

CSM Reimbursement, Purchasing and Hiring Procedures

CSM Reimbursements and Purchasing

An initial guide was published earlier this year on the reimbursement process for the College of Science and Mathematics. As the year has progressed and we've become used to the staff reorganization, we've found other items that may be of interest to you besides just the reimbursement process.

This publication will have the same information as the previous on regarding travel and non-travel reimbursements, but will also have additional/updated information which will be highlighted by being outlined. There is other new information of interest such as large purchases, new fleet vehicle policies, and some things to remember when hiring grad student and time slip employees.

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CSM Business Staff

NAME	PHONE	TITLE	DEPARTMENTS COVERED
Kayla Kotsick	1-7411	College Business Manager	College of Science and Mathematics
Jackie Benson	1-7412	Business Coordinator	BioScience, GeoScience; Computer Science
Carole Huber	1-6513	Account Technician	BioScience, GeoScience; Computer Science
Dawn Halle	1-5763	Business Coordinator	Math; Psychology; Physics; Statistics
Deb McDonough	1-8607	Account Technician	Math; Psychology; Physics; Statistics
Christa Flores	1-6724	Business Coordinator	Chemistry & Biochemistry; CPM
Charlene de Celle	1-6114	Account Technician	Chemistry & Biochemistry; CPM
Dionna Martel	1-8695	Grant Coordinator	BioScience; Psychology; Chem & BioChem
Lynn Stadum	1-5282	Grant Coordinator	GeoScience; CompScience; CPM; Math; Physics; Statistics
Connie Forbord	1-5135	Account Technician	BioSci; Chem & Biochem; CompSci; CPM; GeoSci; Math; Physics; Psych; Statistics

Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work. Vince Lombardi

Forms

For travel reimbursements, you will need the following forms:

- [Travel Authorization](#)—Out-of-State (approved)
- [Rental Vehicle Information](#)
- [CSM Travel Expense Reimbursement Request](#)
- [NDSU Guidelines for International Travel](#) *NEW*
- Receipts

For non-travel reimbursements, you will need the following forms:

- [CSM Request for Employee/Student Reimbursement Non-Travel Expense Form](#)
- [Banquet and meeting Documentation](#)
- Receipts

For guest/colloquium speakers, you will need the following forms:

- [Contracted Services Agreement—Speaker](#)
- [Contracted Services Agreement—Non-Resident Alien](#)
- [W-9](#) if they will be paid travel expenses and/or speaker fees/honorariums; for guest speakers who are foreign nationals, use form [W-8BEN](#).
- Receipts

For all undergraduate and graduate student travel:

- [Student Travel Payment](#)

For large purchases, you will need the following forms:

- [Purchase Requisition](#) *NEW*
- [Alternate Procurement Request](#) *NEW*
- [Receiving Report](#) *NEW*
- [Wire Payable Voucher—Domestic Payments](#) *NEW*
- [Wire Payable Voucher—International Payments](#) *NEW*
- [SPO Online](#) *NEW*

For State Fleet Vehicles, you will need the following forms:

- [Authorized Academic Use of State Fleet Vehicles](#) *NEW*
- [Motor Pool Reservation](#) *NEW*
- [State Fleet Driver Agreement \(SFN 61420\)](#) *NEW*

For new hires, you will need the following forms:

- [CSM Info Sheet for New Hires—Grad Students](#) *NEW*
- [CSM Info Sheet for New Hires—Time Slip](#) *NEW*
- [Employee Information Form](#) *NEW*

W9 and W-8BEN Forms

The W-9 form is mainly used if we are paying a guest or colloquium speaker for any type of expense or honorarium. This is required by the IRS for tax purposes.

The W-8BEN is for when we are paying a foreign national speaker for speaker fees or other travel expenses.





Travel Reimbursements

The *first* thing you always must do when traveling is complete the [travel authorization](#) and get it approved. This should be done at least **two weeks prior** to travel, and before any travel arrangements are made (registration, airfare, etc.) - but the farther out you submit the request, the better.

If you are using grants as the funding for your travel, the Grants Office will not approve the travel reimbursement unless there is an approved travel request attached.

If another organization is funding any part of your travel, please indicate that on your travel request.

