

# SCTF Budget Notification

Dear **YOUR NAME**:

Your SCTF budget is now available for use. Please work with your faculty advisor and/or their department administrator to make purchases or get reimbursed for eligible expenses using your cost center.

The amount of your award is: **\$AMOUNT**.

Your cost center number is: **##-####-####**

As a reminder, your funds must be spent by **DATE**. All goods and materials purchased with SCTF funds must be returned to your department at the end of the funding period.

To better manage your SCTF funds, your department administrator may access the cost center information listed above in SAP at any time. If the department administrator does not have the correct level of access in SAP to view this information, they can request it through the SAP Security form in Firefly. Your faculty advisor is solely responsible for maintaining this cost center, per University Accounting Services guidelines. Please retain original receipts for reimbursements.

In the event you overspend on your cost center, you will be responsible for excess funds and bringing the cost center to a zero balance.

Your funds will expire **DATE**. Unused funds will be returned to the SCTF.