NDSU NORTH DAKOTA STATE UNIVERSITY

October 2019
Volume 3

CSM Business Center Procedures

The CSM Business Center staff is here to assist with managing the budgets (appropriated, local funds, and grants) of the departments of the College; assisting with faculty, staff, grad student, and work-study and time slip hires; managing payroll; completing invoice and reimbursement processing; assisting departments with purchases over $10,000; and managing departmental purchase cards.

Whether you think you can or think you can't, you're right.

Henry Ford

Contents

CSM Business Center Staff

NAME	TITLE	INFO
KAYLA KOTTSICK	College Business Manager *Dean's Office fund management and Dean's Office start-up funds; grad student travel awards, etc.*	Phone: 1-7412 Email: kayla.j.kottsick@ndsu.edu Office: Minard 202E Depts: College of Science and Mathematics
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BREANNA LARSON	Business Coordinator *Fund management of appropriated, local, and grant funds; department start-up balances; payroll; and policy and procedure on purchases and hiring.*	Phone: 1-5323 Email: breanna.l.larson@ndsu.edu Office: Minard 232A4 Depts: CPM; Physics
REBECCA SANDELL	Grant Coordinator *Oversight and grants resource for all departments; grant re-budgets; pre-award assistance; liaison between Grants Office and faculty.*	Phone: 1-5282 Email: rebecca.sandell@ndsu.edu Office: Minard 406F Depts: BioScience; Chemistry; CPM; GeoScience; Math; Physics; Psychology; Statistics
CONNIE FORBORD	Account Technician *Processes payments for invoices and travel reimbursements; manages time slip employees (hiring/termination, time slip entry); assists with purchases and manages pcard accounts.*	Phone: 1-5135 Email: connie.forbord@ndsu.edu Office: Minard 202C Depts: Chemistry; Statistics
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PAMEL TUEL	Account Technician *Processes payments for invoices and travel reimbursements; manages time slip employees (hiring/termination, time slip entry); assists with purchases and manages pcard accounts.*	Phone: 1-6513 Email: pamela.tuel@ndsu.edu Office: Minard 232A6 Depts: BioScience; GeoScience; Psychology

Travel Reimbursements

Complete the Travel Authorization Request.

This should be completed at least two weeks prior to the travel. You cannot do the Travel Authorization retroactively (i.e., after you return from your travel).

Airline reservations.

There are options for getting airline reservations:

1. Forward your preferred itinerary to the Account Tech and they will make the reservation for you and will forward your flight confirmation. This can then be placed directly on the Account Tech's pcard.
2. The individual can make their own travel reservations through one of two travel agencies that will direct bill the department: Travel Inc. (218-236-8383) in Moorhead, and Bursch Travel (701-237-6390) in Fargo. However, if the individual wants to do this, they must first notify the Account Tech so that they can notify the travel agency that it is okay to make the reservations for the individual.
3. The individual makes their own travel reservations, pay for it themselves, and submit a request for reimbursement after the travel is complete.

NOTE: If you make your own airline reservations, you will need to make sure you keep a copy of the confirmation that contains your **full itinerary**, **ticket #**, the amount, and the method of payment (i.e., shows the last 4 digits of your cc). You will need this for reimbursement later. Please note that upgrades in seat assignments to first class are not permissible—if you do upgrade, you will not be reimbursed for the difference between economy class and first class.

Hotel reservations.

Currently, hotel reservations for faculty and staff are not allowed to be put on the department pcard...however, with prior approval from Purchasing, we can do so on a case-by-case basis.

Receipt required for reimbursement: When you make your hotel reservation, reimbursements will only cover the basic room charge and taxes, not room service, not internet, not the mini-bar, etc.

1. If you are traveling with your spouse, you must have the hotel state what the room rate is for single occupancy. The single occupancy rate is what is reimbursable.
2. If you are traveling to a conference and share a hotel room with another NDSU employee, each should claim their own hotel reimbursement. However, if one employee pays the entire hotel bill, only that employee gets reimbursed, and he/she will have to indicate they shared the room (including the name of the other NDSU employee).

Travel Authorization Request

The Travel Authorization—Out-of-State is a simple online form.

Once you submit it, it automatically goes to your supervisor and then it is forwarded to the Dean's Office for final approval.

To make sure there is enough time for the approval process prior to travel, you should submit your travel request at least two weeks prior to travel and before any travel arrangements are made.

Why do you need a travel authorization?
It comes down to protecting you if something happens while you're out of state. The approved travel authorization proves that you were on university business so that you are covered for travel expenses and insurance purposes. If you travel out of state without an approved travel authorization and something happens (accident, injury, delay in travel causing more expenses, etc), you could be on the hook for any and all expenses related to the incident.

Travel Reimbursements (cont'd)

For reimbursement purposes, you will need an itemized invoice from the hotel for reimbursement. This is so that we know the nightly room charge (including taxes), and any other charges such as hotel parking if you have a rental car.

As Airbnb's have become more popular, these are also allowable expenses in lieu of hotels. Remember: just like hotels, you will need an itemized receipt/invoice from the Airbnb.

Taxis, shuttles, etc.

Taxis, Ubers, Lyfts and hotel shuttles are allowable expenses for business functions. This includes from your hotel to the conference/meeting site, to dinner/lunch, from and to the airport. This does not include rides for personal or entertainment purposes—i.e., to the movies, out for a night on the town, to go shopping, etc.

