I-Corps Purchasing Guidelines

Winning teams will receive up to $3,000 to spend on pre-approved items that assist with customer discovery of their innovation concept (travel, conferences, trainings, meetings with potential customers, etc.). Purchases and travel requests will only be processed if they were listed on the application budget. Budget revisions must be approved by Dr. Minifie. Funding is meant to be spent within six months.

Purchasing Leads (PL) will be responsible for submitting purchase requests and pre-approving reimbursements for other team members. All purchasing, travel/reimbursement requests and detailed explanation of expenses must be submitted to MSEC staff at msec@txstate.edu. All reimbursements are subject to University approval. Travel and purchasing guidelines are constantly evolving, reimbursements submitted by MSEC staff are subject to approval by the appropriate University offices and are not guaranteed.

Allowed expenses:

- Lab supplies
- Business cards
- Equipment - will be Texas State property and will remain in MSEC after team members graduate and/or funds are spent
- Travel - must be customer validation related. You MUST turn in a travel request form and budget sheet to MSEC staff at least one week before the travel start date. A travel application must be created before the trip in order to get reimbursed. Reimbursements will not be processed for travel that has already occurred. Receipts must be submitted to MSEC staff within 2 weeks of the travel end date, or the traveler will not be reimbursed:
  - Itemized receipts are required for ALL expenses (including meals!). They must show what was purchased and a method of payment.
  - Taxes, in the state of Texas, are NOT reimbursable. MSEC staff will provide you with tax exemption certificates to use at hotels and restaurants for travel within Texas.
  - Up to 20% tips can be reimbursed for meals.
  - Business meals and alcohol are not reimbursable.
  - Meals can only be reimbursed for overnight travel, not single day travel. Meal Per Diem rates can be found on the GSA website: https://www.gsa.gov/travel/plan-book/per-diem-rates

Unallowed expenses: Interview incentives (gift cards, snacks, etc.), anything related to the actual company such as trademark or legal fees, or services (web design, consulting, contracted, etc).

If you are reimbursed for travel or purchases by any other entity, you cannot also be reimbursed by your I-corps mini grant funds.

Note: All I-Corps Mini-Grant orders will be processed through MSEC and will be delivered to RFM. There are EHS and Risk Management policies that need to be considered; ex: if chemicals or gas cylinders are delivered to RFM, you cannot take them to Chemistry in your car. To avoid any issues, please discuss your purchase with MSEC staff before placing the order. We will find the best way to purchase and have the items delivered to the correct place.
Frequently used vendors in MSEC/the SRO. There are thousands more! See Kelsie before purchasing to find out if a specific company that’s not listed is a vendor, we often receive discounts!

Texas State University Marketplace Vendors:

<table>
<thead>
<tr>
<th>Possible Missions/Fisher Scientific</th>
<th>Grainger</th>
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<tbody>
<tr>
<td>Sigma-Aldrich</td>
<td>Capitol Scientific Inc</td>
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<tr>
<td>ThermoFisher Scientific</td>
<td>HDSupply</td>
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<td>Airgas/Cuevas</td>
<td>McMaster-Carr Supply Co</td>
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<td>Matheson</td>
<td>MSC/Guardian Industrial Supply</td>
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<td>Summus VWR</td>
<td>McCoy’s Building Supply</td>
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<td>B&amp;H Foto and Electronics Corp</td>
<td>Fastenal-PDME</td>
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<tr>
<td>Staples</td>
<td>Gulf Coast Paper Company</td>
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Quote needed if ordered from the following vendors:

- Gatan
- Trillium
- Mouser
- Kurt J Lesker
- Edmund Optics Inc
- MTI Corp
- Global Industrial Inc/Global Equipment Company
- Electron Microscopy Sciences
- Angstrom Engineering
- Fresh Water Systems
- MPJA
- United States Plastic Corp