If conducting international travel, your travel request must be approved by the appropriate VP or the Provost (CSM Dean has approval rights for this).

Make sure you review the [NDSU Guidelines for International Travel](#) to familiarize yourself with travel alerts, documentation needed, and local laws and customs of the country you're traveling to.

If you are traveling/working out-of-state or internationally for **30 consecutive days or more**, you must notify the NDSU Police and Safety Office to arrange for proper Workers Compensation coverage.

Receipts. The type of receipts you need to keep from your travel are:

- Hotel invoice (itemized, showing each night stayed and the rate each night).
 - ◇ When booking your hotel (in-state travel) watch the room rates as the standard reimbursable ND GSA rate for a room is \$83.70 (this includes taxes). See *NDSU 515, Sec 7.1*, for instructions if the in-state hotel rate is over the GSA rate.
 - ◇ Out-of-state hotel rooms will be reimbursed at their actual cost.
 - ◇ Hotel internet charges or any charges besides the base rate (i.e., safe rental) are not a reimbursement expense, unless you can justify it.
- Airbnb invoice.
 - ◇ As with a regular hotel invoice, we need an itemized invoice from an Airbnb (i.e., showing nightly room rates, etc.). Cleaning and other fees can be reimbursed, within reason.
- Registration for meeting/conference.
 - ◇ The Academic Assistant or Account Tech can pay for conference/meeting registrations on the department purchasing card.

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.

Employee Travel

Driving:

If driving is the most economical means of travel, you should try to use the motor pool.

Car Rentals:

The university will reimburse you for car rental if you flew to your destination, and if the use of a rental car was sufficient to justify that mode of travel versus a taxi/Uber or airport shuttle.

Car rentals are generally discouraged unless the cost effectiveness is self evident.

Airline Tickets

If you purchase your own airline ticket, you can be reimbursed immediately **if the reservation was made at least one month prior to your travel**. If you purchase your own airline ticket less than one month prior to travel, you will have to submit your receipt with all your other receipts upon completion of your travel...no early reimbursement.

Travel Reimbursements (cont'd)

- There are times when a membership is required to get registered, or get a reduced registration fee. Remember that individual memberships to organizations are **not** reimbursable.
- Car rental (if authorized).
 - ◇ If you are authorized to use a rental car when you are traveling out-of-state, you must use the North Dakota State Cooperative Contract for Rental Vehicles.
 - ◇ If a car rental is authorized, extras such as GPS and additional insurance, etc., are not reimbursable.
 - ◇ Car insurance is included when you use the following rental agencies:
 - ◆ National/Enterprise: XZ63ND Pin NDS
 - ◆ Hertz: 1892010
- Taxis—if the amount is over \$10.
 - ◇ Tips cannot exceed \$5.
- Airfare.
 - ◇ The university **will not** reimburse air insurance or seating upgrades.
 - ◇ Please ensure you submit a copy of the complete (detailed) itinerary with the ticket #.
 - ◇ Airfare should be purchased by the Academic Assistant or the Account Tech on the department purchase card.
- Airport parking.
- Hotel shuttles.
- Meals are reimbursed as per diem based on the location you are traveling to.
 - ◇ No meal receipts are required.
 - ◇ No reimbursement will be made for meals provided by the hotel or as part of the conference when traveling.
 - Sometimes the conference provides meals (which is included in the registration fee), or the hotel provides a continental breakfast...in those cases you would not be reimbursed for those meals on per diem. It's best to provide a schedule or agenda of the conference/meeting showing if meals are provided or not.

Travel Reimbursements (cont'd)



RENTAL VEHICLES

State agencies must use State Fleet vehicles for travel within the state or originating within the state.



Vehicle rental companies are to be used if:

- Approval for in-state vehicle rental is granted by the state Fleet Director; or
- Travel out-of-state commercially requires a vehicle rental at that destination.

The rental contracts are awarded to two national vehicle rental providers:

- Enterprise Rent-A-Car & National Car Rental
- Hertz Corporation

Vehicles rented through these contracts have discounted rental rates, as well as a full coverage damage waiver with \$0 deductible, and liability insurance up to \$1 million without additional fees or paperwork.