When tipping your driver, there is a *maximum tip of $5*. Anything over that is not reimbursable. (NDSU Policy 515, Sec 8.3)

<u>Receipt required for reimbursement:</u> Most taxi's, Uber, Lyfts, hotel shuttles will provide you with a receipt upon request. Make sure your get one so you can be reimbursed if the fare comes to over $10. Receipts are required for all individual miscellaneous travel expenses exceeding $10.00. (NDSU Policy 515, Sec 8)

Rental Cars

If a rental car is necessary for your business trip, you should indicate this in your Travel Authorization Request. Rental cars may be used when the rental is approved as it would prove to be cost-effective; or out-of-state travel requires a vehicle at that destination. Please familiarize yourself with the NDSU State Fleet and Rental Vehicle Guidelines.

NDSU has a contract through the state with Hertz and National/Enterprise that provides:

- Discounted vehicle rental prices,
- A full coverage damage waiver with $0 deductible,
- And liability insurance up to $1 million without a additional fees or paperwork.
- When a rental car is authorized, extras such as GPS, additional insurance, and upgrades to larger/luxury vehicles will not be reimbursed.

When there are no cars available with either Hertz or National/Enterprise, alternative car rental companies may be considered. However, when renting cars from companies other than Hertz or National/Enterprise, you must purchase: Collision Damage Waiver, Comprehensive, and Liability Insurance. These additional costs must be factored into the overall cost of the vehicle rental, and it would still have to come out as the most cost-effective choice. OMB, Risk Management Division—Vehicle Coverage FAQs

Parking

If you need to park your car at the airport, this is a reimbursable expense, just make sure you retain the receipt.

If you drive your own car, or rent a car at your destination and you utilize hotel parking, this should show up on the hotel invoice when you check out, and is reimbursable.

Travel Reimbursements (cont'd)

<table>
<tr><th colspan="2">QUICK REFERENCE FOR RENTAL RESERVATIONS</th></tr>
<tr><th>ENTERPRISE & NATIONAL</th><th>HERTZ</th></tr>
<tr><td>
Use a State account number when making reservations (valid at Enterprise & National):
<u>Account Numbers</u>
XZ63WND: State of ND   3 Digit Pin: STA
XZ63NDS: NDSU   3 Digit Pin: NDS
XZ63UND: UND   3 Digit Pin: NDS
XZ63BSC: BSC   3 Digit Pin: NDS
XZ63MIS: MSU   3 Digit Pin: NDS
XZ63MAY: MaSU   3 Digit Pin: NDS
XZ63OND: One-way rentals with National Car Rental only.

If your agency needs a unique account number or is not paying by purchasing card and requires direct billing, contact the Regional Acct Rep to create an account. Allow 10 days for account setup.

Erin Kramarich, erin.kramarich@ehi.com
• 406-896-0752 Direct
• 406-860-3012 Cell

Reservation Number:
1-800 Rent A Car; 1-800-736-8222 (must have established account number)

Websites:
www.nationalcar.com/offer/XZ63WND (valid at both): Enterprise Emerald Club
www.enterprise.com; www.nationalcar.com
</td><td>
Individual Enrollment:
• To enroll in the Gold Membership using a specific credit card, go to Enrollment in Hertz Individual Gold Membership
• Hertz Gold Membership is included at no charge as part of the WSCA contract. The CDP # is embedded in the online application; do not enter the number in the application.
• Upon first use of a Gold Membership rental, be prepared to present credit card & ID at the Hertz rental kiosk.
****
Agency Enrollment in the Hertz Agency Applicant Program allows users within an agency to rent vehicles and it creates an agency specific billing account number.

If you want to set up an account or have questions contact:
Shawn Sheridan, 651-695-3359 Direct

Reservations: 1-800-654-3131
• Use State of North Dakota Corporate Discount Account 1892010 to make reservations <u>only if not enrolled</u> as a Hertz Individual Gold Member or if <u>not enrolled</u> in the Hertz Agency Applicant Program.

Emergency Road Service: 1-800-654-5060

Website: www.hertz.com
</td></tr>
</table>

Travel Reimbursements (cont'd)

Student Travel Payment

If you have an undergraduate or graduate student and you want to fund their travel, you will have to complete the following form: Student Travel Payment.

This form is to determine whether the travel by the student is solely for the students' benefit, or if the university will benefit.

- If the student is the primary beneficiary of the travel, i.e., this is for the advancement of their course of study, then the travel funding would be processed as a scholarship.
- If the university is the primary beneficiary, i.e., the travel directly supports an NDSU research program, presenting ata conference on behalf of the university, or if the student is officially representing the university, then the travel can be deemed NDSU business-related.

The difference between the two situations above are as follows:

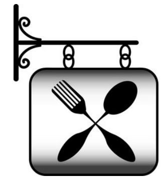
- If there was a business-related reason for the student to travel and incur expenses, this would be a ***reimbursement***.
- If the student's travel was non-business related, any related payment for expenses would be considered ***assistance*** and must be reported to Financial Aid and Scholarships.

