

PROTOCOL FOR USING FACULTY-STUDENT INTERACTION (FSI) FUNDS

1. Each preceptorial may use up to \$200 to support co-curricular events associated with one's preceptorial.
2. Preceptors and Preceptorial Assistants should coordinate their plans for using these funds. In the past, FSI funds have been used to purchase theatre, film, San Diego Zoo, San Diego Padres, and San Diego Natural History Museum tickets, support field trips, and subsidize Preceptors and PAs for costs associated with meals for the Preceptorial class.
3. Expenses should be recorded on either a petty cash form (for purchases under \$100) or a check request form (for purchases over \$100). These forms may be downloaded from the following website:

<http://www.sandiego.edu/administration/businessadmin/procurement/forms.php>

4. The forms should include detailed information about the nature of the event, explicit reference to the Preceptorial Faculty-Student Interaction fund, and a list of the names of everyone who participated in the event. For more information regarding accounts payable policies and procedures please visit the following website:

http://www.sandiego.edu/administration/businessadmin/procurement/accounts_policies.php

5. Immediately following the event, forms and receipts should be processed and delivered to Catherine Cornell, Budget and Special Projects Manager, College of Arts and Sciences, Founders Hall room 114. Petty cash forms may be picked up five working days after they are submitted. Check request forms, which must include one's home mailing address, will be sent directly to the Procurement Office. Once these forms are processed, the Procurement Office will mail the reimbursement check to the payee.