

## **GREEN FEE PROJECT PAYMENT PROCESS**

Funds for your project will be transferred from the Green Fee account. In order to provide accountability for the use of this student fee, we ask that you maintain complete documentation of your expenses.

Funds will be transferred to another University account. They will not be paid directly to an individual.

Funds may be transferred in two installments:

1. Fifty percent at the beginning of the project.
2. The balance after the project is finished. Please send copies of all expense documentation with the final request, along with the final report form supplied by the Sustainability Council. The final payment will not be processed until all documentation is received. The first payment may be reversed if sufficient documentation is not provided.

Please prepare a transfer voucher form, available at <http://eforms.siu.edu/siuforms/info/acs0220.html>. Use the following information to complete the "AIS Disbursing Account" on the transfer voucher:

Budget Purpose – 206601

Budget Purpose Description – Green Fee

Funds must be transferred into a local (non-state) account. Please use your department account information to complete the "AIS Receiving Account" section of the form, obtain fiscal officer signature, and send the completed transfer voucher and supporting documentation to Lorrie Lefler, Assistant to the Vice Chancellor of Student Affairs, Mail Code 4308. If you have any questions concerning the transfer process, please contact Lorrie at 453-3401 or [ljlefler@siu.edu](mailto:ljlefler@siu.edu).