FINANCIAL OFFICER TRAINING

EPICS

Indianapolis and West Lafayette

Spring/Fall 2025

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EPICS®

Manage team's budget and expenses

- Create and maintain budget for team's projects

  - Like real organizations, EPICS teams operate on a budget.

  - EPICS uses team's budgets to forecast its expenses.

- Apply for grants as applicable

  - Purdue's service-learning grant is an option for projects with partners outside Purdue.

- Track expenditures per project

  - All transactions require a purchase request.

  - No reimbursement available.

Budget Planning

Budget Planning

How to submit a budget

- Use the proper budget form found at <u>weblink</u>.

- Form requires advisor's approval.

- Each team starts with a $200 seed allocation.

- Seed is automatically included in the budget form; no need to add it.

- A budget form is required; even if the team plans to spend no money.

- ***Some tips***:

  - Do not include sales taxes; as a state unit, Purdue is tax exempt.

  - Consider shipping costs.

  - Consider rental cars to visit partners.

  - Round figures and add a contingency (10% is common)

TEAM BUDGET FORM

Team Name:	
Semester:	

Instructions for this form:
For each project, use the **full project name**, not an acronym. This makes the purpose of your expenditures much clearer.

Project 1:

	Items required for project	Estimated Cost
1.1		
1.2		
1.3		
1.4		
1.5		
1.6		
1.7		
1.8		
1.9		
1.10		
TOTAL		
	Did you apply for a grant for this project? If yes, amount	

Fill out one of these boxes for each project with the help of the project team. If additional item lines are needed, continue in box for next project or combine items by affinity.

The box for project 1 has room for 20 items; reserve it for biggest project.

If the team have applied or will apply for a *grant*, enter the amount here.

The bottom part of the form will autofill with the information entered for each project. The **_seed allocation_** and **_grant funds_** requested are subtracted to calculate the additional funds needed to support the team's projects.

Use meaningful names for each project to facilitate accurate tracking.

OFFICE USE ONLY	
Total Expenses	
Minus Grants Requested	
Minus Seed Allocation	
Total Requested From EPICS	

Completed budget form

- Your advisor and EPICS will review and approve.

- An email will notify you when is approved.

- The approved budget will appear on: Teams > Budget > Files

- An updated accounting of your budget and expenses will be added monthly in that location.

- **You should make a monthly report to your team to discuss your financial standings.**
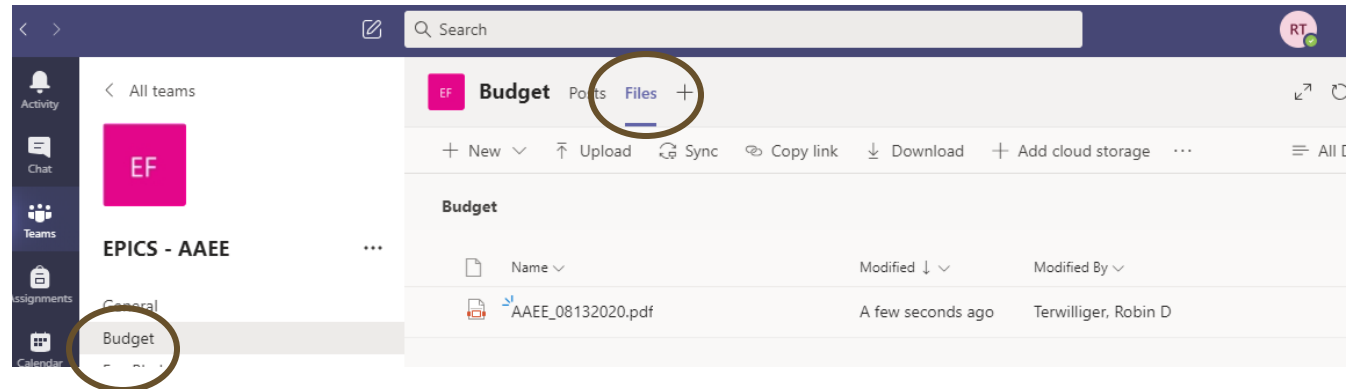
Grants

Service-Learning Grants

Service-learning grants help supporting EPICS mission in the community

- Visit <u>service-learning grant webpage</u>.

- Teams may apply for one or multiple grants.

    ○ Consider one grant per project partner.

    ○ Project partners cannot be part of Purdue.

- Use following name convention for each project to aid tracking expenses.

    EPICS: Team name - Project name (e.g., EPICS: AT - Colton Fishing)

- A workshop is available <u>online</u> to assist with grant writing and submission.

Using Grant Funds

For service-learning grants:

- Grant is awarded by the Office of Engagement.

- If selected, team must notify EPICS (epics@purdue.edu) for funds to be reflected in team's budget.

- Purchase request form must reflect when grant funds are to be used.

- Grantor requires detailed accounting of grant purchases at the end of the semester.

- EPICS will support by reporting monthly team's grant purchases in Teams (Budget > Files).

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Purchasing

Purchasing items

All transactions need a purchase requests

- Process starts filling out the form found at <u>weblink</u>.

- The financial officer (FO) is responsible for familiarizing with the form and its requirements.

- The team can request items to be ordered or to check out a credit card for purchasing at local store.

- Additional purchasing guidelines are detailed <u>here</u>.

DocuSign form

- Requester must supply contact and advisor information

- Read all fields to ensure order gets placed efficiently and accurately

- Include a screenshot of items requested

- After completion, form is routed to team's advisor for approval

- Errors in email addresses can result in lost orders.

Purchase requests

Special tips

- Submit a **separate** purchase request **for each** vendor.

- If ordering too many items to fit in the document, attach a spreadsheet and indicate "spreadsheet attached" on the form.

- Make sure to include the catalog number (ASIN for Amazon), item description, quantity, and unit cost for each item.

- Make sure shipping cost matches the requested delivery time ("Need by date").

- Assume at least a working day for each step (e.g., admin review, advisor approval, admin order, fulfilling order if in stock, arrival to Purdue, arrival to EPICS, pick up time).

Follow up,

Email notifications are sent when:

- A purchase request is submitted

- When an order is placed

- When an item is available for pickup from the EPICS office

Verify approval with your advisor if no email is received within a reasonable amount of time.

If you have not received an email, the order has not arrived.

Once notified, please pick up packages in a timely manner.

THANK YOU!

Questions or concerns? Contact:

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- Lee Chiang (West Lafayette) ARMS 1200, epics-wl@purdue.edu, via Teams

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