

Share Fund Reminders

When requesting reimbursement from Share funds...

All receipts must be included with the request, and requests for reimbursement of meal expenses must include an itemized receipt.

Requests for reimbursement from Share funds do not need to be written on a requisition form, but should include the date, a brief description of the reason for the reimbursement (i.e.: dinner to discuss a project, etc...) a list of those attending, and the approval and signature of the PI. This information is used by the Business Office to complete the UFF-PA form, which is submitted along with the request, to Gainesville.

Please remember:

Deposits for Share funds are received in the CREC Business Office and sent to Gainesville for deposit into the Foundation's account. In order to process payables from these funds, they must first be transferred from the Foundation account to the University account. This process is also handled by the CREC Business Office. The Foundation account is reconciled on a monthly basis, with all deposits, adjustments and transfers accounted for, and a monthly report is generated and distributed. The University account, from which all payables or expenses are deducted, is also reconciled monthly by the Business Office. It is highly recommended that transfers of funds from the Foundation to the University account be made based upon expected expenses of no less than 6 months. In other words, please try to transfer enough funds to cover your projected expenses for a period of at least 6 months. The Business Office will notify you when your balance in the University account is low, and a transfer is necessary.