STUDENT AFFAIRS
Business Operations Resource Manual

Department	Subject	Department Resources	Additional Student Affairs Resources
Accounting Services	GLOW, Funds, Departments, Account & Budget Codes, Journal Entries (JES)	Forms	Page 1
Business & Finance	Cell phone policy & FAQ's	Forms Cell Phone Policy	None
Business Operations (Student Affairs)	Timeline, Monthly Reports, Monthly Reconciliation, Budgets, Business Meetings, Performance Management	Documents	Page 2
Business Services	Contract Administration, Record Retention	Forms Guides	None
Cashiering	Cash Receipts, Revenue, Deposits, Change Funds, Credit Card Processing, Payment Card Industry Compliance, Hand Written Cred Card Information, Credit Card Terminals, Touchnet Marketplace	Deposit Form Policies & Procedures	Page 4
Human Resources	Employment/Hiring, PeopleSoft Human Resources Workflow Overview, PeopleSoft Human Resources Workflow Approval Guidelines	Forms	Page 4
Information Services (Student Affairs)	HelpDesk Support, Personal Technology Support, Computer Purchases, Computer Purchases-Sindecuse, Checking Out Departmental Equipment, Home Use of Equipment, Surplus Technology Equipment, Information Technology Personnel, Purchases for Employee Use, Equipment Insurance	Documents	Page 5
Logistical Services	Mail Services, Purchase Orders, Vendor Contracts, Surplus		None
Marketing Communications (Student Affairs)	Color Printing & Poster Design Service, Laminating Service, Web Design, Marketing & Design Personnel, Photographs, WMU Logo Use, Writing Guide	Documents University Relations	Page 6
Payroll and Disbursements	Generic Vouchers, Maintenance Agreements, Travel Expense Vouchers/Policy, Moving Expenses, Procurement Card	Forms	None

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Miscellaneous	Subject	Resources	Additional Student Affairs Resources
Office of Information Technology	Personal Use, Long Distance, Cell Phones	Cell Phone Policy Rules & Policies	None
Travel Authorization	Travel Policies and Procedures	Forms & Policies	Page 8
GA/DA Appointment	Procedures, Other Information, Contacts	Banner Workflow Manual & Tuition Codes	Page 8
Signature Authority	Department Manager, Signature Authority, General, Payroll		Page 9
Meal/Entertainment/Gift	Authorization, General Guidelines, Employee Recognition/Appreciation, Retreats/Employee Development, Holidays, Retirements, Donations, Alcohol, Flowers, Customers/Vendors/Others, Hosting Meals, Departmental Meetings, Programs, Prize/Raffles/Gift Certificates, Purchases for Employee Use, Memberships, Subscriptions		Page 10
Employee Acknowledgment of Receipt			

GENERAL

The purpose of this manual includes, but is not limited to, the standardization of Student Affairs policies and procedures, communication of expectations to the departments within Student Affairs and to provide a tool for planning and training purposes. The manual is located online at http://www.wmich.edu/studentaffairs/docs/index.html.

This manual is meant to enhance Western Michigan University ("WMU" or "the University") policies and procedures, and does not contain ALL policies and procedures of WMU. WMU policies and procedures can be found on individual department websites or by contacting the responsible department.

The content of this manual is subject to change and all subsequent policy and/or procedure changes by WMU or Student Affairs will take precedence over the information provided herein.

The Vice President and other division leadership reserve the right to require more oversight than described in this manual. Each department is encouraged to create and share procedures on how the department will handle each business function.

ACCOUNTING SERVICES

GLOW (General Ledger Operating Web)

GLOW is the WMU General Ledger and it records all financial transactions. Please contact the Director of Business Operations for Student Affairs if you need to access GLOW and do not have a user id and password or if you need additional access that is not assigned to your id.

GLOW is to be used for business functions within your job. All information contained in GLOW is confidential and should not be shared or used for purposes other than the business functions of your job.

For more information about how to access and navigate GLOW, please see the guide at http://www.obf.wmich.edu/accounting-services/docs/glow.pdf.

BUSINESS OPERATIONS

TIMELINE

This is a sample timeline of typical business operations functions throughout the year. This should be used as a guide for departmental business operations.

