

Special Fees- Step By Step

1. Campus (Check off campus where course is offered).

North Homestead Kendall IAC
 Wolfson Hialeah Medical West

2. Course #: _____ **Reference #:** _____

- A. Obtain qual/account used for the course from the Maintain Credit Class & Schedule screen (OD, ST, CAMPUS #, CU, CC, MC and reference #, enter, type D on action line and tab to reference #, type ref. # and enter).
- B. Obtain Chairs qual/account as well since some costs are paid from their qual/account.
- C. Be certain to use a consistent academic period for the computation.

3. What is furnished and or provided for the students?

Please provide appropriate copies of invoices, receipts, purchase orders and purchasing card items, for the purchase of the materials listed below. You can review potential costs/expenses recorded in the department's ledger account (OD, CM, IQ, IP, IS type qual, enter). You can also obtain payroll data from the Time and Attendance screens (OD, CM, TA, EA, type check date, H (hourly), qual and enter). Check off items that impact your area below:

- _____ Software (estimated life 1 year)
- _____ Computers/Printers Equipment (estimated life 3 yrs)
- _____ Consumable Supplies
- _____ Educational Materials
- _____ Audio & Video Equipment
- _____ Vehicles
- _____ Other Items (please specify)
- _____ Paraprofessional/Tutors/Staff (please obtain the payroll report to verify salary expenses).

4. Number of Students per class/sections (average #): _____

This information can be obtained from the class roster.

5. Justification of Cost:

Now that the supporting data has been gathered, we must put it together on the Special Fee Worksheet so the Justification of Cost can be fully determined. Complete the worksheet to calculate the expenses based on the data collected in #2, #3 and #4 above.

6. Complete a CASSC 109 Form:

With the data collected above, complete a CASSC 109 form, forward to your Dean for signature and send the signed CASSC 109 form with all supporting documentation to Gregory Knott, AVP Business Affairs, Kendall Campus, Room 1130.

Acceptable Documents for Support Include:

- 1. Invoices
- 2. Purchase Orders
- 3. Payroll records
- 4. Purchasing Card receipts
- 5. Ledger account listing