Miscellaneous Travel Information

- The employee traveling must choose the most prudent and economical means of travel.
- Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification.
- In the case where an employee is driving their own vehicle, they will receive a mileage expense. If they are traveling in-state (anywhere within a 300 mile radius of the ND border), the reimbursement is 58 cents/mile. If they are traveling out-of-state (anywhere *exceeding* a 300 mile radius of the ND border), the reimbursement is 18 cents/mile. However, if two or more NDSU employees are traveling in the same vehicle, the reimbursable rate for out-of-state is 58 cents/mile. Only the owner of the vehicle can get mileage reimbursement.
- If an employee shares a hotel room with another NDSU employee while traveling, each should normally claim their own reimbursement for the room. However, in those instances when one employee pays the whole hotel bill, they can claim reimbursement where the other employee must annotate that on their travel claim (they do not get a hotel reimbursement).
- If an employee shares a room with an individual who is not eligible for reimbursement (i.e., a spouse or traveling companion), they will only be reimbursed for the room rate for a single person.

For more information, see the Quick Reference Guide for Employee Travel put out by the Accounting Office.

Non-Travel Reimbursements



The main non-travel reimbursement you will deal with are reimbursements for meals with guest and colloquium speakers.

One form you will have to fill out is the [Banquet & Meeting Documentation Form.] On this form, you will have to list the name of each guest attending that meal. Spouses and significant others attending the dinner in a non-official capacity are not allowable reimbursements.

There is a per person allowance limit to reimbursed meals that is actually printed on the banquet form to remind you how much is allowable:

- Breakfast is $13.75 per person.
- Lunch is $20.62 per person.
- Dinner is $34.38 per person.

Remember: these amounts *include* taxes and gratuity.

The form will figure the average cost of the meal for you—just put the total amount of the meal requested, enter the number of individuals, and the average cost of meal is automatically filled in.

The individual who is paying for the meal and requesting reimbursement should print and sign their name at the bottom of the form.

Receipts for Non-Travel Reimbursements

For meal reimbursement purposes, you will need to provide 2 receipts:

- Itemized receipt.
- Receipt showing method of payment.

(Samples of these two types of receipts are shown on the next page.)

Don't forget...just like the travel reimbursement request, there is a non-travel reimbursement request. This will provide who is to be reimbursed, what the event was for, and funding information.

If you get a receipt that shows both the itemized list of the purchase, *plus* the method of payment, then you will only need that one receipt.

Other non-travel reimbursements, such as lab, equipment or office supplies should **NOT** be put on your personal credit card for reimbursement. ***Such purchases should go through your academic assistant or account tech, using the department pcard*** so that taxes are not charged on the items. As the university gets stricter on reimbursements of personal credit cards for official purposes (other than meals), it is easier to just avoid this practice.

Banquet and Meeting Documentation

Note that the reimbursable meal allowances have gone up:

Breakfast: $13.75
Lunch: $20.62
Dinner: $34.38

These are the average cost of the meal per person. It also *includes* taxes and gratuity.

For instance: you paid $45.00 for dinner for 3 people, added a $9.00 tip, and taxes were at $3.37. Total, this comes to $57.37. Divided between the 3 people at the dinner, it comes to $19.12 per person...well within the $34.38 limit per person for dinner.

When figuring the gratuity for meals, remember that you cannot go over 20%.

IMPORTANT:

Purchases made for work should **NOT** be shipped to your home address. This could cause disapproval of your reimbursement request.

Non-Travel Reimbursements (cont'd)

The itemized receipt is to ensure that no unallowable purchases are made, i.e., is no alcohol being reimbursed.

NOTE: If you have alcohol with a meal and want to be reimbursed, make sure it is on a separate receipt, and it can be paid through Development Foundation funds—however, this must have prior approval by the department chair and the Dean.

Sample of an "all in one" receipt that has the list of items, credit card used, and total. In this case, we would need some documentation tying your name to the credit card # (statement or copy of credit card)...whichever you're more comfortable with.

CLUB MANAGER M RINKENBERGER
(701) 282 - 7997
FARGO, ND
02/01/18 16:44 0622 08172 007 2458

MARK

E	980011652	CLUB CRKS F	6.98	N
E	980068474	NAANDIPPERSF	4.68	N
E	980068474	NAANDIPPERSF	4.68	N
E	102193	36CT COOKIEF	5.98	N
E	608628	VEG TRAY F	9.98	N
E	72553	RED GRAPES F	7.98	N
E	406950	RRP HUMMUS F	5.88	N
	747420	MM PLATE	12.94	T
E	431584	HAVARTI F	7.23	N
E	377273	PRESBRIE16.F	6.28	N
E	980081189	CHRCTRE SMPF	11.98	N
E	749972	STRAWBERRY F	5.98	N
E	725545	GREEN GRAPEF	6.98	N
		SUBTOTAL	97.55	

TAX 1 7.500 % 0.97
TOTAL 98.52
VISA TEND 98.52
VISA CREDIT **** **** ****[redacted] I 1
APPROVAL # 81014D

AID A0000000031010
TC 7FA3D527E04D4275
TERMINAL # SC011063
*Signature Verified
CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 13

TC# 1143 0137 2221 6189 8660

Happy to Help

*** MEMBER COPY ***

Sample of two receipts from a restaurant: one is the itemized receipt, and the other is the receipt showing total cost, gratuity, method of payment, and the credit card holder's name. No further documentation needed.