July
Monthly Fund Reports
Reconciliation
Procurement Card Reconciliation
Meetings: WMU or Student Affairs BM
Reconcile Earnings Reports to Payroll Records

August
Monthly Fund Reports
Account Reconciliation
Budget Booked
Procurement Card Reconciliation
Meetings: WMU or Student Affairs BM
Reconcile Earnings Reports to Payroll Records

Sept, Oct, Nov, Dec
Monthly Fund Reports
Reconciliation
Procurement Card Reconciliation
Meetings: WMU or Student Affairs BM
Reconcile Earnings Reports to Payroll Records

January
Monthly Fund Reports Account
Account Reconciliation
Procurement Card Reconciliation
Mid-year Budget Adjustments
Meetings: WMU or Student Affairs BM
Reconcile Earnings Reports to Payroll Records

Feb, Mar, Apr, May
Monthly Fund Reports
Account Reconciliation
Procurement Card Reconciliation
Meetings: WMU or Student Affairs BM
Plan for Year End
Reconcile Earnings Reports to Payroll Records

June
Monthly Fund Reports Account
Account Reconciliation
Budget Reallocations/Set Budgets
Procurement Card Reconciliation
Reconcile Earnings Reports to Payroll Records

On-Going
Department Budget Adjustments
Revise/update policies and procedures
GA/DA Appointments
Accounts Payable Forms Processing
Update department (fund and cost center) list
Employment Related Forms Processing
Budget Planning

Yearly
Review and Updated Business Policies & Procedures
Conduct Self-Audits (See Student Affairs Audit Cycle at http://www.wmich.edu/studentaffairs/docs/index.html)
Reset Perm Budget

FINANCIAL MONITORING

Each department should complete a monthly review of their financials by the end of the following month. This report should include all department fund and cost centers associated with the department, and this must be reconciled with GLOW. Suggested (but not required) report templates are available on the Student Affairs forms website: http://www.wmich.edu/studentaffairs/docs/index.html. Reports should minimally be reviewed by the department director; however, you may also want to make this a monthly staff meeting agenda item.

MONTHLY RECONCILIATION

All department numbers and transactions must be reconciled against the detail in GLOW each month. This should be completed by the end of the following month. Supporting documentation for all transactions is required to be kept in departmental files for the current year plus three years. For more information regarding reconciliation, please see the reconciliation procedures on the Business Operations webpage at http://www.wmich.edu/studentaffairs/docs/index.html.

BUDGETS

The annual booked budget is subject to approval by VP of Student Affairs. Student Affairs Budget Protocols are online at http://www.wmich.edu/studentaffairs/docs/index.html.

BUSINESS MEETINGS

Business meetings are scheduled approximately once per month. Student Affairs business meetings are held in opposing months of the WMU Business Manager Meetings. Student Affairs Business meetings are held in the Stevens Classroom in Faunce and WMU Business Meetings are held in the Fetzer Center Auditorium. Departments should send one (or more) appropriate individual(s) to these meetings. Attendance is strongly encouraged. Representatives are responsible for passing information on to others in their respective departments and departmental directors are responsible for staying informed of information shared at these meetings. It is recommended that business updates be a regular part of your department monthly staff meeting agenda.

PERFORMANCE MANAGEMENT

Directors
All directors are to have at least one objective which includes overall knowledge and adherence to WMU and Student Affairs policies and procedures and for ensuring financial integrity and accountability. An example of a performance objective follows.
"Responsible for understanding and ensuring departmental adherence to WMU policies and Student Affairs procedures and protocols and for ensuring overall financial accountability and integrity of all department operations. Ensure appropriate business staff attend Student Affairs and WMU Business Manager meetings and communicate information to appropriate staff."

Business Staff
All staff that assist with or oversee business operations should have at least one measure or competency related to their role. Examples of topics that can be worked into the measure and/or competency are throughout this manual and listed below.

- Continually monitor department budget(s) and provide monthly reports to Director.
- Complete reconciliation of all departmental accounts in accordance with the Student Affairs policy and procedure manual and WMU retention guidelines.
- Use and advise other staff of appropriate business practices and research any areas of question.

