CONTACT LIST FOR BUDGET OFFICES

The **ECU Spending Guidelines** document provides basic rules for expenditures to guide employees in making wise spending decisions. It is a great resource for many routine questions but other questions may arise. Questions may be directed to the appropriate Budget Office.

**University Budget Office (State Funds):**
State funds must be spent in accordance with the State Budget Manual prepared by the Office of State Budget and Management (OSBM) and state law. Some purchases are specifically not allowed to be purchased from state funds and are listed in the **ECU Spending Guidelines**. When in doubt, or if you have questions, please contact the University Budget Office.

E-mail: budgetoffice@ecu.edu  
Website: http://www.ecu.edu/financial_serv/budget.cfm  
Phone: 252-737-1145

**Institutional Trust Funds (ITF):**
All ITFs have a specific Fund Authority that governs the purpose of the fund (including the “source of revenues” and the “nature of expenditures”). All expenses should be consistent with the approved Fund Authority.

E-mail: ITF-SpecialFunds@ecu.edu  
Website: http://www.ecu.edu/cs-admin/financial_serv/specialf/index.cfm  
Phone: 252-737-1403

**Office of Grants and Contracts (OGC):**
Grant and contract funds must be spent consistent with university, sponsor, state and federal guidelines. A Financial Analyst is assigned to
each fund. See the “departmental assignment list” located on the “Staff” link on the Office of Grants and Contracts website.

E-mail: grantsc@ecu.edu  
Website: http://www.ecu.edu/grants/  
Phone: 252-328-9530

**ECU Foundation, Inc.:**
ECU Foundation funds should be spent in accordance with the foundation’s current expenditure policy.

E-mail: ecufoundation@ecu.edu  
Website: http://www.ecu.edu/cs-admin/ecuf/insidefoundation.cfm  
Phone: 252-328-9553

**ECU Medical & Health Sciences Foundation:**
Medical and Health Sciences Foundation Funds should be spent in accordance the foundation’s current expenditure policy.

E-mail: ecumhsfaccounting@ecu.edu  
Website: http://www.ecu.edu/cs-dhs/mhsfoundation/insidefoundation.cfm  
Phone: 252-737-2238