HERD & HORNS
BURGERS · BEER · BISON
FARGO, ND

ORDER: 0833
****
Herd and Horns Check 132149
1414 12TH AVE N
FARGO ND 58102
Tel. 701-551-7000

02/02/18 12:53 PM
Table 60 Cust 4
Waiter 7 TiaAnn
****

1 CAESAR SALAD	10.99
ADD CHICKEN	3.00
1 COBB	10.99
1 POBLANO CHICKEN TACO	9.99
1 FISH TACO	9.99
Taxable:	44.96
Sub-total:	44.96
Gratuity:	0.00
Taxes:	3.37
Total Due:	48.33

48.33 x 20% = 9.67 maximum gratuity

****
* Customer Copy *
****

Herd and Horns
1414 12TH AVE N
FARGO, ND 58102
701-551-7000

Date:	02/02/18
Time:	12:54 PM
Server:	7. TiaAnn
Order:	220833
Description:	Table 60
Card Type:	Visa
Card No:	XXXXXXXXXXXX[redacted]
Expires:	XX/XX
Appr Code:	062183
Purchases:	$ 48.33
Tip:	$ 8.00
Total:	$ 56.33

I agree to pay the above total amount according to the card issuer agreement.

[redacted]

Immigration Vetting for Payment of Services to Foreign National Not on NDSU Payroll

Immigration Vetting for Payment of Services to Foreign National (FN) Not on NDSU Payroll

FAQ Related to Paying Academic Honorarium While on a Visitor Visa

Prior to hosting a guest speaker who is a foreign national (and yes, Canada is considered a foreign country so this includes Canadians), you should review the FAQ Related to Paying Academic Honorarium While on a Visitor Visa. This will give you good information on whether or not you can pay the foreign guest speaker an honorarium, and what steps must be taken in order to do so.

Guest Speakers

For ***any*** guest or colloquium speaker coming from outside the area, you should have a Contracted Services Agreement—Speaker. This is a simple, one page form that should be filled out and signed *prior* to the speaker arriving.

In most instances, travel expenses are paid for the speaker by the department and this should be stipulated in the compensation section so that there is no ambiguity as to what the university is providing for the guest speaker.

Once the form is filled in, then the speaker needs to sign it, the department chair should sign it, and final approval is sent to Stacey Winter in Purchasing (the form can be forwarded to the Account Tech and he/she can acquire the signature from Purchasing). Once Purchasing signs/approves the form, it will be kept with the other forms where the department is paying for any expenses for the speaker.

Honorariums/Speaker Fees:

Some departments pay their speakers an honorarium or speaker fee, and if so, this should be stipulated in the compensation section of the contract. *If there is no honorarium/speaker fee paid, nor any travel reimbursements, there is no need for a W-9 to be completed by the speaker.*

If the guest speaker is going to be paid an honorarium (or speaker fee when paid by grant funding), then an additional W-9 form must be filled out and signed by the guest speaker. This is because the honorarium/speaker fee is considered income, and the W-9 is an IRS form.

Foreign Guest Speakers

The agreement you'd use for foreign guest speakers would be the Contracted Services Agreement—Non-Resident Alien**.** This form is similar to the simpler speaker agreement shown earlier, but the upside is that this form also gives you a list of the documents that are required to go with this form (if the speaker is being paid).

Payments to the individual get a little tricky when the speaker is a **foreign national**, as they don't have a social security number. In that case, they would need to complete the W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting—Individuals). For identification purposes, it's a good idea to get a copy of their passport in lieu of other identification. ***If there is no honorarium or speaker fee, or travel reimbursements being paid to the individual, then the W-8BEN is not required.***

NDSU | PURCHASING
DIVISION OF FINANCE AND ADMINISTRATION

Contracted Services Agreement - Speaker

Questions about this form? Please call (701) 231-8954.

This Agreement is entered into between North Dakota State University - NDSU DEPARTMENT hereinafter referred to as "NDSU" and JOHN SMITH hereinafter referred to as "Contractor".

Name and Address of Contractor:

Name: JOHN SMITH

Address: 123 OAK AVENUE, PINE BLUFF, MT 00000
Street Address City State Zip

Phone #: 123-456-7890

Normally, the Contracted Services Agreement-Speaker will only be used for out-of-state guest speakers.

Is Contractor a current NDSU Employee? ◯ Yes ◉ No

If yes, all NDSU employees must be paid through the HR/Payroll System. Please see *Relationship of the Parties* section below. (Contracted Services Agreements cannot be used for employees.)

Is Contractor a past NDSU Employee? ◯ Yes ◯ No If yes, list last date of employment: ______

Services: The services the Contractor agrees to provide are:

COLLOQUIUM FOR "NAME" DEPARTMENT
TITLE: "NAME OF TITLE OF GUEST SPEAKER'S TALK"

This is to ensure there is no question as to what expenses NDSU is providing to the guest speaker.

Time: The Contractor shall perform the services to the satisfaction of NDSU at the following date(s) and time(s):

FEB 25, 2018, 3:30 PM

If there is an honorarium, or speaker fee paid, you will also need a W-9 (for U.S. citizens, or a W-8BEN (for foreign nationals) for IRS purposes.

Compensation: NDSU agrees to pay the Contractor as follows:

TRAVEL EXPENSES (AIRFARE, HOTEL)
HONORARIUM: $300.00

Relationship of the Parties: It is mutually agreed the Contractor is an independent contractor and not an employee of NDSU for purposes of this agreement. It is understood that the Contractor is not subject to the supervision and control of NDSU. No agency, employment or partnership is created by this Agreement. Each of the parties will be solely and entirely responsible for its own acts and/or the acts of its employees or agents. No benefits provided by NDSU to its employees, including unemployment and workers' compensation insurance, will be provided to the Contractor or his/her/its employees.

