

## Material Fees Processes

### ***Things to note prior to changing a current fee or requesting a new material fee***

1. Review the material fee examples.
2. Keep budget projection books to ensure the revenue is getting spent down each year.
  - a. Review the individual material fee accounts cash balances.

### ***Things to note prior to creating a voucher for a material fee account***

1. We do not expense out of the master account.
2. All expenses must occur out of the Course Material Fee Account #.
3. Only the object codes approved can be used on a voucher.
4. If you need additional object codes approved, you must submit an updated material fees form.
5. Object codes are effective the **Semester Effective Date**.

### ***How to view archived Forms***

1. Go to the Personal Dashboard
  - a. <https://illinoisstateuniversity.sharepoint.com/sites/VPAAProvostOffice/SitePages/PersonalDashboard.aspx>
  - b. In the Search Box, indicate the Course and Catalog. i.e. FCS 225.
  - c. Select the form.
  - d. You will be able to view the Course Material Fee Account # from this form and the approved object codes.
  - e. If there are no active material fees for that course, the sharepoint site will provide the following message: There are no items to show in this view of the "Course Materials Fees" list.

### ***Need to request a new, change or delete a material fee or add an object code request***

2. Go to the Personal Dashboard
  - a. <https://illinoisstateuniversity.sharepoint.com/sites/VPAAProvostOffice/SitePages/PersonalDashboard.aspx>
  - b. Go to My Request.
  - c. Click this link.
  - d. Indicate the Chair in the following format: Lastname, Firstname
  - e. Indicate the Department and Course #.
  - f. If the Course # is not available, this is a NEW request, check the appropriate box and select the Course #.
  - g. If the Course # is available, go through and update the appropriate fields needed. i.e. enrollment, supplies, object code, rationale, etc.
  - h. For Supplies/Materials, you have the opportunity to add up to 3 lines or upload a spreadsheet.
  - i. The cost per student is a calculation of the supplies divided by the projected enrollment i.e. Cost of Supplies \$1,200 for Fall and Spring. The total enrollment for Fall and Spring is 100 students. The Cost per student is \$12.00.
  - j. Provide a thorough rationale for your request