- Attend Student Affairs and WMU Business Manager meetings and share appropriate and important information with entire staff.
- Advise and notify staff regarding WMU, Student Affairs or department policy/procedure changes.
- Increase fiscal accountability and integrity of department operations.
- Conduct self-audits of departmental business operations and financial transactions.
- Develop and/or review all written departmental policies and procedures and update at least annually.

CASHIERING

CHANGE FUNDS

If a department needs a change fund for a specific program, contact the Cashiering Office for further information. Change funds must always be kept intact and may not be used as "petty cash" or to cover any shortages. Written cash procedures and logs must be used for oversight of these funds.

HUMAN RESOURCES

PEOPLESOFT HUMAN RESOURCES WORKFLOW APPROVAL GUIDELINES

These guidelines serve to provide a standard for all departments within Student Affairs to process PeopleSoft Human Resources Workflow requests.

1. Each department should develop their own guidelines regarding workflow approval, including customized thresholds.
2. To best accomplish the goals of timely and accurate processing of personnel transactions, approvers and initiators should be identified after careful consideration of appropriateness. Each approval level should have a specific business purpose for being included in the approval path. If there is no required business purpose for a certain approver, or the approver is only looking at the transaction for informational purposes, then they should not be part of the approval process.
3. Whenever possible, the primary approver for the transaction should process the request. Each approver has been assigned at least one alternate. The alternate should process the request only if they have specifically been granted the authority.
4. The approver or alternate should only approve the request if:
   - They have been granted authority.
   - The work description is within the normal scope of work performed for that area.
   - They are familiar with the work that is being performed.
   - The information in the request is accurate and complete.

INFORMATION SERVICES

HELPDESK SUPPORT

Any request for technical support or trouble-shooting should be directed to the Student Affairs Information Services (Student Affairs IS) HelpDesk. The HelpDesk can be contacted via our request forms at https://wiki.sais.wmich.edu/Student_Affairs_HelpDesk, by calling 387-0788, or at SA-HelpDesk@wmich.edu on Webmail. Once your request is logged, someone will get back with you as soon as possible. For Sindecuse Health Center, please refer questions there first. The IT staff within your area will contact the Student Affairs IS staff if necessary.

PERSONAL TECHNOLOGY SUPPORT

Student Affairs IS does not provide any type of personal computer support on non-University equipment. They encourage employees to utilize appropriate on-line resources, software help command menus, or the help desk sponsored by the Office of Information Technology by calling 387-help, emailing helpdesk@wmich.edu or using walk-in hours.

COMPUTER PURCHASES

Procurement of computers with WMU funds will comply with procedures in the Student Affairs Computing Resource Life Cycle Policy, located at http://www.wmich.edu/studentaffairs/docs/index.html.

COMPUTER PURCHASES – SINDECUSE HEALTH CENTER

The Health Center Network Manager and Associate Director review each individual computer request. Sindecuse information systems is responsible for documenting the intended use and the original location of software and hardware. The Network Manager is responsible for documenting and reporting any changes of location or loss of equipment.

CHECKING OUT DEPARTMENTAL EQUIPMENT

If departments find a need to maintain some type of equipment accessible to all division employees, there should be an appropriate tracking system. Student Affairs IS must inventory the equipment. The equipment should be stored in a locked facility only accessible by the Director or a designee.

If an employee wishes to check out the equipment for personal use, departments should give the employee last priority. University business overrides any request for personal use of equipment.

HOME USE OF EQUIPMENT

Procurement of equipment that will be used outside of WMU will comply with procedures described in the Student Affairs Computing Resource Life Cycle Policy, located at: http://www.wmich.edu/studentaffairs/docs/index.html.

If the equipment falls in need of repair or upgrade, the employee is responsible for returning the equipment to the department for pick-up by Student Affairs IS (no "house calls"). If repairs are a result of personal hardware or software purchased by the employee, but not supported by Student Affairs IS, the Student Affairs IS staff will permanently purge the problem hardware or software to remedy the situation. Student Affairs IS encourages employees to schedule necessary service within a mutually convenient period.

Departments are responsible for recovering all equipment when the employee leaves the University.

SURPLUS TECHNOLOGY EQUIPMENT
No computers, monitors, scanners or printers of any age or description may be surplused or sold by departments. If departments have equipment that is no longer needed, Student Affairs IS will surplus the equipment in accordance with University policy, unless the parts can be salvaged to repair non-working units. Please contact the Student Affairs IS Helpdesk to make arrangements.

