



UNIVERSITY OF
CENTRAL FLORIDA

HEERF Reimbursement Request Form

This form is to be completed by departments seeking reimbursement from the Higher Education Emergency Relief Fund - Institutional or MSI portion for costs incurred on or after March 13, 2020, related to significant changes in delivery of instruction due to coronavirus.

FROM: _____ DATE: _____
COVID-19 Department Name and Number

SECTION 1: REQUEST DETAILS

DOCUMENTATION REFERENCE # _____

	CATEGORY	DATAMART TRANSACTION DATE	VENDOR	ITEM/SERVICE DESCRIPTION	ACCOUNT CODE	COST
1.						
2.						
3.						
4.						

***REFER TO THE CATEGORY CHART ON PAGE 3**

Page 2 Totals

GRAND TOTAL

For additional purchases, please use page 2.

INITIATIVE/NEED DOCUMENTATION - If you select the Initiative/Need option 5.a., use the space below to document the specific newly approved Presidential initiative. In your description, please include the line number for reference purposes.

Documentation required to be submitted with CARES Act-Institutional Portion Reimbursement Request Form:

Purchase Order (PO)

- Purchase Order
- Invoice
- Department #
- Account Code

PCard

- Receipt
- PO (if applicable)
- Department #
- Account Code

Interdepartmental Transfer (IDT)

- Journal
- AiM/Central Stores/TPC Order
- Department #
- Account Code

Petty Cash

- Receipt
- Department #
- Account Code

APPROVALS

Departmental Approval Signature (if applicable)

Title:

Division/College Budget

Director Approval Signature: _____

Division/College Budget

Director Approval Date: _____

University Controller

Approval Signature: _____

University Controller

Approval Date: _____

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SECTION 1: REQUEST DETAILS (CONTINUED)

	CATEGORY	DATAMART TRANSACTION DATE	VENDOR	ITEM/SERVICE DESCRIPTION	ACCOUNT CODE	COST
5.						
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32.						
33.						

GRAND TOTAL PAGE 2

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SECTION 2: CATEGORY CHART

CODE	GENERAL CATEGORY	SPECIFIED INITIATIVE
1.a.	Remote instruction support	Proctoring, captioning, faculty training, license support (Canvas)
1.b.	Remote instruction support	For faculty to improve/redesign courses for online (synchronous and asynchronous) teaching.
1.c.	Remote instruction support	For faculty to improve/redesign their laboratory instruction and conversion to virtual laboratories
1.d.	Remote instruction support	For faculty to accommodate senior design (capstone) courses remotely
1.e.	Remote instruction support	University-wide Undergraduate Teaching and Learning Assistants (UTA-ULA)
2.a.	COVID-19 response and campus preparedness	Additional housekeeping costs to sanitize high traffic areas (2020-21)
2.b.	COVID-19 response and campus preparedness	UV-C lighting bulbs & installation
2.c.	COVID-19 response and campus preparedness	COVID Health information call center
2.d.	COVID-19 response and campus preparedness	Student financial aid - outsourcing calls to call center
2.e.	COVID-19 response and campus preparedness	Campus wide signage
3.a.	Technology	Hardware purchases to support remote instruction and telework.
3.b.	Technology	Migrating campus voice users from Cisco to MS Skype to support teleworking continue to provide students with service
3.c.	Technology	Internet hotspots, expanded licenses (ZOOM), enhanced video conferencing and social media platforms for students
3.d.	Technology	Laptop loaner program for students in need (250 @ 1,000 each)
4.a.	Unallocated Funds	Technology Library Enhancements
4.b.	Unallocated Funds	ACCESS Summer Bridget Mentoring support
4.c.	Unallocated Funds	Peer Education well-being support
4.d.	Unallocated Funds	PeerKnights student-facilitated academic support
5.a.	Other President Approved Initiative	Initiatives approved subsequent to August 14, 2020