Disclosure: "NDSU has an obligation to make information available to the campus on where to get information about Registered Sex Offenders who are working on NDSU property. You are obligated to inform NDSU Campus Police, in advance of any of your employees being on NDSU property, of any such employee who is a Registered Sex Offender. This obligation includes property owned or controlled by NDSU that is at locations other than the main campus (for example, the Equine Center, Downtown Campus, Research Extension Centers, etc.)."

Non-discrimination: The Contractor agrees that no part of this Agreement shall be performed in a manner which illegally discriminates against any person on the basis of age, color, physical or mental disability, pregnancy, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. Veteran.

Certification: Acceptance of this contract constitutes certification that the Recipient is not proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Make sure the guest speaker indicates their citizenship or NDSU employee status here.

Contractor Signature ______ Date ______
JOHN SMITH
Print Contractor Name

Are you a U.S. citizen, U.S. national, or a permanent resident of the United States? ◯ Yes ◯ No
Are you a current or past NDSU Employee? ◯ Yes ◯ No
If yes, please see *Relationship of the Parties* section above.

Dept Authorized Signature ______
DEPARTMENT CHAIR
Print Dept Authorized Name

The department chair, or other authorized person should sign.

NDSU Director of Purchasing Signature ______ Date ______
STACEY WINTER
Print Director of Purchasing Name

Please print this form.

Route this form to:
Purchasing
17 Old Main
Phone: (701) 231-8954
Fax: (701) 231-7050

NDSU | PURCHASING
DIVISION OF FINANCE AND ADMINISTRATION

Contracted Services Agreement - Non-Resident Alien

Questions about this form? Please call 231-8954.

Documents/Forms required for payment of services within the United States:
- Copy of I-94 Card 'Arrival and Departure Record'
- Copy of Passport
- Copy of Visa
- Foreign National Information Form

Additional form required for payment of services regardless of where services are performed:
- W-8BEN

I hereby certify to the following facts:

☐ The activities will last no longer than nine (9) days at this institution.

☐ The services are being conducted for the benefit of the institution; and

☐ I have not accepted honoraria (and incidental expenses in the case of a B-2 visitor) from more than 5 institutions or organization in the previous six (6) months.

This Agreement is entered into between North Dakota State University - ______Department Name______ hereinafter referred to as "NDSU" and ______Contractor's Name______ hereinafter referred to as "Contractor".

Name and Address of North Dakota State University Contact Person:

Department Name: ____________________

Contact Name: ____________________

Phone Number: ____________________

Name and Address of Non-Resident Alien:

Individual's Name: ____________________

Address: ____________________

Country: (do not abbreviate) ____________________

Phone Number: ____________________

Is Contractor a current NDSU Employee? ◯ Yes ◯ No

If yes, all NDSU employees must be paid through the HR/Payroll System. Please see *Relationship of the Parties* section below. (Contracted Services Agreements cannot be used for employees.)

Is Contractor a past NDSU Employee? ◯ Yes ◯ No If yes, list last date of employment: ____________________

Services: The services the Contractor agrees to provide are:

Describe services --

Is this service being performed within the United States? ◯ Yes ◯ No

Effective Date and Duration: This contract shall be for the period of ____Start Date____ through ____End Date____ with an option to be extended for an additional __# or N/A__ months for a maximum of up to __# or N/A__ years if mutually agreed upon by both parties as set forth in a written amendment to this contract.

NDSU | NORTH DAKOTA STATE UNIVERSITY

Immigration Vetting for Payment of Services to Foreign National (FN) <u>Not</u> on NDSU Payroll

Questions about this form? Contact (701) 231-8052

IMPORTANT NOTICE: **No payment can be remitted without completion of this form**. It is strongly advised to complete this form **BEFORE** sending the "Contracted Services Agreement- Non-Resident Alien" document to your prospective FN service provider – **this includes guest lectures for reimbursement!**

Date ______________________

Information About the NDSU Host Department/Unit

Department Name ____________________________________

Contact Person ____________________________________

NDSU Email Address ____________________________________

Telephone Number ____________________________________

Dates Foreign National will spend at NDSU

From ____________ To ____________

Clearly describe the proposed activities of the Foreign National

Is the FN currently inside the United States?

NO ☐ Send FN's CV/Resume + copy of photo/bio page of passport to ndsu.immigration@ndsu.edu

YES ☐ Providing the email address of the FN below indicates your permission for Faculty Immigration Services to contact your FN Service Provider directly, so that we may assess their eligibility for reimbursement according to their current US immigration status.

FN's Name: ______________________________________

Email address: ______________________________________

Route this form to ndsu.immigration@ndsu.edu

For Faculty Immigration Services Use

☐ Export Controls Vetted Date ___________________

☐ Approval

____________________________ is eligible to receive reimbursement from NDSU, per US immigration regulations.

NOTES:

_______________________________________, ____________________

Faculty Immigration Advisor/Representative Date

FACIMMIG-rev 02/2019

Purchase Requisitions

The SPO Online is a North Dakota State Procurement online bidding system that is used to send out informal, formal and RFP's to vendors.

To view the purchasing contracts that NDSU has, check out the Purchasing Contracts that the Purchasing Dept has posted on their website.

NDSU Policies on Purchasing:

400: Purchasing—General Policies

401—Leasing Policy

404—Receipt and Inspection

405—Emergency Purchasing

406—Surplus Property

407—Auxiliary Exclusive Services

Large Purchases

There are times when you may need to order research or lab equipment that is in the thousands of dollars. There is specific paperwork that needs to be done prior to ordering such items.