Car insurance is included when you use the following rental agencies:

- **National/Enterprise:** Use code: Z63ND Pin NDS
- **Hertz:** Use code:1892010

QUICK REFERENCE FOR RENTAL RESERVATIONS	
ENTERPRISE & NATIONAL	HERTZ
<p>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.</p> <p>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.</p> <p>Erin Kramarich, erin.kramarich@ehi.com • 406-896-0752 Direct • 406-860-3012 Cell</p> <p>Reservation Number: 1-800 Rent A Car; 1-800-736-8222 (must have established account number)</p> <p>Websites: www.nationalcar.com/offer/XZ63WND (valid at both); Enterprise Emerald Club www.enterprise.com; www.nationalcar.com</p>	<p>Individual Enrollment:</p> <ul style="list-style-type: none"> • 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. <p>*****</p> <p>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:</p> <p>Shawn Sheridan, 651-695-3359 Direct</p> <p>Reservations: 1-800-654-3131</p> <ul style="list-style-type: none"> • Use State of North Dakota Corporate Discount Account 1892010 to make reservations only if not enrolled as a Hertz Individual Gold Member or if not enrolled in the Hertz Agency Applicant Program. <p>Emergency Road Service: 1-800-654-5060</p> <p>Website: www.hertz.com</p>

Payment for Student Travel

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 (primary beneficiary).

- If the student is the primary beneficiary of the travel, i.e., this is for the advancement of their course of study, etc., 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 at a conference on behalf of the university, or if the student is officially representing the university, then the travel can be deemed and NDSU business-related.

Assistance is distinguished from reimbursement for expenses.

- **Reimbursement** for expenses can only occur if there was a business-related reason for the student to have incurred the expense.
- Non-business related payment would be considered **assistance** and must be reported to Financial aid and Scholarships.

Travel Reimbursements (cont'd)

There are many factors to be aware of when it comes to travel, and you can get this information from NDSU [515: Travel-Employees](#).

Key points:

- 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.
- Privately owned transportation. In the case where you are driving your personal vehicle, you will receive a mileage expense. If you are traveling out of state, i.e., anywhere within a 300 mile radius of the ND borders, you will receive 54.5 cents per mile (or the current in-state rate).
- Room sharing. If you share a room with another NDSU employee, each of you should normally claim your own reimbursement for the room. However, in instances when one of you pays the entire hotel bill, you may claim reimbursement, and the other employee must annotate this on their travel claim.
- If you share a room with an individual who is not eligible for reimbursement (i.e., a spouse or traveling companion), you will only be reimbursed for the room rate for a single person (yourself).

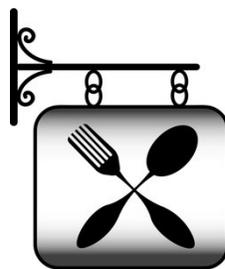
Miscellaneous travel expenses can include:

- Entertainment and personal expenses. This is normally unallowable, but if such expenses are claimed you will need additional justification to support claiming them as necessary business expenses.
- Tip and other charges. Reasonable tips, not to exceed \$5 per tip, and services charges that are a necessary part of the business trip are reimbursable. This includes tips to bellhops and taxi drivers.
- Lost receipts. When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by you that the original receipt was lost. Credit card receipts are not sufficient.

If you have questions regarding travel, please contact one of the CSM Business staff.

Accounting has also put out a [Quick Reference Guide for Employee Travel](#),

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.

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 \$12.75 per person.
- Lunch is \$19.13 per person.
- Dinner is \$31.88 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.

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 assistants 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.

Receipts for Non-Travel Reimbursements

For 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.

Banquet and Meeting Documentation

The current North Dakota GSA rate per day is \$51.00. 125% of the current rate is \$63.75. GSA rates are updated annually in October. The upper limit of the \$63.75 is broken down by quarter as follows:

Breakfast: \$12.75

Lunch: \$19.13

Dinner: \$31.88

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 \$31.33 limit per person for dinner.

When figuring the gratuity for meals, remember that you cannot go over 20%. If your total dinner and tax comes to \$45 and you add an \$11 tip, you will only be reimbursed for \$9 of that tip because that is 20% of \$45.00.



