

INDIANA UNIVERSITY SOUTHEAST ADMINISTRATIVE QUICK REFERENCE GUIDE

IU Southeast Policies and Procedures Manual - www.ius.edu/AdminAffairs/

ACCOUNT DELEGATION/SIGNATURE AUTHORITY	Director of Accounting Services, ext. 2596
§ Action to delegate approval authority on expenditure and other financial activity within department accounts	www.ius.edu/Bursar/AccountingSVCS/
ACCOUNTS BOPENING OR CLOSING	Director of Accounting Services, ext. 2596
§ Process for creating new accounts or terminating obsolete accounts	www.ius.edu/Bursar/AccountingSVCS/
ACCOUNTS BOPERATING STATEMENT	Director of Accounting Services, ext. 2596
§ Monthly budget expense statement should be reconciliated regularly	www.ius.edu/Bursar/AccountingSVCS/
ACCOUNTS PAYABLE	Accounts Payable Specialists, ext. 2337
§ Schedules purchase order invoices for payment	www.ius.edu/Bursar/AccountingSVCS/
ADMINISTRATIVE OFFICERS, ORGANIZATION, & DUTIES	Chancellor's Office Executive Secretary, ext. 2200
§ Listing of names and titles of campus administrative officers (<i>IUS Reference Book</i>)	
BENEFIT RATES	Human Resources Payroll Coordinator, ext. 2456
§ Schedule of benefit rates for each tier of employee (faculty, professional staff & support staff)	www.ius.edu/HR/
BENEFITS	Human Resources Benefits Specialists, ext. 2357
§ Benefit packages available to all eligible employees	www.ius.edu/HR/
BUDGET PROCESS/OVERVIEW	Director of Accounting Services, ext. 2596
§ Process used to submit budget requests for next fiscal year	www.ius.edu/Bursar/AccountingSVCS/
CALENDAR (CAMPUS).....	Information Desk, ext. 2333
§ Calendar of events	
CAPITAL ASSETS MANAGEMENT (CAMS).....	Director of Accounting Services, ext. 2596
§ Movable equipment, furniture, and software valued over \$5,000	www.ius.edu/Bursar/AccountingSVCS/
COMPENSATION OF NON EMPLOYEES.....	Director of Accounting Services, ext. 2596
§ Process for compensating non university employees for services (i.e. consultants, speakers, candidates)	www.ius.edu/Bursar/AccountingSVCS/
CONSULTANT CONTRACTS (EXTERNAL).....	Director of Accounting Services, ext. 2596
§ Process for contracting with external consultants to provide services for the university - LIABILITY ISSUES	www.ius.edu/Bursar/AccountingSVCS/
DISABILITY ACCOMMODATION	Coord. of Disability Services, ext. 2243 or Director of Human Resources, ext. 2356
§ For classroom or office accommodation	www.ius.edu/ASC/DisabilityServices/ or www.ius.edu/HR/

EMERGENCY ACTION PLAN [MUST READ & SIGN AFFIDAVIT]	Police Chief, ext. 2400
§ Procedure for handling an emergency on university property	www.ius.edu/UniversityPolice/
EEOC GUIDELINES	Affirmative Action Officer, ext. 2306
§ For personnel action compliance, affirmative action, & equal opportunity information and programming	www.ius.edu/Eqdiv/
FACILITIES UTILIZATION	Administrative Affairs Secretary, ext. 2202
§ Process for reassigning campus building space and requesting space data	www.ius.edu/AdminAffairs/
FACULTY POLICIES	Assoc. Vice Chancellor for Academic Affairs, ext. 2210
§ Information on campus faculty policies and processes is found in <i>IUS Faculty Manual</i>	www.ius.edu/AcadAffairs/
FINANCIAL INFORMATION SYSTEM (FIS)	Director of Accounting Services, ext. 2596
§ General ledger software - accounting transactions processed through this system	www.ius.edu/Bursar/AccountingSVCS/
FOOD (CONFERENCE & DINING SERVICES)	Director of Conference & Dining Services, ext. 2318
FOUNDATION FUND RAISING & RECEIPT OF GIFTS	Development, University Advancement, ext. 2464
§ Process for handling external fund raising and gifts made to the University	
GRANTS/GRANT DOCUMENTATION	Dean of Research, ext. 2210
§ Process for securing external and internal dollars donated for research (all grants must be routed through Dean of Research)	www.ius.edu/AcadAffairs/
HAZARDOUS MATERIALS	Police Chief, ext. 2400
§ Handling, storage, or disposal of hazardous, bio-hazardous, and infectious materials	www.ius.edu/UniversityPolice/
HOSPITALITY FOOD EXPENSES	Administrative Affairs Secretary, ext. 2202
§ Process to request funds to cover food and other hospitality expenses	
§ (special 08 account must be used; pre-approval required by Vice Chancellor for Administration & Finance)	www.ius.edu/AdminAffairs/
IU FINANCIAL POLICIES	www.indiana.edu/~vpcco/policies/
§ Detailed IU financial polices (campus employees must adhere)	
IU PERSONNEL POLICIES	Director of Human Resources, ext. 2357
§ All professional staff and support staff personnel policies are available on the web	www.ius.edu/HR/
IU SOUTHEAST POLICIES & PROCEDURES	www.ius.edu/AdminAffairs/
§ All IU Southeast polices and procedures are available on the web (each account manager must be aware of all documented polices and procedures)	
IU SOUTHEAST REFERENCE BOOK	www.ius.edu/IR/refbook/
§ Listing of campus administrative organization chart, committees, general fund income & expenses, IUS Board of Advisors, IU Board of Trustees)	
KEYS/ROOM & BUILDING ACCESS	Police Chief, ext. 2400
§ Processes for obtaining keys and access to buildings and rooms during closed hours	www.ius.edu/UniversityPolice/
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LEGAL ISSUES	Vice Chancellor for Administrative Affairs, ext. 2202 or IU University Council, SUVON 812-855-9739
§ Counseling and representation on university legal matters	