As of June 30, 2018, NDSU put into place new purchasing thresholds which will make it easier to make larger purchase. For instance, any purchase ***under $10,000*** no longer needs bids or documentation. You just need one fair, reasonable quote.

Purchase Price	Quote/Bid Requirement	Documentation
Under $10,000	At least one fair and reasonable quote.	Documentation not required.
$10,000—$50,000 At least $10,000, but less than $50,000	Solicit informal bids or quotes or proposal from at least three vendors. May send to additional vendors. *Needs to be processed through Purchasing.	Documentation is required. Alternate Procurement Form required if competition is not solicited from at least three vendors (not required if fewer than three bids or proposals are received).
$50,000—$100,000 At least $50,000, but less than $100,000	Solicit informal bids or proposals using SPO Online with appropriate state bidders list from at least three vendors. May send to additional vendors. *Needs to be processed through Purchasing.	Documentation is required. Alternate Procurement form required if: • Competition is not solicited. • SPO Online is not used.
Over $100,000	Must be purchased using formal bids or requests for proposal (RFP). Solicitations must be posted using SPO Online with appropriate State Bidders List from at least three bidders. May send to additional vendors. *Needs to be processed through Purchasing.	Documentation is required. Alternate Procurement form required if: • Competition is not solicited. • SPO Online is not used.

Large Purchases (cont'd)

Upon receipt, you will need a Receiving Report that is forwarded to Accounting with the request for payment. If your order is split into several different delivery dates, you will need a new Receiving Report for each shipment that is received.

Payment of Merchandise

There are several options for payment of large purchases:

- Pcard (if the vendor is agreeable to it).
- Wire payments (Account Tech will do this).
- Bank drafts (Account Tech will do this).

Pcard. Many times vendors don't like getting payment for large purchases through the pcard because the credit card companies charge for transactions, and this costs the vendor. So check with the vendor prior to make sure this would be an acceptable form of payment.

Wire Payments. The Account Tech will process any wire payments. For a wire payment, you will need the banking information of your vendor as this needs to be entered on the form. Note that on the international wire payment form, it indicates that the IRS Form W-8BEN-E is required. If the University has dealt with these vendors in the past, there is most likely a W-8 on file already. Wire fees are typically not an allowable expenses on grant funding.

Wire Payable Voucher—Domestic Payments
Wire Payable Voucher—International Payments

Bank Drafts. The Accounting Office can issue a bank draft for the payment of merchandise through an Accounts Payable Voucher. Payments made by this method can be made payable only in U.S. dollars. Again, the Account Tech will take care of this for you.

Orders for Purchases Over $10,000

Vendor bids or quotes.

Purchase Requisition, or Alternate Procurement Request.

Purchase Order through the Purchasing Department.

Receiving Report (with packing slip included).

Request for payment upon delivery of order.

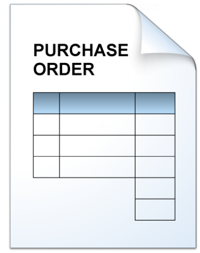
- Accounts Payable Voucher
- Wire Payable Request
- Pcard

This is a complicated process, so to make it simpler for you, just bring it to an Account Tech. The Account Tech will need the following information from you:

- Funding that will be paying for the large purchase.
- Individual vendor bids, making sure you let me know which one you'll be going with.

They will then work with the Purchasing Department in getting the Purchase Orders completed and coordinating with the vendor you will ultimately be purchasing the order from.

Purchase Order Forms



Whenever a purchase is made for the department, a purchase order form should be completed, along with it's own unique purchase order number. Not only does this give each purchase a unique identifier to locate the invoices later, but it also provides the funding information that the Account Techs will need to pay the invoices. This also gives the Account Tech information on who the order is for in case there is a problem with the funding or the order, making it easier to contact that individual.

The purchase order is not only for purchases where an invoice is mailed/

NORTH DAKOTA STATE UNIVERSITY
College of Science and Math Business Center
NDSU Dept. 2705, Minard 232
PO Box 6050
Fargo, North Dakota 58108-6050

Ship to Address: Attn: ____________________
(Use for: FedEx, UPS & other courier deliveries.)

PURCHASE ORDER # ____________________
(Write FACULTY initials in the blank after #.)

Pcard purchase: ☐

PLEASE FILL IN THE BELOW TO ENSURE WE HAVE PROPER FUNDING INFORMATION:

Bill to Address:
(Also, use for any U.S. Postal Service deliveries.)
Attn: Account Technician
NDSU Dept. 2705, Minard 202
PO Box 6050
Fargo, ND 58108-6050

Dept#: ____________________

Fund #: ____________________

Grant #: ____________________

VENDOR NAME:

NAME OF PERSON PLACING THIS ORDER:

Phone: ____________________

ORDER DATE: ____________________

❑ ***Computer software? Check with Account Tech BEFORE ordering.***

QUANTITY	CATALOG NO.	DESCRIPTION	UNIT PRICE	TOTAL AMT.	*FOR ACCOUNTING USE ONLY* REC'D	INV'D	NEED INV. TAG?
			Shipping & Handling Cost(s)	$			
			GRAND TOTAL	$			

Purchase Order Forms

The Purchase Order Forms can be tailored to each department with the department's own PO#'s, contact phone numbers, address, etc., already printed on the form.

