senior project budget information
Please Sign & Date the University Release Agreement Now
www.me.calpoly.edu
select clubs/projects/research
select senior projects
select senior project budget information and forms
The web page for senior projects contains:

- Information about your project funding
- Budget templates for material and travel expenses
- The complete travel packet
- Purchasing options
- How to submit a reimbursement
- Shipping your materials to campus
- Fee for Service Agreements
The travel packet
- FOR DRIVERS ONLY -

- Drivers complete the full travel packet for their first trip only.

- For trips 2, 3, 4... etc., only a travel request is needed prior to the trip.
Your project funding

- Your faculty advisor will provide your team’s account # and budget for materials & travel in the coming weeks.

- Know your account #!
Track what you spend!

- Decide amongst your team who will be the one responsible person to keep track of the team’s material & travel expenses for the next three quarters.

- Use the budget templates to track the expenses!
Three purchasing options

1. **(Preferred)** The sponsor has all materials drop-shipped to campus
2. An individual purchases materials
3. Or use the department’s VISA ProCard to make your purchases
Using the VISA ProCard

- Any purchase from a single vendor $150 and above

- Using the ProCard is a privilege. If an individual is irresponsible in providing the original receipts in a timely manner, then the privilege to use the ProCard will be revoked.
All materials must be shipped to campus

- The address is available on the webpage

- Make sure you pick-up your packages at the Mustang ‘60 Machine Shop in a timely manner. One week is too long!
Any budget related questions for senior projects, contact:

Moncerratt Peralta

13-263
756-6339
moperalt@calpoly.edu