

**STANDARD OPERATING PROCEDURE**  
**AGGIE GREEN FUND GRANTS**

*The purpose of this SOP is to outline the financial procedures related to the disbursement of the Division of Finance and Operation's University Advancement Fee that is allocated by the Office of Sustainability and known as the Aggie Green Fund (AGF). These student fees are annually allocated through the budget process to Account #237101, UAF-Aggie Green Fund. AGF offers Major Grants, which undergo a two-stage application process and are approved once per year. AGF additionally offers Micro-Grants for projects \$1,500 or less, which are approved through a separate application process that is open September 15-March 31. Funding for Micro-Grants is annually allocated by the Office of Sustainability from Account #237101 to Account #237332, UAF-Aggie Green Fund Micro-Grants.*

*The disbursement of AGF funds is strictly limited to grants or publicizing of the grants recommended by the Aggie Green Fund Advisory Committee and approved by the Office of Sustainability. Aggie Green Fund Advisory Committee approval is required for the initial budget proposal, any budget increase requests, and budget category reallocations that exceed 10% of the category. The budget categories are 1) equipment and construction, 2) publicity and communication, 3) personnel/wages/benefits, and 4) general supplies and other. AGF grant funds cannot be used for expenses incurred prior to the award of the grant, and all grants must directly benefit the Texas A&M University-College Station campus.*

**PROCEDURES FOR AGGIE GREEN FUND GRANTS**

**For grants awarded to a university department/unit:**

If a department/unit/center is awarded grant funds, the funds will be transferred directly from Account #237101 (for Major Grants) or #237332 (for Micro-Grants) via a DBR into an account that is administered by the department/unit. The account must be a 23XXXX account and be used solely for expending funds relating to the grant. Each grant, whether Major or Micro-, must be accounted for in a separate departmental 23XXXX account. A staff member must have a sponsoring department in order to receive grant funds, and in no case will a staff member be awarded grant funds on an individual basis.

For all grants awarded, the department is responsible for providing the required reports that detail how the funding was spent and that the funding was spent in accordance with the budget that was approved. The department, not the Office of Sustainability, is solely responsible for meeting Aggie Green Fund reporting requirements. Any funds remaining after the project is completed must be returned via DBR to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of project completion. Any funds expended that were not in accordance with the grant must be reimbursed via DBR to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of notification by the Aggie Green Fund Advisory Committee.

**For grants awarded to a faculty member:**

If a faculty member is awarded grant funds, the funds will be transferred directly from Account #237101 (for Major Grants) or #237332 (for Micro-Grants) via a DBR into an account that is administered under the auspices of the faculty member's home department. The account must be a 23XXXX account and be used solely for expending funds relating to the grant. Each grant, whether Major or Micro-, must be accounted for in a separate departmental 23XXXX account. A faculty member may be granted funds in his/her individual name, but the grant funds must be administered by the faculty member's home department.

For all grants awarded, the faculty member is responsible for providing the required reports that detail how the funding was spent and that the funding was spent in accordance with the budget that was approved. The faculty member, not the Office of Sustainability, is solely responsible for meeting Aggie Green Fund reporting

requirements. Any funds remaining after the project is completed must be returned via DBR to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of project completion. Any funds expended that were not in accordance with the grant must be reimbursed via DBR to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of notification by the Aggie Green Fund Advisory Committee.

For grants awarded to a recognized student organization:

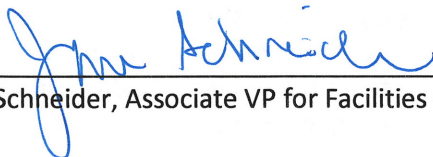
If a recognized student organization is awarded a Major Grant of \$5,000 or less or a Micro-Grant, those funds will be transferred directly from Account #237101 (for Major Grants) or #237332 (for Micro-Grants) via a DBR into a 23XXXX university support account that is administered by the Office of Sustainability. For Major Grants of more than \$5,000, a voucher would need to be processed on Account #237101 and the check deposited by the student organization into their cash account in the Student Organization Finance Center (SOFC). The student organization must set up a support account to be used solely for expending funds relating to the grant. Expenses must be tracked through the normal SOFC process.

For all grants awarded, the student organization is responsible for providing the required reports that detail how the funding was spent and that the funding was spent in accordance with the budget that was approved. The student organization, not the Office of Sustainability or the SOFC, is solely responsible for filing the required reports regarding how the grant funds are used. Any funds remaining after the project is completed must be returned to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of project completion. Any funds expended that were not in accordance with the grant must be reimbursed to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of notification by the Aggie Green Fund Advisory Committee. To return funds, the student organization would need to request a check from the SOFC, made out to Texas A&M University, and deliver it in-person or via campus mail to the Office of Sustainability (Mail Stop 1247).

For grants awarded to non-recognized student(s)/student groups:

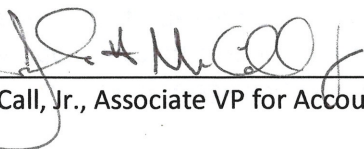
If a non-recognized student(s)/student group is awarded a Major Grant of any amount or a Micro-Grant, those funds will be transferred directly from Account #237101 (for Major Grants) or #237332 (for Micro-Grants) via a DBR into a 23XXXX university support account that is administered by the Office of Sustainability.

For all grants awarded, the student(s)/student group is responsible for providing the required reports that detail how the funding was spent and that the funding was spent in accordance with the budget that was approved. The student(s)/student group, not the Office of Sustainability, is solely responsible for filing the required reports regarding how the grant funds are used. Any funds remaining after the project is completed must be returned via DBR to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of project completion. Any funds expended that were not in accordance with the grant must be reimbursed via DBR to Account #237101 (for Major Grants) or #237332 (for Micro-Grants) within 30 days of notification by the Aggie Green Fund Advisory Committee.



Jane Schneider, Associate VP for Facilities and Operations

7/21/17  
Date



John McCall, Jr., Associate VP for Accounting and Financial Services and Controller

7/24/17  
Date