Usage of CAT Funds

### NYSTAR funds *may be used for*
- Employment of faculty, staff, and students including fellowships
- Purchase of equipment, fixtures, and supplies
- Travel to a company location for project-related activities or travel to a NYSTAR meeting or CAT hosted event.

### NYSTAR funds *may not be used for*
- Construction
- Rent
- Rehabilitation
- Renovation
- Upgrading of existing space or infrastructure
- Telecommunications costs
- Utility costs
- To influence any proposed law, rule, regulation or Executive Order.

**Purchases made with NYSTAR funds may require providing additional information with your project’s bi-annual Financial Report:**

- **Equipment** purchased with NYSTAR funds that costs over $5,000 per transaction requires: Check or Reference #, Payee, Amount, Serial Number, Delivery Date and Description.

- **Materials and Supplies** purchased with NYSTAR funds costing more than $2,500 requires: Check or Reference #, Payee, Project Cost Sharing Amount, Center Operational Costs Amount and Description and Intended Use.

- **Tuition** paid with NYSTAR funds requires: Number of Students Whom Tuition was Paid.

- **Travel** during the reported period where the total NYSTAR funds expended exceeded $500 for one trip, must be explained. In these cases provide: Trip Dates, Destination, Traveler Name, Purpose of Trip, Transportation Cost, Per Diem Expenses, Registration Fees, and Other Expenses.

- **Subcontracts** costing more than $1,000 during the reporting period must indicate: Check or Reference #, Payee, Project Cost Sharing Amount, Center Operational Costs Amount and Description and Intended Use.

**CAT Reporting Requirements:**

- The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract.
- Records must be kept for the balance of the calendar year in which they were made and for 6 years after.
- NYSTAR reserves the right to review invoices and supporting documentation, which evidence actual expenditures prior to approving payment.
- If any expenditure is not properly documented, NYSTAR reserves the right, in its sole discretion, to require reimbursement, reduce the amount.