

## HDFS FINANCIAL PROCESSES

8/1/19

**FACULTY:** Up-to-date salary spreadsheets are available in Box. If you're ever wondering if you received payment for something, check the spreadsheet. If you DIDN'T receive a payment you were expecting, please let Leslie Culp know.

**HIRING:** If you or one of your grad students is even thinking about hiring someone, talk to Cristyl Prue, our hiring expert, so we can do it the right way. 7-4179 or [cristyl.prue@usu.edu](mailto:cristyl.prue@usu.edu)

**PURCHASING PROCEDURES:** (applies to department money, grants, student clubs, AES projects, etc.)

***There are two acceptable methods to purchase goods or services: Pcards and EZ Buy.*** If the vendor will accept a Pcard, this is the best method to pay for goods OR services (yes, one-time services are now allowed on a Pcard; ongoing services for which you'll receive multiple invoices should still be processed in EZ Buy). Judy Hendrickson, Elaine Pate, Laura Crofts, and Rebecca Johnson all have Pcards that can be used, then if necessary Leslie can easily transfer the charge to your project (please note which project it's for on the receipt when you sign it). If the vendor doesn't accept a Pcard or you're starting an ongoing service, the procurement process must be started in EZ Buy. Both Judy and Elaine have experience with EZ Buy and would appreciate a quote/estimate or email to get started. For office supply needs, please contact the staff assistant in your area. They regularly do group orders from Office Depot and Staples.

**Reminder about Amazon purchases:** an Amazon business account must be used, and only Elaine, Judy, Laura C, and Rebecca are set up with these for department purchases.

Personal reimbursements will be rare (one of the few exceptions is the purchase of books at a conference). Please note that this is University and state policy.

**COPY CODES:** If you are going to make copies for a non-department project and need a separate copy code, please ask a staff member to set one up for you. Copy projects over 250 pages should be sent to the TSC Copy Center (not applicable to exam copies).

**CONTRACTS:** (applies to non-USU vendors only)

If you have a contract-type document or transaction that meets the guidelines stated below, we need to fill out a contract review form and have it, together with the contract, go through the University's signature process. Once we have it signed by Purchasing Services, the contract will go to the vendor for their final signature, then when we get it back, it can be paid. Please contact Leslie for more details.

***ALL written agreements or contracts that bind the University must follow this process. Examples are: copier service agreements, hotel/conference agreements, speaking agreements, advertising agreements, ... Basically anything that has a written document (agreement, MOU, MOA, contract) that requires a signature and binds the university is affected by this process. This also includes "click to agree" arrangements online!***

## **TRAVEL:**

Just a reminder that if you're traveling for USU-related business, you need to initiate a travel authorization (TA) with Annalee Ward ([annalee.ward@usu.edu](mailto:annalee.ward@usu.edu)) **well before your trip**, even if there won't be any expenses or you won't be reimbursed for them. You're not covered by the University's insurance without that TA in place. Also please remember to indicate something about the funding source at the bottom of the form. Even something like "department trip" or "overhead" or something similar is very helpful, especially for those of you who have multiple sources of funding.

There are several ways to handle travel expenses:

1. Pay for everything personally and then turn in your receipts after you travel
2. Pay for airfare and registration personally and turn in receipts to Annalee soon after to get reimbursed for those items before you travel
3. Borrow a department travel card for airfare and/or hotel; borrow a regular Pcard for registration
  - a. No out-of-pocket expenses up front for you
  - b. Funding limits will still apply

Judy, Elaine, and Laura Crofts all have travel cards. [These cards can be used to purchase airfare, hotel, and shuttle services](#) if you prefer not to pay personally and then get reimbursed. FYI, these kinds of vendors are blocked if using a regular Pcard and your transaction will be declined. However, conference registration CAN be paid with a regular Pcard (will be declined on a travel card).

## **FLOWERS AND PLANTS:**

Flowers and plants may be purchased with University funds in the following circumstances only:

1. For the funeral of a current employee or immediate family member
2. For an employee that is hospitalized
3. When it's in the best interest of the University (for scholarship donors, for example)

**FYI ABOUT FOOD:** The cost of meals where only USU employees are present is generally not permitted. However, there are exceptions in certain circumstances. Here is the policy on Meals and Entertainment: <https://www.usu.edu/policies/516/>