



## **Request to Spend ARRA Stimulus Funds Form**

Florida State University has received an allocation of funds from the U.S. Department of Education as part of the American Recovery and Reinvestment Act of 2009 (ARRA). The federal government has issued very specific guidelines for the use of these funds and has also established strict reporting requirements. To ensure compliance, requests to spend ARRA stimulus funds must be reviewed and approved by University Management. As a part of this process, this form must be completed for all non-payroll expenditures.

Please submit the completed form with all departmental signature approvals to **Michael Lake** at [mlake@admin.fsu.edu](mailto:mlake@admin.fsu.edu) and **Gail Friedrich** at [gfriedri@admin.fsu.edu](mailto:gfriedri@admin.fsu.edu). Once the request is reviewed and approved by both the Budget Office and the Office of Audit Services, the Budget Office will notify the requestor.

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**Department Name:**

**OMNI Department Number:**

**Contact Person for Request:**

**Title:**

**Contact Person's Phone Number:**

**Contact Person's Email:**

**Amount Requested:**

**Date:**

**Specific Purpose of Request:**

1. Please indicate if the purpose is related to:
  - Academic support for libraries, laboratories, or other academic facilities
  - Institutional support for activities related to personnel, payroll, security, environmental health and safety, or other administrative offices
  - Student services that promote a student's emotional and physical well-being outside the context of the formal instructional program
  - Student financial aid, such as sponsored grants and scholarships
  - Modernization, renovation, or repair of facilities that are used primarily for instruction, research, or student housing
  - Other – Please specify:
  
2. Please ensure that this expenditure **will not** be used:
  - To support new construction
  - To increase the FSU endowment
  - For maintenance of systems, equipment, or facilities
  - For modernization, renovation, or repair of
    - stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public
    - facilities used for sectarian instruction or religious worship, or those in which a substantial portion of the functions of the facilities are subsumed in a religious mission

3. Please indicate if this expenditure may indirectly sustain or increase employment within the community (for instance, as a renovation project would do).

Yes  
No

Additional guidance on the spending of ARRA stimulus funds can be found in ***Guidance on the State Fiscal Stabilization Fund Program***, a document provided by the U.S. Department of Education (available on the Budget Office website at <http://www.budget.fsu.edu>). Please refer to pages 26 to 37 of the document, beginning with the section on uses of the funds by Public Institutions of Higher Education (IHE).

### DEPARTMENTAL SIGNATURE APPROVALS

***I CERTIFY THAT THIS REQUEST TO SPEND ARRA STIMULUS FUNDS ADHERES TO THE SPENDING GUIDELINES OUTLINED ABOVE.***

**Budget Manager**

Print Name: Signature: Date:

**Authorized Signer**

Print Name: Signature: Date:

**Dean, Director, Department Head, or Chair**

Print Name: Signature: Date:

### BUDGET OFFICE AND OFFICE OF AUDIT SERVICES SIGNATURE APPROVALS

**Budget Office**

Print Name: Signature: Date:

**Office of Audit Services**

Print Name: Signature: Date:

*Note: The Budget Office and the Office of Audit Services may ask for further information regarding this request and reserve the right of final determination.*