INFORMATION TECHNOLOGY PERSONNEL
Before hiring any computer technician, database developer, and/or web programmer, you must contact the Student Affairs IS Director and arrive at a joint decision to ensure properly qualified employees. Collaboration includes, but is not limited to, joint involvement in search and selection processes, interviews, and hiring decisions. This is also necessary to ensure compatibility issues, planning strategies, and fairness in pay scales.

PURCHASES FOR EMPLOYEE USE
Any purchase of an item for personal use, such as smartphones, pagers, clothing, or organizers, is handled on a case by case basis in consultation with the department head supervisor. The SA Helpdesk does not support smart phones and recommends purchasing smart phones through Kate Miller at RoeComm as she will provide support.

If an employee leaves a department or the University, the employee may take any consumable item with him or her. Electronic devices must stay with the department.

Departments may purchase Microsoft software for employees provided they comply with the Western Michigan University Microsoft Campus Agreement, Work At Home Agreement.

EQUIPMENT INSURANCE
For any department that would like equipment insurance with WMU, call Business Services at 387-4825. They will provide a Business Equipment Insurance Policy Request Form for you to complete. This insurance is not required, however, Student Affairs does suggest it for newer, high cost, or other equipment that may be used at multiple locations or has a high risk of being damaged, lost or stolen. Student Affairs IS may not have resources available to trouble shoot or fix these items and having the insurance will help ensure that you will be able to replace the items.

MARKETING

COLOR PRINTING & POSTER DESIGN SERVICE
The Marketing department offers full color high-resolution printing and poster design service to WMU employees and Registered Student Organizations for University related business. Work can be conveniently submitted via e-mail in PDF format. The department is set up to accept WMU department numbers for payment – cash is not accepted. The Marketing department should be contacted at 387-2183 for details. Additional information is also available at http://www.wmich.edu/studentaffairs/marketing.html.

OVERSIZE COLOR POSTERS
Large format full-color poster printing is available through the Marketing department. Standard sized 18" x 24" posters are $15 each, printed on high-quality paper. Customer provides electronic artwork in PDF format. Must be billed through interdepartmental transfers for University business. Larger print sizes are available. Please contact the Marketing the department for pricing.

LAMINATING SERVICE

Wide format laminating service is available to WMU employees and Registered Student Organizations for University related business. The laminator can accommodate documents up to 24 inches wide and unlimited length. Please ensure that the original document is not submitted, in the event that the laminator curls or wrinkles. Prices are .50 cents for each 8.5 x 11 sheet, with a minimum of three sheets that will be billed to the designated WMU department number.

WEB DESIGN

There is a University-wide web template that uses consistent branding elements, navigation and design style. Individuals that publish web content on behalf of WMU must adhere to the accepted standards and policies. Departments that choose to hire individuals or outside contractors with no University affiliation to develop their websites, should consult the Director of Marketing. Official WMU policies are online at http://www.wmich.edu/web/content/

The Student Affairs IS Director should be consulted for direction concerning Student Affairs web access, server capabilities and technical parameters. For official University web publishing guidelines, consult the OIT web page at http://www.wmich.edu/it/policies/web

MARKETING & DESIGN PERSONNEL

Please contact the Director of Marketing for input before hiring and/or interviewing Marketing or Design personnel. Collaboration can include topics concerning qualifications, interview questions, design technology and hiring recommendations. Our unified goal is to hire highly skilled employees, with the proper skill set for Marketing and Design positions.

PHOTOGRAPHS

Student photographs taken outdoors on the WMU campus, can be used for promotional materials including print and electronic media. If pictures are taken indoors, students should sign a waiver to release their image(s) for reproduction, and the signed waiver should be kept on file. It is always advisable to obtain a written release for individuals that are recognizable in photographs. The waiver can be found at http://www.wmich.edu/studentaffairs/docs/index.html.

Care should always be taken to respect the rights and privacy of those being photographed. If the occasion arises that an individual lodges a complaint, photo usage should be discontinued as soon as possible. When possible, include credit for photography used in University publications. Consideration should always be given to include a diverse population of citizens and to avoid sexism or stereotypes when representing the WMU community.

