



To: N.C. Cooperative Extension Employees
Date: January 8, 2016
Subject: Connect NC Bond Support for County Extension Offices

Hello everyone!

CALS administration has budgeted funds for each county to use in support of the Connect NC bond education efforts. The following instructions clarify how you can utilize the funds as well as submit reimbursements and payments. We hope this process will be smooth for you.

Henderson, Swain, Burke, Watauga, Wilkes, Forsyth, Iredell, Mecklenberg, Anson, Guilford, Granville, Wake, Nash, Pasquotank, Pitt, Johnston, Robeson, Craven, Lee, Richmond, Cumberland and Brunswick counties will have access to \$850 for meals and supplies needed for the kick-off meetings during the weeks of 1/11 and 1/18. These counties are asked to use the following account and phase on all invoices or receipts for reimbursement related to the kick-off meetings: 663426-05219.

Every county/local office will have a budget of up to \$1,000 to assist with local-level Connect NC Bond information and education purposes only. Eligible activities for use of these funds include printing of approved Connect NC Bond informational materials, refreshments for these events, and/or travel costs of employees for Connect NC Bond information sessions, speakers bureaus or other events.

If you have questions about how these funds may be used, please contact Travis Burke (tburke@ncsu.edu) or Richard Campbell (rtcampbe@ncsu.edu) for clarification. Please use the following account and phase on all invoices or receipts for related to Connect NC educational purposes and informational events: 663426-15219.

Invoices and copies of paid receipts must be submitted via the ServiceNow system to CALS Business Operations (CBO) for processing within 30 calendar days of the individual event or expense. To expedite reimbursement/payment, please include the following:

- Food/Meal invoices
 - Copy of this memo
 - Attendee list
 - Agenda or flyer of the event
 - Legible receipts for all purchases

We've included detailed instructions for entering reimbursement information into ServiceNow attached to this message. Please contact Beth Rosen (blrosen@ncsu.edu) with additional questions about ServiceNow.

Again, please contact Richard Campbell or myself for questions about how the funds might be used or for assistance about coordinating events locally; contact Beth Rosen for questions or assistance with payment/reimbursement information via ServiceNow. We are here to help this be a successful and smooth process for you!

Thank you for your partnership and for your leadership in making this happen across North Carolina.

All the best,

Dr. Travis Burke
Interim Director, N.C. Cooperative Extension Service
NC State University