Library Coll - Periodicals | | | |
| 3/31/16 Journal Entry | Journal Entry to Library to cover portion of JSTOR collection that is split between Library and Online Course Fees | \$ | 3,200.00 |
| 6/29/16 Ithaka Harbors, Inc. | JSTOR Collection Subscription - Electronic Library Resources | \$ | 9,000.00 |
| 843270 - Library Coll - Other | | | |
| 9/2/15 SpringShare | Electronic Libarary Resources | \$ | 3,098.00 |
| 9/28/15 Journal Entry | Payment from Library to Online Course Fees to cover a portion of services paid in full by OLCF | \$ | (1,899.00) |
| 10/26/15 ProQuest | Gender Watch Collection | \$ | 3,495.00 |
| 2/9/16 EBSCO | EBSCO Collection | \$ | 2,500.89 |
| 2/10/16 EBSCO | EBSCO Collection | \$ | 5,001.79 |

| | | | |
|----------------------|--|----|-------------|
| 6/6/16 Mergent | Key Business Archives - funds sent to wrong vendor | \$ | 15,000.00 |
| 6/8/16 Mergent | Key Business Archives | \$ | 15,000.00 |
| 6/30/16 Receipt | Receipt of funds paid to incorrect vendor | \$ | (15,000.00) |
| 10/26/15 SpringShare | Library Analytics Insight License 7/15 - 6/16 | \$ | 999.00 |

Distance Learning Fee Unusual Charges Narrative

Four charges on the attached expenditure breakdown were atypical for FY16. Their explanation is listed below:

771900 – Telecom

There are two BT Conferencing charges listed under the Telecom line item. These funds were encumbered but never expended from the budget. Due to a mixup at Cisco they believed we owed additional funds on our account. After we received the invoices we attempted to proceed with payment. Upon further inquiry, it was discovered that our previous rep at Cisco was no longer with the company and had incorrectly assumed we still had a balance on the account. After speaking to our new rep it was determined that our account was paid in full. We informed them that we would not be renewing with them and our account is now settled. After informing the Procurement Office of the issue they said the funds would be returned to the State of GA as surplus since the fiscal year has closed.

800000 – Equipment/Capital Outlay

There was an issue with paying Mergent for the Key Business Archives product for the library. Initially, the wire payment form had an incorrect account number listed on it. This error was not noticed until the payment went through. Upon noticing the error, the vendor was contacted and the funds were returned. Further policies have been put in place within the department to ensure this does not happen again.

Surplus Revenue

This fiscal year was the last year that the fee revenue was uncapped. For FY17 the Distance Learning fee was capped at \$105 per student per semester and should therefore result in a much lower surplus going forward. There were also several items that did not hit the FY16 budget as originally intended which resulted in a larger surplus.

Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:  Bryan LoBrecque 9/27/16
Signature Printed Name 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:
Michelle Furlong _____
Signature DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology, email=mfurlong@clayton.edu, c=US Date: 2016.10.24 13:19:45 -04'00' Date

Provost  12/31/16
Signature Date

President  16-31-16
Signature Date

Committee Comments: The committee performed a review of the Fayette County fee for FY16. This fee was discontinued by the BOR for FY17 and beyond. The committee is assuming that the Comcast internet services will be covered by the university state budget since we can no longer charge this fee to students. There was confusion about the fee on the application form. Basically, FY15 expenses were charged to FY16 and these expenses included salaries, which we were told we could NOT use the fees for salaries in FY16. So those fees were subtracted from the budget and moved to another account, but this does not mean that it increased the budget by \$16,235.28. The revenue collected for this fee was \$35,880 and the amount expended was \$18,000, which left \$17,880 remaining in the account (50% of the fee revenue remained). Normally the committee would recommend cutting the fee in 1/2 given 50% was remaining. Since the fee was not approved by the BOR we have no further recommendations.