MAIL/POSTAGE SERVICES	Mail Services, ext. 2339
§ Policies on mail service, mail billings, USPO Priority Mail, shipping & receiving	www.ius.edu/PhysicalPlant/
OBJECT CODE LISTING	Director of Accounting Services, ext. 2596
§ Budget expense classifications	www.ius.edu/Bursar/AccountingSVCS/
OFFICE SUPPLIES & FURNITURE	Purchasing Agent, ext. 2338
§ Resource for ordering supplies and furniture	www.ius.edu/Bursar/AccountingSVCS/
PAYMENT PROCESSES FOR GOODS & SERVICES	Director of Accounting Services, ext. 2359
§ Processes for payments of goods and services used by departments	www.ius.edu/Bursar/AccountingSVCS/
PARKING	University Police, ext. 2400
§ Information about parking policies, regulations, fees, and appeals process	www.ius.edu/UniversityPolice/
PAYROLL	Human Resources Payroll Coordinator, ext. 2456
§ Information about reporting hours worked, sick hours, vacation hours, overtime hours, paid time off, supplemental payments	www.ius.edu/HR/
PHYSICAL PLANT WORK & PROJECT REQUESTS	Physical Plant Secretary or Director, ext. 2330
§ See WORK ORDERS	www.ius.edu/PhysicalPlant/
POLICE DEPARTMENT	University Police, ext. 2400
§ Assistance with safety, security, parking, risk management/insurance, and hazardous materials issues	www.ius.edu/UniversityPolice/
POPCORN FUND	Administrative Affairs Secretary, ext. 2202
§ Hospitality food fund set up for faculty/student interaction	www.ius.edu/AdminAffairs/
PRINTING & DUPLICATING SERVICES	IT Printing & Duplicating Staff, ext. 2329
§ Process for using printing and duplicating services as well as copy machine management throughout campus buildings	www.ius.edu/MediaServices/
PURCHASING PROCESSES/PROCUREMENT CARD ISSUANCE	
§ Approved modes of payment for purchasing items and services	Purchasing Agent, ext. 2338
§ Auditing and account reconciliation	Director of Accounting Services, ext. 2359
§	www.ius.edu/Bursar/AccountingSVCS/
RECRUITMENT PROCEDURES & CANDIDATE TRAVEL REIMBURSEMENT	
.....	Human Resources Recruitment Assistant, ext. 2467 www.ius.edu/HR/
.....	Administrative Affairs Secretary, ext. 2202 www.ius.edu/AdminAffairs/
.....	(Faculty) Academic Affairs Office, ext. 2208 www.ius.edu/AcadAffairs/
§ Information on how to recruit for vacant or new faculty, professional staff, or support staff positions within a department and how to reimburse candidates for travel expenses	
RISK MANAGEMENT/INSURANCE	Police Chief, ext. 2400 or IU Risk Management, SUVON 812-855-9758
§ Information on university property coverage and claims	www.ius.edu/UniversityPolice/
SAFETY/FIRST AID	Police Chief, ext. 2400
§ For assistance, information, or training on safety and first aid issues	www.ius.edu/UniversityPolice/
ROOM SCHEDULING	Information Desk, ext. 2333
§ Assistance in scheduling public meeting rooms	

SIGNAGE	Police Chief, ext. 2400
§ Process for requesting and mounting approved and compliant permanent department and campus signs throughout campus	www.ius.edu/UniversityPolice/
STRATEGIC PLAN, GOALS, AND MANAGEMENT PROCESS	Chancellor=s Office, ext. 2545
• Listing of campus plans, goals and processes for developmental and budgetary planning	
SUPPLEMENTAL PAY	(Staff) Human Resources Payroll Coordinator, ext. 2456
.....	(Faculty) Academic Affairs Executive Secretary, ext. 2199
§ Process for paying university employees for services beyond regular duties	www.ius.edu/HR/ or www.ius.edu/AcadAffairs/
TECHNOLOGY SERVICES (INFORMATION TECHNOLOGY)	
§ Computer assistance.....	HelpDesk, ext. 2447
§ Media development and audio visual assistance	Director of Media Development or Media Services Coordinator, ext. 2257
§ Telephone assistance	IT--Telecommunications Manager, ext. 2442
§ Printing & duplicating	IT—Printing & Duplicating Staff, ext. 2329
TEXTBOOK ADOPTION.....	Bookstore Technical Support, ext. 2348
§ Process for selecting texts & course-related materials for classroom use	http://ius.bncollege.com
TRAVEL POLICIES	www.indiana.edu/~travel/
§ Indiana University guidelines on travel planning, approval, and reimbursement	
VEHICLE RESERVATIONS/CHARGES	Physical Plant Secretary, ext. 2330
§ Process for reservation and use of campus vehicles for university travel by employees	www.ius.edu/PhysicalPlant
VIDEO CONFERENCE SCHEDULING	Media Services Coordinator, ext. 2257
§ Assistance in setting up video conferences and reserving video rooms	www.ius.edu/Mediaservices
WORK ORDERS & PROJECT REQUESTS (PHYSICAL PLANT).....	Physical Plant Secretary or Director, ext. 2330 www.ius.edu/PhysicalPlant
§ Process for requesting repairs, equipment/furniture moves, renovations, non-routine cleaning, special set-ups, heating and air adjustments (emergency projects will generally be covered by a reserve fund set aside for such purposes; non emergency projects must be covered by individual department funds, i.e. reorganizing/renovating space, new furniture set ups, etc.)	E-Mail Address: SE Workorders, Workorders