MEAL REIMBURSEMENTS

When taking your guests out for breakfast, lunch or dinner an itemized receipt is required by our Accounting Department before you can get reimbursed. Credit cards receipts are NOT acceptable. You also need to get separate receipts for food and alcohol. Tips are reimbursed up to 20%.

PAYROLL

The following is the procedure to follow when hiring a postdoc: Applicant must apply for the position on-line. They can apply by going to https://jobs.ndsu.edu. The current position number is 0900128. After they have applied for the position a criminal history record check will be sent to them. The applicant needs to fill this form out and either return to Angela, Backman@ndsu.edu in the Equity and Diversity Department or to the person assisting you with your position opening. After the background check form has been sent you can fill out your Request to Offer along with the Recruitment Checklist. When filling out the check list you can state that the applicant was not formally interviewed (if this is the case) and tell why that person is your top candidate. After the background check and Request to Offer has been approved you can send your offer letter. A copy of the offer letter also needs to go the individual helping you with this process as it needs to be attached to their payroll form.

When an individual will be leaving your group you must inform the person handling their payroll at least two weeks before their departure. If the individual is a benefited employee they will need to write a letter of resignation. When you receive this letter you must give it to the person handling their paperwork as it needs to be attached to their final payroll form.

PURCHASING

For orders that are under $4,999 a purchase order number can be obtained from Tina, Dionna or Charlene. Orders more than $5,000 need to go through our Purchasing Department. You must obtain three price quotes which will be attached to the PO. If there is only one vendor that handles your request you will need to fill out a Sole Source Form. This form can be found on the purchasing website and will need to be attached to the purchase requisition.

SERVICE AGREEMENTS

If an individual from off campus needs to repair equipment in your lab or needs to come for any other reason and will be getting reimbursed, a service agreement needs to be filled out prior to his arrival on campus. The agreement can be found on the Purchasing Website. The agreement that needs to be filled out is the Contractor (short form). The contractor needs to sign and return this agreement. It will then be sent to the director in purchasing for her approval. After it has been approved you can make arrangements with the person coming.

TRAVEL

Prior to traveling you are required to complete a travel authorization form. This applies to in-state, out of state and out of the Country travel. The authorization form can be found at http://www.ndsu.edu/forms and is listed under the forms for the Accounting Department. Your travel needs to be approved by your Chair and your Dean prior to your departure.

For travel reimbursement you must get receipts for all miscellaneous expenses. When checking out of your hotel the receipt that you receive must show a zero balance. If you make travel arrangements with a travel agency your airfare can be paid prior to your trip. Only by working with a travel agency can it be paid early. If you will be attending a meeting and there is a registration fee, this also can be paid prior to your trip.