If a department desires to just use the standard, generic one, that is okay, but they will have to ensure that a unique purchase order number is used for each purchase.

A few main points to remember when making purchases:

- No personal purchases shall be made in the name of the University, nor shall any University resources be used in any way for the purpose of making personal purchases.
- All employees involved in federal fund projects shall comply with the conflict of interest requirements that govern any federal grants or other sponsored agreements.
- Equipment and supplies purchased for use by a governmental agency are not subject to sales tax or federal excise tax.

Purchase Cards

More and more vendors are accepting credit cards for payment (as it's faster), and are not sending out invoices as much. Each department on campus has at least one person who has a department purchase card (pcard).

Items that are readily allowable on pcards:

- Supplies and equipment
- Tools and hardware.
- Dues (get prior approval).
- Books.
- Memberships (departmental memberships).
- Shipping charges (FedEX, UPS, etc.).
- Air/bus/train tickets, as well as travel agencies.
- Conference Registration.

Items that cannot be put on a pcard:

- Alcohol.
- Cab fare.
- Car rental.
- Entertainment.
- Gasoline/fuel.
- Parking.
- Personal items.
- Postage stamps.
- Subscriptions.

(*This list is not all-inclusive.)*

The use of pcards help in eliminating purchasing delays; reducing the number of voucher payments; reducing the number of invoicing problems; and reducing the number of checks issues.

To make a purchase using the pcard, contact your department administrative assistant.

Department Purchase Cards

The Purchase Card (or pcard) has quickly become the payment method of choice for Accounting. However, before using it, check with the vendor, as some vendors will not allow a purchase card for payment on large dollar amount orders. This is due to the card service fees that vendors have to pay for credit card transactions.

Personal charges are **NOT** allowable on the pcard. Any personal charge will be required to be paid back by the individual.

Use of the pcard for non-University purchases may result in the card termination and the cardholder may be subject to disciplinary action.

As with any other purchase for the University, pcard purchases must have a receipt to go with the charge.

Motorpool

To serve the motor vehicle needs of the University, the ND Department of Transportation owns a and maintains a fleet of various types of motor vehicles for conducting **official** business.

709—Facilities Management Motor Garage and Motor Pool

State Fleet Vehicles

Many of you probably received the email regarding the new State Fleet policies. But just as a reminder, here is the information again.

Effective July 1, 2018, all state employees who operate a state fleet vehicle must electronically complete form SFN 61420 by August 15, 2018. After this date you will no longer be able to operate a state fleet vehicle unless this form is electronically signed and submitted to State Fleet Services.

State Fleet 2018 New Policies

State Fleet Driver Agreement (SFN 61420)

- Complete the form.
- Sign the form electronically by typing your name in the appropriate box at the bottom of the form.
- Submit the form to State Fleet.

Only employees that drive State Fleet vehicles need to fill out the form.

The form must be submitted online by clicking the “SUBMIT TO DOT” button on the bottom of the form.

Printed, copied, scanned or emailed forms will not be accepted.

In the upper section, you must click on the grey boxes to bet the link for the policy manual, FAQs and Motor Pool portal. Once you have read them you can go back to the form and the boxes will be checked automatically.

Employment

Below are some ***examples*** of the different positions that grad students (stipend) and time slip employees have available to them:

<u>Grad Students (Stipend)</u>
RA—Research Assistant
TA– Teaching Assistant
DGRA—Doctoral Graduate Research Assistant
DGTA—Doctoral Graduate Teaching Assistant

<u>Time Slip Students</u>
Student General
Student Laboratory
Student-TA

<u>Time Slip (**non-student**)</u>
Temporary Laboratory
Temporary General
(This category can include visiting scholars—both domestic and international.)

Normally, both stipend and time slip students can only work 20 hours per week while classes are in session. However, during the summer and winter breaks they can work up to 40 hours per week.

The 20 hr/wk rule is the total number of hours per week the students are allowed to work for all jobs on campus. This means that if a student is working 12 hours week in one department, they can only work an additional 8 hours a week anywhere else on campus.

A work week goes from <u>Sunday</u> thru <u>Saturday</u>.

Employment

There are basically two categories of employees:

- **Student employees**—this encompasses both graduate students on a stipend, and undergraduate time slip students.
- **Non-student employees**—this encompasses visiting scholars or researchers coming to NDSU to conduct research for a period of time (not to exceed 1 year).

There are packets with appropriate forms and information on the new hire process on the CSM (Business Center) website:

<u>CSM Info Sheet for New Hires—Graduate Student Employees</u>

<u>CSM Info Sheet for New Hires—Time Slip Employees</u>

Please use these forms, as the CSM hire sheets provide all the information the Account Tech needs to hire the new time slip employee on-line: name, employee ID, pay rate, funding, supervisor, etc.

Any prospective employee must go to HR/Payroll and fill out the required forms there (I-9, W4, direct deposit, etc.). They must have ***original*** identification with them at that time—a list of appropriate identification is included with the CSM Info Sheet for New Hires.

The most important piece of paperwork for Graduate Student or Time Slip new hires is the HR Hire Authorization form (see the yellow form after the next page). This form is filled in by HR and needs to be handed in to the Account Tech (for time slip employees) or Business Coordinator (for grad student employees) to begin the hire process. **The individual cannot be hired into the system without this hire authorization.** However, if the time slip employee is already employed at NDSU elsewhere, the HR Hire Authorization form is not required, as that person is already in the system.

