



## Instructionally Related Activities (IRA)

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### 2023-2024 IRA Accounting Services Update

In order to constantly improve the service to IRA programs and support the faculty running those programs, the university has streamlined the accounting and expenditure process for IRA. The Associated Students Inc., which has managed the IRA funds for decades, has worked with the Administration and Finance and Academic Affairs divisions to transition all IRA transactions from ASI to those divisions.

Please note this important change with the IRA budget and expense reimbursement.

Effective JULY 1<sup>st</sup>, IRA transaction administration will move from ASI to Administration and Finance and Academic Affairs. With this move, you will be able to see the IRA award budget in the campus budget system, and you will submit your IRA expense reimbursement requests to the applicable campus department. Please work with your [Department Coordinator](#) or [College Budget Analyst](#) for assistance.

Any transactions between now and BEFORE JULY 1st needs to be submitted to [IRAFunding@Fullerton.edu](mailto:IRAFunding@Fullerton.edu) for processing. And STARTING JULY 1st, all transactions and communications, including follow-up, will need to go through your college or department.

Having the IRA budget managed by the campus budget system should improve compliance and ensure campus procedures are followed for all IRA transaction submissions. It should also enhance communications and facilitate more efficient reimbursements.

In the coming weeks, Academic Affairs will host a session with faculty, support staff, and resource managers, to discuss in detail the process changes that come with the transition.

ASI will continue to administer and support the IRA Committee, funding opportunities, and budget development work.

Collectively, we believe this should improve the financial transaction process for all IRA programs. If, at any point, you have questions about how to access and utilize your IRA funds, please reach out to your Academic Resource Manager (ARM) with any transactional or campus policy-related questions.

Thank you, and be well!