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.

The receipt showing method of payment lists that the items were paid, if there was a gratuity added, who paid, and how (cash or credit card).

When adding a gratuity to the restaurant meal, please note that it cannot be more than 20% of the total meal. If you tip over 20%, you will not be reimbursed for any amount over the allowable 20% maximum gratuity.

Requiring these receipts helps avoid fraud within the university system.

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.

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.

CLUB MANAGER H RINKENBERGER
(701) 262 - 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	ARP HUMMUS	F	5.80	N
E	747420	HM PLATE		12.94	T
E	431584	HAVARTI	F	7.23	N
E	377273	PRESBRIE16.F		6.28	N
E	980061189	CHRCTRE SHPF		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 **** * I 1
APPROVAL # 810140

AID A0000000031010
TC 7FA3D527E0404275
TERMINAL # SC011063
*Signature Verified

CHANGE DUE 0.00

Visit sansclub.com to see your savings

ITEMS SOLD 13

TC# 1143 0137 2221 6189 8660

Happy to Help

*** MEMBER COPY ***

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 POBLAND 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: XXXXXXXXXX [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]

Why Do I need a Contracted Speaker Agreement?

It clarifies what is expected from both parties in that it specifies what services the guest speaker will provide.

It specifies the date(s) and time(s) the speaker is to provide his/her services.

It specifies what the responsibilities to the speaker that NDSU has. For instance, is there going to be an honorarium paid, or is the university just picking up travel expenses?

Finally, and most importantly, it clarifies the relationship between the speaker and the university.

- The speaker is an independent contractor and is not an employee of NDSU.
- The speaker is not subject to the supervision and control of NDSU.
- Each of the parties are 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 will be provided to the speaker.

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.***



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

JOHN SMITH

Date

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.

Please print this form.

Route this form to:

Purchasing
17 Old Main
Phone: (701) 231-8954
Fax: (701) 231-7050

NDSU Director of Purchasing Signature

Date

STACEY WINTER

Print Director of Purchasing Name

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.

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Competition is not solicited. • SPO Online is not used.

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 Poligy

[404](#)—Receipt and Inspection

[405](#)—Emergency Purchasing

[406](#)—Surplus Property

[407](#)—Auxiliary Exclusive Services

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.

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 expecting to just pay by pcard.

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 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.

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 get 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.

Motorpool

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

[709](#)—Facilities Management Motor Garage and Motor Pool



June 22, 2018

Greetings:

Beginning July 1, 2018, two new State Fleet policies will go into effect for all state employees. Please see the new policies below:

1. Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic signal. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages, social media or text messages.

If the driver needs to use their cell phone while in a vehicle being used for state official business, they must pull over safely to the side of the road or another safe location and put the vehicle in park. Additionally, drivers should:

- Consider turning off, putting on silent or vibrate cell phones or mobile devices before starting the vehicle.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform others that this policy is in place as an explanation of why calls may not be returned immediately.

This policy does not apply if a wireless communications device is used for obtaining emergency assistance to report a crash, medical emergency, or serious traffic hazard or to prevent a crime about to be committed.

Each agency may identify operations that require exemption, from this policy, for emergency situations where cell phone use is necessary.

We have created an FAQ document to assist with implementation of this policy. You can use this as a handout to your employees.

2. In an effort to educate and make employees more aware of State Fleet policies, effective July 1, State Fleet will require each user complete SFN61420, State Fleet Driver Agreement, before operating a state vehicle. The form only needs to be filled out once during a drivers employment with the state.

All agencies please submit a complete current employee list to State Fleet by **July 15, 2018**. It can be emailed to Robin at rrehborg@nd.gov.

All current employees must complete the form no later than **August 15, 2018**. Here is the process:

1. Ctrl+Click on the following link [State Fleet Driver Agreement](#)
2. Complete the agreement by following the instructions on the form.
3. Sign the agreement electronically by typing your name.
4. Submit it to State Fleet.

The forms will be verified and entered into FileNet and kept for the duration of the employee's employment. New hires will not be given a driver ID until the form has been completed. It is recommended that you have new hires complete this form during the new hire process. If the form is not completed by the deadline the driver's ability to drive a State Fleet vehicle will be suspended until the form has been submitted to State Fleet. We will send you a list of those who have completed the form by the deadline.