Verifying the hours worked is especially important when dealing with international students here on a F-1 visa. When classes are in session, F-1 students can only work up to 20 hours a week (they can work 40 hrs/wk when classes are not in session). Non-compliance of this USCIS regulation is a violation of status that will result in the F-1 student having to leave the US.

<u>STUDENT EMPLOYEES</u>

Graduate Students

Students that receive **stipends** are Graduate Students (RA's and TA's) who receive an annual, set salary. A Graduate School contract, initiated by the student's department or supervisor, is required.

When faculty want to hire a graduate student they should contact the Business Coordinator for budgeting.

Employment, Cont'd

If you know your grad student will not be working over the summer, they will need to be put on a ***leave of absence*** to stop their pay for that period of time. Contact the Business Coordinator to complete this.

When a grad student graduates, the Business Coordinator needs to be informed immediately so that they can terminate their employment. This will prevent any overpayments to the student.

In the case of graduate students who are on a stipend and graduate from their program but continue to work on campus, they also must be moved to a time slip position.

Time Slip Students

Hourly, or time slip students are those who work at an hourly rate, and have to fill out a time slip each pay period. There is no contract for time slip employees, and these are normally undergraduates.

For the time slip employees, it is the **faculty supervisor's responsibility to review the employee's time sheet each pay period to ensure they are working appropriate hours,** and not going over the hours they were hired. I.e., if the time slip employee was hired to work 9 hours a week, then the faculty supervisor needs to ensure they are ***not*** working over those 9 hours when they sign/approve the time sheet.

NON-STUDENT EMPLOYEES

Limited duration not to exceed one year.

- These are normally the non-student temporary hires.
  - ◊ This includes visiting scholars who come to work at NDSU on a research project for a specific period of time.
  - ◊ There are instances where an NDSU student is working in a department in as a student, but upon graduation the faculty supervisor would like them to continue working. In this case, the graduated student will have to be transferred over to a non-student temporary position, so it's imperative to let the Account Tech know the situation so that appropriate paperwork can be done.
- A temporary non-student employee may be hired to work up to 30 hours/week for up to one year. If the duration of employment will last *more than one year*, please discuss the hire with your Business Coordinator for budgeting purposes.
- They will be eligible for ACA health insurance if they work 30 or more hours per week. The temp employee can opt out if they want to; HR will go over all this with them as they do their hire paperwork.
- Temporary employee is hired into a position with a start and end date. The position/employee *cannot* be continued after the end date.
- Need approval from HR for a one year appointment, which is simply done through a 101 Form.

Student Employees

University Closure

If the university is closed for severe weather or other reason justifying closure, only employees designated by the department head may be required to work during that period. (NDSU 139, Sec. 4)

However, as there is no currently policy that prohibits an employee from working during these closures, HR cautions against this as it could cause a liability for the institution in the event of an emergency.

Summer Work

If a temporary employee (student) will not be working over the summer and will not be returning for classes in the fall, their employment will be terminated.

If a temporary employee (student) is not working during the summer, but will be returning in the fall, no action is required on their hire status.

If a temporary employee is working over the summer months, the department will be responsible for the employer share of FICA if the employee is not a 1/2 time student.

The I-9 Form for ______________________________

was completed as of the date stamped below:

RECEIVED
JAN 12 2018
HR/Payroll

The start date/first day of work when initiating the hire in Manager Self Service <u>cannot</u> be prior to the above date stamp. It can be on or after the above date stamp.

If this is an international employee that does not have a Social Security Number, the employee can still begin working as of the above date stamp but must still bring in the Social Security Number to the HR/Payroll office when he/she receives it.

Signature of HR/Payroll Employee ______________________________

New Employee: Return this completed form to your department before you can start working. Failure to return the form will mean a delay in your hire date.

Participant Fees for Research Studies

From time to time, it is necessary to have research participants to aid in a research study. In some cases, research participants are paid a fee (in cash) to come in and complete specific tasks or surveys regarding the study.

In order to get the cash to pay participants, you must first request the total amount that you feel you need to accommodate such payments. This is done using the Cash Advance Request. Once you have the cash and are bringing in the participants, you must ensure that a receipt is obtained for *every* participant with how much they were paid, along with their signature stating they received that amount of cash for the study.

Once the requested cash has been used and/or the study is completed, the signed receipts with any leftover cash will be turned in to the Account Tech. The Account Tech will complete the paperwork to turn in to Accounting so that the actual monetary amount used can be posted to the appropriate fund.

If the same participants are used for multiple sessions or studies, you must be aware that they cannot exceed $600 during the calendar year without completing a W-9. Where the participants have receipts with their names, Accounting can keep track of the dollar threshold; however, if the participants choose to remain anonymous, then the researcher will have to keep track of the dollar amount paid out to that individual.

Participant Fees

- Determine how much cash you will need for your research study for the participants.
- Work with the Account Tech to prepare and submit a Cash Advance Request.
- Upon receipt of the cash, ensure the cash is secured. The researcher is responsible for all cash received for the study.
- Ensure you get a signed receipt from each participant who is receiving cash for the study.
- When the study is complete, or you've run out of cash, turn all signed receipts in to the Account Tech. If the study is complete and there is cash remaining, turn in the remaining cash as well.
- If there are other incentives other than cash for the participants (books for children, gift cards, etc.), discuss this with the Account Tech prior to the study.

CSM Business Center Procedures

Useful links:

CSM Business Center

CSM Business Center Forms

NDSU Downloadable Forms

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