Special Course and Academic Program Fee

Review Form

Fiscal Year Review (Ex. FY15): 2016

Department/College: CSU Fayette

Fee Name: PTC Campus Course Fee

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

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

Revenue Collected this Fiscal Year \$35,880

(obtain this from the revenue summary report you attach)

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

| Expenditures | Amount |
|--------------------------------|---------------|
| <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 | (\$16,235.28) |
| 551000-FICA | |
| 552000-Retirement Systems | |
| 553000-Group Insurance | |
| 566000-Other Personal Services | |
| <i>Travel</i> | |
| 641000-Employee Travel | |
| 651000-NonEmployee Travel | |
| <i>OS&E</i> | |
| 714000-Supplies and Materials | |
| 715000-Repairs and Maintenance | |
| 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 | \$18,000.00 |
| 781000-Scholarships | |
| 783000-Stipends | |
| <i>Equipment</i> | |
| 843000-Equipment(Inventory) | |
| Total Expenditures | \$1,764.72 |
| Net Operating Gain (Loss) <i>Subtract your total revenue from your total expenditures.</i> | \$34,115.28 |

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: 2016

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

409500 Applied Instruc-Other Fees

-35,880.00

Class Sub-Total -35,880.00

Dept Total -35,880.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: LaBrecque, Bryan T | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3330410 PTC Campus Course Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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> | | | | | |
| 500000 | Personal Services | | | | 11100 / 11000 | 0.00 | | | | | |
| 522000 | Salaries-Staff | | | | 11100 / 11000 | | | | 0.00 | | |
| | 522100 | Salaries-Staff | | | | | | | | | |
| | 07/01/15 | JE | P000190699 | 33 | Year End 2015 Payroll Accrual | | 0.00 | 0.00 | -279.69 | | |
| | Totals | | | | | | 0.00 | 0.00 | -279.69 | 279.69 | |
| 525000 | Salaries-Casual Labor | | | | 11100 / 11000 | | | | 0.00 | | |
| | 525100 | Salaries-Casual Labor | | | | | | | | | |
| | 07/01/15 | JE | P000190699 | 121 | Year End 2015 Payroll Accrual | | 0.00 | 0.00 | -15,653.77 | | |
| | Totals | | | | | | 0.00 | 0.00 | -15,653.77 | 15,653.77 | |
| 551000 | FICA | | | | 11100 / 11000 | | | | 0.00 | | |
| | 551100 | FICA-Employer | | | | | | | | | |
| | 07/01/15 | JE | P000190699 | 162 | Year End 2015 Payroll Accrual | | 0.00 | 0.00 | -22.30 | | |
| | 551200 | FICA-Employer Medicare | | | | | | | | | |
| | 07/01/15 | JE | P000190699 | 217 | Year End 2015 Payroll Accrual | | 0.00 | 0.00 | -232.23 | | |
| | Totals | | | | | | 0.00 | 0.00 | -254.53 | 254.53 | |
| 552000 | Retirement Systems | | | | 11100 / 11000 | | | | 0.00 | | |
| | 552100 | Retirement Plans - TRS | | | | | | | | | |
| | 07/01/15 | JE | P000190699 | 275 | Year End 2015 Payroll Accrual | | 0.00 | 0.00 | -47.29 | | |
| | Totals | | | | | | 0.00 | 0.00 | -47.29 | 47.29 | |
| Personal Services Total | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | -16,235.28 | 16,235.28 |
| 700000 | Oper Supp and Exp-Budget Acct | | | | 11100 / 11000 | 50,000.00 | | | | | |
| 771000 | Telecommunications | | | | 11100 / 11000 | | | | 0.00 | | |
| | 771700 | Telecom-Wire & Cable | | | | | | | | | |
| | 07/15/15 | JE | PC00207140 | 187 | Procurement Card -7/15/2015 | | 0.00 | 0.00 | 1,800.00 | | |
| | 07/15/15 | JE | PC00207140 | 188 | Procurement Card -7/15/2015 | | 0.00 | 0.00 | 1,800.00 | | |
| | 08/15/15 | JE | PC00217964 | 148 | 8/15/15 Procurement Card (S.Us | | 0.00 | 0.00 | 1,800.00 | | |
| | 09/15/15 | JE | PC00227941 | 222 | 09/15/15 Procurement Card - (S | | 0.00 | 0.00 | 1,800.00 | | |

