

HENDRIX
COLLEGE
Campus Sustainability
Fund Committee

William O'Brochta, Chair and Chief Sustainability Officer
Box 3915 • (540) 525-6607 • CSFC@Hendrix.edu • Hendrix.edu/CSFC

Project Application Acceptance Memorandum of Understanding

October 8, 2015

Kaylee Davis
Box 3223
1600 Washington Avenue
Conway, Arkansas 72032

Dear Kaylee:

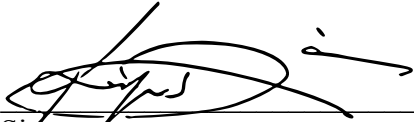
Congratulations! On behalf of the Hendrix College Campus Sustainability Fund Committee, I am very pleased to inform you that your CSFC Project Application for "Replacing Black Plastic Condiment Cups" was approved in the amount of \$802.75. We appreciate your dedication to sustainability and environmental education, and we greatly look forward to working with you and your project team to complete this project.

This letter and its attachments outline the terms and conditions of accepting funding from the CSFC. Please read all the terms and conditions carefully, place your electronic signature at the bottom of this page, and e-mail this signed page to CSFC@Hendrix.edu. By signing this page, you are agreeing to abide by all terms and conditions in this letter and its attachments.

Environmentally,

William O'Brochta

Enclosure

 Signature	<hr/> 10/08/2015 Date
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CSFC Project Application Acceptance Memorandum of Understanding

Terms and Conditions

1. Abide by all CSFC policies and procedures outlined in the CSFC Bylaws.
2. Use project funding only as specified in the approved Project Application.
3. Commit to completing the project in the time period specified and oversee all aspects of the project.
4. Provide a report to the CSFC when requested, but not less than once per semester until the project is completed, online at Hendrix.edu/CSFC.
5. Work with your CSFC application coordinator throughout the project and stay in frequent communication with this individual.
6. Maintain records consistent with Part 3, Section 5 “Assessment and Metrics” of the Project Application including real savings of electricity, water, gasoline, and waste; actual costs; and actual number of students affected.
7. Meticulously track all expenses associated with the project and seek financial reimbursement from the CSFC for approved expenses. This includes keeping receipts from every purchase and purchase order.
8. Inform the CSFC when you are required to enter into a contract to obtain services required by the Project Application.
9. Repay any portion of the funds not used for the specified purposes.
10. Refrain from using the funds for any purpose prohibited by law, by the College, or by the CSFC.

Financial Expenses

The CSFC Treasurer is William O’Brochta, obrochtawj@hendrix.edu, 540-525-6607, Campus Box 3915.

There are several ways to pay for approved financial expenses for the project:

1. Purchase items for the project with your own money, keep receipts, and submit them to the CSFC Treasurer. For purchases under \$50, you will receive a form to pick-up cash from the Cashier’s Window in Fausett. For purchases over \$50, you will receive a check in your campus box. This is the fastest and easiest method.
2. Contact the CSFC Treasurer to obtain a credit card to make the purchases yourself.
3. Contact the CFC Treasurer to complete a Purchase Order with the company from which you are purchasing items.
4. For certain companies (Wal-Mart, Office Depot, Kroger, Hobby Lobby, Home Depot) contact the CSFC Treasurer to obtain a vendor specific credit card.

Project Completion

1. Upon completion of the project, you must complete project completion forms online at Hendrix.edu/CSFC.
2. Should you be unable to complete the project before leaving Hendrix, you must contact the CSFC and arrange for someone else to take over implementation of the project.

CSFC Project Application Acceptance Memorandum of Understanding

Specifics to Your Project Application

Your application coordinator is Mr. Mike Flory, flory@hendrix.edu, 501-450-1309. You are responsible for sending your Project Status Report to your application coordinator. You also must communicate any changes to your project to your application coordinator as soon as they occur. The Committee must approve all major changes to the project.

Notes and Suggestions from the Committee: Please report to the Committee the status of the Phase One Pilot project and if you are proceeding with purchasing the remaining cups and hold-down grids. If the metal cups are unsuccessful, consider proposing sugarcane cups or use small dessert cups.