

## 7 AUTHORIZED EXPENSES

### 7.1 Copying Procedures

#### Personal Copies

No personal copying for individuals not housed in the Lawson or Haas buildings.

#### Procedures

- For copies of 300 pages or more, allow at least 48 hours.
- Any copying job submitted after 4:30 p.m. might not be completed until the next day. This may mean that jobs submitted late on Friday afternoon might not get done until Monday morning.
- There is no guarantee that last minute orders will be completed by the time requested.
- Books: Copying will not be allowed if there is any question about copyright violations.

### 7.2 Telephone Calls

The department provides a single, university-standard phone line with voice mail and hand-free options for each faculty office. Additional phone lines must be charged to an appropriate, non-department account. The department, upon request, will provide headsets.

1. **Personal calls.** Personal long distance calls cannot be charged to the university, but may be placed from university telephones, provided they are made collect or charged to a personal calling card.
2. **Collect calls.** No one is authorized to accept a collect call unless the Purdue operator, who must obtain a departmental account number for billing purposes, extends the call. If a call should come directly into a Purdue station, the call should be returned to the Purdue operator (flash, touch "O") so the appropriate account can be assigned and the billing passed to the long distance operator. This is the only method that will enable proper charges.
3. **Research related calls.** You should get a MERS number through the Business Office for the grant being used and use it for such calls.
4. **Calls from home.** You should not use the Purdue credit card for business calls from home. Please call the Purdue operator, give your MERS number and place the call through Purdue.

### 7.3 Mailing Procedures

1. Make sure the person sending mail has his/her name on the return address section of envelope.
2. Please specify what rate you wish your mail to be sent. If you do not specify a rate, mail will be sent first class for U.S. and airmail for overseas. Large or heavy items such as books, technical reports, etc., will be sent book rate (fourth class) for U.S., and AO (air other) rate for overseas mail.
3. Mail brought in before noon will be sent out the same day. Any mail metered after 12:00 noon will be dated and sent out the following day.

4. Except for large bulk mailings, all mail on Friday is taken to a mailbox at 3:30 p.m. Please have all mail submitted by 3:00 p.m., if you wish to have it taken to a mailbox.
5. All large and/or bulk mailings should be brought in **before** 12:00 noon on Fridays. If these mailings must go out **after** 12:00 noon on Friday, be prepared to take these to Materials Management (MMDC) yourself. No large, personal packages will be taken on Friday afternoons.
6. **FAX** messages will be charged to departmental funds unless they are research related. If so, please provide appropriate MERS number.
7. **Federal express** packages will be charged to departmental funds unless they are research related. If so, please provide appropriate account to be charged at time of request. Blanket authorization is given for grant proposals and fellowship nominations to be sent at the expense of the department. All other materials being charged to the department should be related to teaching or other departmental business or should have prior approval. To ensure Federal Express packages go out the same day, packages will need to be in the mailroom by noon and 3:15 p.m., respectively.

## 7.4 Meals for CS Colloquium Speakers

The following guidelines apply to lunches and dinners paid from departmental funds. The Department Head must approve exceptions in advance. It is the responsibility of a visitor's host to (a) make arrangements for meals, and (b) see that these guidelines are followed. Note that meals *can be paid* from regular university funds, excluding government or industrial contracts. If you have a special situation of any kind, please make arrangements *in advance* with the business office.

The university's hospitality policy can be found at [http://www.purdue.edu/policies/pages/finances/ii\\_1\\_1\\_print.html](http://www.purdue.edu/policies/pages/finances/ii_1_1_print.html).

The department has a PRF and PU credit card that can be used for meals. Stop by the Business Office and pick up the card when you are ready to go out. You will need to sign out the card and return it the same day, along with an itemized receipt and the purpose (example: faculty candidate).

The term *visitor* is used for anyone from off-campus who is a scientific colleague, whether from academia, government, or industry. It does not include salesmen, publisher representatives, or Purdue employees. Note also that government employees are strictly forbidden from receiving free meals. All do not strictly adhere to this rule; be cautious, especially when dealing with representatives of government funding agencies.

The authorized amounts listed below include the visitor. The department does not reimburse from departmental funds visitors who do not give a colloquium. Overruns are to be paid personally, and any exceptions must be authorized *in advance*.

AUTHORIZED AMOUNT			
	Category	Lunches	Dinners
1.	Distinguished lecturers (\$15 per lunch)	\$90(6)	\$240
2.	Regular colloquia	\$60(4)	\$125
3.	Interviewee	\$60(4)	\$160

## 7.5 Moving Expenses

New hires will receive a check for moving expenses from the university once the employment contract is signed. The amount of the check will be for the dollar amount specified in their offer letter, minus income tax.

The university does not require withholding receipts. The employee should work with their personal tax accountant/preparer to retrieve the amount withheld for income taxes.

## 7.6 Department Signature Authority

**Department Head:** Authorized to sign all forms.

**Associate Department Head or designated member of the Executive Committee:** Authorized to sign all forms.

**Assistant Head:** Authorized to sign all forms.

**Assistant to the Department Head:** Authorized to sign all forms. Generally used only in absence of Department Head, except for matters relating to students, graduate school, registrar, etc.

**Business Manager:** Authorized to sign for the Department Head all forms relating to business and financial affairs of the department with amounts less than \$10,000. Comptroller can sign up to \$50,000.

**Facilities Manager:** Authorized to sign purchase requisitions up to \$10,000, invoice vouchers, property accounting, change of status of equipment, and permission to take equipment off campus.

**Business Office Clerks:** Authorized to sign the following with amounts up to \$2,500: office supplies, printing services, university vehicle form, parking permit applications, time cards, audio-visual forms, and payroll in absence of Business Manager.

**Administrative Assistant to the Department Head:** Authorized to sign the following with amounts up to \$250: purchase office supplies, printing services, university vehicle form, parking permit applications, time cards, and audio-visual forms.

**Building Deputy:** Authorized to sign the following with amounts up to \$250: office supplies, printing services, university vehicle form, parking permit applications, time cards, property accounting, audio-visual forms, repairs on building, make keys, etc., and telephone order/repair.

**Mail Clerk:** Authorized to sign the following with amounts up to \$250: office supplies, printing services, and audio-visual forms.

## 7.7 Visiting Scholar Expenses

This policy states who pays for special expenses of Visiting Scholars. Our offer letter states that visiting scholars will be provided with an office, normal secretarial service, and access to a computer. "*Normal*" means typing business letters, mailing business letters, ordinary business related copying, basic office supplies, and similar services. Not included are:

- Long distance calls and FAXes (off campus).
- Mailing large packages.
- Extensive copying (printing services).
- Copy cards (library).
- Federal express.
- Heavy duty computing.
- Travel.
- Expenses similar to those listed here.

The host of the Visiting Scholar is responsible for these expenses, in that they are to be paid by the host's funds (e.g., government contracts if activity benefits project, gift funds, and seed funds).

## 7.8 Department Charge Card

*Procurement Card:* The University has the capability to use charge cards in the procurement of supplies. You may obtain this card from the business office. You will be required to sign it out and return it on the same day. The department card has a transaction limit of \$250. If you intend to purchase items from the same vendor that exceeds this \$250 limit, the charge card is not the mode of purchase that should be used. Purdue policy prohibits requesting the vendor to charge the purchase as 2 separate transactions in order to bypass the transaction limit. When you return the card to the business office, you need to provide the receipt for items purchased and the appropriate account to be charged. Please remind vendors that Purdue is tax exempt so sales tax should not be charged.