BUDGET ACTIVITY REPORT - Detail
Clayton State University

| | | | |
|--|-------------------------------|--------------------------------------|-------------------------------------|
| Budget Manager: LaBrecque, Bryan T | Budget Ref: 2016 | From Fiscal Year: 2016 | To Fiscal Year: 2016 |
| Department: 3330410 PTC Campus Course Fee | All Fiscal Periods: No | Acct Period From: 1 (JUL2015) | Acct Period To: 12 (JUN2016) |
| 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>Class</u> | <u>Description</u> | <u>Vendor</u> | | | | | | |
| | 10/15/15 | JE | PC00238890 | 230 | | 10/15/2015 Procurement Card (S | | 0.00 | 0.00 | 1,800.00 | | | |
| | 11/15/15 | JE | PC00248387 | 23 | | Procurement Card - 11/15/2015 | | 0.00 | 0.00 | 1,800.00 | | | |
| | 01/15/16 | JE | PC00267781 | 511 | | Procurement Card - 01/16/16 (| | 0.00 | 0.00 | 1,800.00 | | | |
| | 04/15/16 | JE | PC00303417 | 212 | | Procurement Card -4/15/2016 (| | 0.00 | 0.00 | 1,800.00 | | | |
| | 05/15/16 | JE | PC00318307 | 429 | | Procurement Card - 05/15/2016 | | 0.00 | 0.00 | 1,800.00 | | | |
| | 06/30/16 | JE | PC00332192 | 27 | | Procurement Card - 6/30/2016 | | 0.00 | 0.00 | 1,800.00 | | | |
| | Totals | | | | | | | | | | | | |
| | | | | | | | | <u>0.00</u> | <u>0.00</u> | <u>18,000.00</u> | <u>-18,000.00</u> | | |
| Oper Supp and Exp-Budget Acct Total | | | | | | | | <u>50,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>18,000.00</u> | <u>32,000.00</u> |
| Totals for Dept/Fund/Program/Class: | | | | | | | | | | | | | |
| | | | 3330410 / 10600 | | 11100 / 11000 | | | <u>50,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,764.72</u> | <u>48,235.28</u> |
| Totals for Dept/Fund: | | | | | | | | | | | | | |
| | | | 3330410 / 10600 | | | | | <u>50,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,764.72</u> | <u>48,235.28</u> |

Special Course and Academic Program Fee

Review Form

Expenditure Explanation

The only expenditure associated with this fee for fiscal year 2016 was for internet access with Comcast. We paid \$1800.00 per month over 10 months for a total of \$18,000 for FY 2016. Two other months were not included in the ledger for 3330410. One was missed has been paid recently (FY 2017) and the other has not yet been reconciled.

| Date | Supplier | Product | Amount |
|----------|----------|------------------|-------------|
| 7/15/15 | COMCAST | Internet Service | \$1800.00 |
| 7/15/15 | COMCAST | Internet Service | \$1800.00 |
| 8/15/15 | COMCAST | Internet Service | \$1800.00 |
| 9/15/15 | COMCAST | Internet Service | \$1800.00 |
| 10/15/15 | COMCAST | Internet Service | \$1800.00 |
| 11/15/15 | COMCAST | Internet Service | \$1800.00 |
| 1/15/15 | COMCAST | Internet Service | \$1800.00 |
| 4/15/15 | COMCAST | Internet Service | \$1800.00 |
| 5/15/15 | COMCAST | Internet Service | \$1800.00 |
| 6/30/15 | COMCAST | Internet Service | \$1800.00 |
| | | Total FY16 | \$18,000.00 |

The Budget Activity Report for FY 2016 also identifies a budget credit of \$16,235.28. This amount was credited as a result of FY2016 YE payroll accruals. These accruals are associated with the FY15 staffing expenses (including staff, casual labor, FICA and TRS). This expense credit for the salaries was an accounting error that posted against this account, but it should have posted against the Academic Outreach departmental account.

As a result, the department actually underspent the fees by \$17,880.00 not \$34,115.28 as indicated in the review form.