The 2018 State Fleet policy manual is being printed and they will be sent out in July.

If you have any questions you may contact me at rrehborg@nd.gov or 701-328-2543.

Thank you,

Robin Rehborg, State Fleet Director

Distracted Driving State Fleet Policy and Frequently Asked Questions

New Policy - Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic signal. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages, social media or text messages. If the driver needs to use their cell phone while in a vehicle being used for state official business, they must pull over safely to the side of the road or another safe location and put the vehicle in park. Additionally, drivers should:

- Consider turning off, putting on silent or vibrate cell phones or mobile devices before starting the vehicle.
- Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform others that this policy is in place as an explanation of why calls may not be returned immediately.

This policy does not apply if a wireless communications device is used for obtaining emergency assistance to report a crash, medical emergency, or serious traffic hazard or to prevent a crime about to be committed. Each agency may identify operations that require exemption, from this policy, for emergency situations where cell phone use is necessary.

Frequently Asked Questions

1. **Who does this policy apply to?**
The policy applies to anyone driving a state fleet vehicle (cars, pickups, SUVs, equipment). Passengers in the state fleet vehicle can use their phones as they wish.
2. **What does “other vehicles” mean in the policy?**
Other vehicles means state agency courtesy vehicles and approved commercial rental vehicles that may be used when traveling for official state business. It will also include personal vehicles when used in the capacity of state official business.
3. **Does the policy include using my phone for navigation/GPS?**
You can use your phone for navigation purposes if necessary. Navigation must be set *before* you start driving, pull over or have a passenger set it or change the route.
4. **Can conference calls and webinar meetings be listened to that require no participation?**
If there is another state employee passenger that will be operating the cell phone this would be allowed.
5. **Can I stream music from my phone while driving?**
Yes, however the station or playlist needs to be set while the vehicle is stopped and in park.
6. **How do I know if my agency has identified operations that are exempt from this policy?**
Agency heads should develop internal policy stating when an operation would be exempt from this policy for emergency cell phone use.
7. **What are the consequences for violation of the policy?**
As with all State Fleet policies, the agency is responsible for discipline of their employees. Also, please note that texting and driving is illegal in the State of ND.
8. **Does “hands free” include use of Bluetooth?**
Yes, Bluetooth is a form of hands free so if the vehicle is equipped with Bluetooth it can't be used unless the vehicle is stopped and in park.

STATE FLEET DRIVER AGREEMENT

North Dakota Department of Transportation, State Fleet
SFN 61420 (4-2018)

North Dakota State Fleet Services requires each State Fleet vehicle driver read and acknowledge the Driver Agreement. All drivers must be aware of all ND traffic laws and regulations governing the operation of motor vehicles and the State Fleet policy prior to driving a State vehicle. The State Fleet Services policy manual and Risk Management Division vehicle coverage FAQ websites links are listed below. Please read and acknowledge that you have read, understand and will comply with the policies by checking the boxes and signing below. Save and refer back to these documents when necessary.

Employee ID	Employee First Name	Employee Last Name
Employee Agency		Employee Status

By selecting each gray button below, I acknowledge that I read the contents of the documents and will comply with the information provided.

State Fleet Policy Manual	https://www.dot.nd.gov/manuals/fleet/fsmanual.pdf
Risk Management Vehicle Coverage FAQ	https://www.nd.gov/omb/sites/omb/files/documents/agency/risk-management-services/vehicle-coverage-faqs.pdf
Motor Pool Reservation Portal	The preferred method for Motor Pool reservations is online. The portal can be accessed from the State Fleet website or this link: https://infocenter.dot.nd.gov/Infocenter/FAReservationsPortal/ReservationLogin.aspx

In addition, by checking each box below, I acknowledge and understand the following:

- Only state of ND employees are authorized to operate state fleet vehicles while conducting state business.
- State employees must use the state vehicles only for conducting official State business and not for personal use.
- Smoking is prohibited.
- Drivers must possess a valid driver's license to operate a State Fleet vehicle.
- Drivers must obtain a Driver ID for use with the vehicle credit card.
- Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic signal. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant message, social media, or text messages.
- Commuting is prohibited. You may not commute to and from work as this is personal use. In some circumstances, commuting may be approved for official State business.
- Drivers may not transport their spouse, children, animals or hitchhikers in State Fleet vehicles.
- All traffic violations will be paid by the user of the vehicle.
- Safety belts must be worn at all times by all passengers.
- Drivers are responsible to fuel, clean and remove all personal items when returning vehicles to a motor pool.
- Vehicles must be locked at all times when unattended, to avoid theft.
- Drivers of assigned vehicles are responsible for fueling, cleaning and preventative maintenance of state fleet vehicles.
- All receipts for any maintenance or repair must be sent to either a DOT district shop or the State Fleet office.
- If there is a crash with another party, law enforcement must be contacted immediately.
- If there are any incidents involving a state fleet vehicle, then the driver MUST complete the Risk Management Fund Motor Vehicle Incident report SFN51301 within 24 hours.
- Driver must work with the appropriate DOT district shop supervisor for major repair of the vehicle whether crash damage or mechanical issue.
- Assigned vehicle mileage must be entered by the end of each month.
- Defensive Driving Course must be taken every four years if employee will be operating a state fleet vehicle on at least a monthly basis.
- Drivers must fuel vehicles at state fuel sites whenever possible.

My signature below means that I have reviewed these documents and understand the contents, and will comply with the policies set forth by State Fleet and my Agency.

Employee Signature (Typed)	Date 07/11/2018
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Print	Submit to DOT
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Student Employees

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

Grad Students

RA—Research Assistant

TA—Teaching Assistant

DGRA—Doctoral Graduate
Research Assistant

DGTA—Doctoral Graduate
Teaching Assistant

Time Slip Students

Student General

Student Laboratory

Student-TA

Time Slip (non-student)

Temporary Laboratory

Temporary General

Note: each department can request to set up specific positions with time slip employees where they need specific duties performed, such as tutors or graders or lab assistants. Normally, time slip employees are grouped as either “Temporary General” or “Student General.”

Student Employment



There are basically two categories of employees:

- Stipend (contact the Business Coordinator)
- Hourly (contact the Account Tech)

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.

Hourly 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.

There are instances where a non-student is hired for specific work in labs, etc., and apart from their job codes, they are treated just like the time slip students.

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

[CSM Info Sheet for New Hires—Graduate Student Employees](#)

[CSM Info Sheet for New Hires—Time Slip Employees](#)

The student 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 on 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.**

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.

Normally, both stipend and time slip students can only work **20 hours per week** during the semester. They can work more hours during winter and summer breaks, but the Business Coordinator (for stipends) and the Account Tech (for time slips) need to be informed of any hourly increases so the appropriate paperwork can be completed and forwarded to HR/Payroll. The 20 hour/week rule is the total number of hours per week they are able to work for all jobs on campus. I.e., if a student is working 12 hours a week in one department, they can only work an additional 8 hours a week anywhere else on campus.

The I-9 Form for _____
was completed as of the date stamped below:



The start date/first day of work when initiating the hire in Manager Self Service cannot 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.

Quick Links

[CSM Business Center](#)

[Business Center Staff Duties](#)

[CSM Business Center Forms](#)

CSM Business Center Staff Duties

Below are quick descriptions of the CSM Business Center staff positions. This may help in determining who you need to see for specific questions.

College Business Manager:

Dean's Office fund management and Dean's Office start-up funds, grad travel awards, etc.

Grant Coordinators:

Grant budget management and grant compliance.

Grant Account Technician:

Travel and reimbursements from grant funding. Prepares invoices for grant payments and keys invoices to pay vendors.

Business Coordinators:

Fund management of appropriated and local funds. Manages departmental start-up balances and payroll inquiries, and answers questions about policy and procedures regarding budgets and hiring. Also manages the hiring and funding changes for faculty, staff and graduate students.

Account Technicians:

Manages all time slip hiring and entry, as well as assisting with ordering and purchasing for the departments. Answers questions regarding departmental purchase cards, purchasing items over \$10,000, and travel/non-travel reimbursements with department funding, etc.

