



JAMP Medical School Expenditure Guidelines

1. The expenditure of JAMP funds must provide direct support to the JAMP Program and/or JAMP participants and Pre-JAMP participants as defined by the "Agreement" between the JAMP Council and the Medical School. The expenditures must be reasonable and appropriate and should:
 - have appropriate supporting documentation to provide justification and accountability of funds expended.
 - comply with your institutional guidelines for the use of state funds.
2. The expenditure of JAMP funds must be utilized for:
 - direct support for enrichment programs and support services for JAMP participants, including internship programs
 - implementing or expanding the school's mentoring programs
 - recruitment of JAMP applicants
3. JAMP funds used for salaries must be proportionate to the percent of time dedicated to the direct support of the program and or providing a direct benefit to the JAMP participant. Documentation of time and effort should be in accordance with institutional requirements.
4. All travel related expenditures should be for the enhancement of the program and be incurred by JAMP participants and or program facilitators.
5. Equipment purchased with JAMP funds must be for the direct benefit of the JAMP and/or used by JAMP participants.
6. Any use of JAMP funds that includes benefits to non-JAMP participants requires justification, including assurances that JAMP participant benefits are not diminished and prior approval of the JAMP Director.
7. The JAMP Council may require monies already disbursed to the Medical School be returned if the school fails to materially comply with the terms of the "Agreement" between the JAMP Council and the Medical School.
8. The medical school JAMP institutional representative has the authority to reallocate funds within approved budget categories. These reallocations do not require prior approval of the JAMP Director, but must comply with institutional accounting policies and JAMP expenditure guidelines.