

Graduation Projects Financial Guidelines

- **The budget allocated could be spent on purchase of either of the below-listed items :**
 - Specialized Hardware, software and books directly related to the project for a maximum amount of 10% of the total approved budget (a list of the names of the books to be attached).
 - Training on software directly related to the project up to 20% of the total approved budget.
 - Printing the final graduation report for a maximum amount of LE 500 .

But NOT Allowed to be spent on:

- Salaries, computers, laptops, printers, scanners, general Purpose hardware/software or Office Supplies.
- **Students are encouraged to use the inventory already purchased by ITAC and stored in the faculty.**
- **Funds to be disbursed ONLY against approved budget items and within the amount allocated for each item.**
- **Only original stamped invoices are accepted.**
- **Purchases through the internet is only approved if Project Supervisor confirms that items are not available locally and in this case an invoice is requested.**
- **The Project Supervisor is held responsible to make sure that amounts spent are in the interest of the project by endorsing all expenditures and all invoices should be in the name of the faculty.**
- **ITAC unit holds the right to reject any invoices if any of the above is not fulfilled and the Project supervisor will be held responsible on the due amount.**
- **The allocated amount will be disbursed in two installments 40% and 60% respectively in the name of the Project Supervisor. The first installment should be settled before disbursement of the second installment.**
- **Invoices related to the first installment to be settled not later than 30th of April and for the second installment not later than 30th of June by the Project Supervisor. For the current year 2011, deadline is extended up to 31st July.**
- **By the end of the cycle : A formal letter is requested from the Faculty Dean confirming that all amounts have been utilized in the interest of the graduation projects and that all non-**

consumables purchased have been delivered to the faculty store for use by the following graduation projects.

- **For any inquiries, please contact ITAC unit on 35345119.**