

# MICHIGAN STATE UNIVERSITY

## 2017 Grandparents University Classroom Supplies

- Classroom supplies purchased are reimbursable with pre-approval up to \$10/student and must be supported with detailed receipts with a form of payment from the vendor where you purchased them from. If you do not have a receipt the classroom supplies will be considered as a donation.
- Pre-approval must be sent in to Amy Carnahan ([carnah10@msu.edu](mailto:carnah10@msu.edu)) by Friday, June 9, 2017. The form is available on the Grandparents University website at:
- Classroom supplies are defined as supplies that will be used up during the class such as glue, tape, paint, glitter, snacks, ingredients, cleaning supplies and items given to the participants to take home.
- Items that are tangible in nature and do not get used up are not considered classroom supplies, therefore these items are not eligible for reimbursement. Rental of personal equipment/tools are not considered as a reimbursable item, however, the cost to maintain the equipment such as cleaning solution/parts are considered as a reimbursable item with pre-approval.
- While we graciously value our volunteers, in most cases we are not able to compensate time spent preparing for the class. However, in rare instances we may agree with pre-approval to compensate you for a limited amount of services provided. In these cases, the University and IRS view this type of compensation as income to you and we will need a W-9 to process a request for payment and you will receive a 1099 from the University for Tax Purposes. Any compensation will be processed separate from the out of packet reimbursement process.
- On occasion, we have instructors who purchase in bulk for their own use and would like to use some of their stock for their session(s). This is okay; however, you must be able to produce your original purchase receipt. We can prorate the quantity used to come up with a value to reimburse. If there is no purchase receipt we will not be able to reimburse for these types of supplies and these supplies will be viewed as a donation.
- If you are driving more than 100 miles and would prefer to use part of your class supplies stipend for gas, you may do so. This must be pre-approved using the Pre-Trip Authorization form found at [ctrl.msu.edu](http://ctrl.msu.edu).
- There are many ways our instructors can purchase supplies:
  - MSUAA can pay for supplies via online purchase using our departmental pcard
  - University Stores: Please note the lead instructor and class name on the two part form used to procure your order at University Stores and forward to MSUAA Janis Ferris so that we know how to match up the purchase to the instructor/class. You may get the account number for Grandparents University by emailing Amy Carnahan ([carnah10@msu.edu](mailto:carnah10@msu.edu))
  - Shopping online or at local stores: Receipts along with the pre-approval request can be forwarded to Janis Ferris by email: [ferris16@msu.edu](mailto:ferris16@msu.edu) with receipt pdf attachments or by campus/US Mail to: Janis Ferris, 535 Chestnut Rd, Room 300, East Lansing, MI 48824.



**GRANDPARENTS  
UNIVERSITY**

*Uniting Spartan Generations*

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University**

**MSU Alumni  
Association**

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