WMU LOGOS

Student Affairs has a standardized divisional Promotional Mark that uses the official branded "W" logo.
Special requests for additional branding elements or images can be sent to the Marketing Director. A set of approved Student Affairs electronic logo files is available at http://www.wmich.edu/studentaffairs/docs/

Unique departmental logos or "secondary marks" can be used only with approval from University Relations. Permission to use a secondary brand mark is only allowed for non-academic units that demonstrate a market-based need. A copy of the WMU visual identity guide is online at http://www.wmich.edu/ur/identity.pdf

University logos, as well as usage standards and guidelines are available via the Office of University Relations web site at http://www.wmich.edu/ur. WMU employees should assure the legal use of University Seals and Signatures. Athletic imagery and the Bronco logo are governed by the Division of Intercollegiate Athletics, and should be used with the approval of the Assistant Athletic Director/Sports Marketing Manager.

To ensure consistency in WMU publications, the University Relations office publishes a writing guide available online at http://www.wmich.edu/wmu/writing/

TRAVEL AUTHORIZATION & REIMBURSEMENT (Updated 4/6/17)

WMU Travel website: http://www.wmich.edu/travel/

University travelers (employees, students or external parties) are required to obtain prior approval for University business travel. Each department should develop standard departmental guidelines regarding the completion of travel authorization forms to satisfy WMU policies and procedures. More enhanced or defined requirements may be developed by each unit. At a minimum, the departmental guidelines should include when a travel authorization is absolutely needed. Any time that an employee requests a travel authorization, it is recommended that the department complete one. When a travel authorization is not on record, the determination of whether the employee was on official university business is at the discretion of the WMU. Minimally, Travel Authorization approval must be obtained from the department head, who is responsible for ensuring the appropriateness of the travel.

In addition, any travel outside the continental United States requires the approval of the Vice President for Student Affairs. It is the department's responsibility to ensure that they obtain this approval, as travel authorization forms may not always be routed to the Vice President for Student Affairs.

Departments may also require additional approvals, depending on their inter-departmental policy.

University travelers should submit a travel expense voucher with original receipts for reimbursement within 30 days of returning from travel. Travel expense voucher approval should follow the same requirements as the travel authorization approval noted above.

The University participates in federal Title IV student financial assistance programs and therefore must comply with the Higher Education Act (HEA). Within the HEA is the Clery Act. The Clery Act requires the provision of crime statistics associated with off-campus student travel. Whenever WMU sponsors student travel to off-campus locations, and there is an overnight stay, the Clery Student Off-Campus Trip Form must be completed. The form and detailed instructions can be found at https://www.wmudps.wmich.edu/clery-info

GA/DA APPOINTMENTS

There are two (2) steps to process Graduate Assistant (GA) and Doctoral Assistant (DA) appointments:

1. Upon hiring, you will process the tuition approval form in Banner for the semesters and/or sessions the GA/DA was hired for. (https://bwfp.cc.wmich.edu:9020/wfbprod/logon.jsp)
2. At the beginning of each semester or session, you will process the Graduate Appointment form in PeopleSoft for the GA/DA stipend. (https://gowmu.wmich.edu/cp/home/displaylogin)

All tuition charges will post to the department at the beginning of each semester/session. Student Affairs Business Operations will process a reimbursement for Fund 11 departments after the add/drop period is over. The VP of Student Affairs provides tuition remission support for a specified number of GA's/DA's per department. Any GA/DA appointment(s) beyond that number will be the full responsibility of the hiring unit, unless specific approval for the additional tuition remission coverage is received from the VP of Student Affairs in advance. Additional information regarding GA/DA appointments is located on the Graduate College website at www.wmich.edu/grad or the Student Employment Online Transactions Training Manual/Users Guide at the Human Resources website: https://gowmu.wmich.edu/cp/home/displaylogin. The Banner Manual and Financial Aid tuition codes for each department can be found on the Student Affairs website: http://www.wmich.edu/studentaffairs/docs/index.

SIGNATURE AUTHORITY

DEPARTMENT MANAGER

There is one designated department manager for each department. When specific department information is viewed on GLOW, this designated person is listed at the top of the summary or detail pages. This person is to be the daily manager for the department. If the department manager, needs to be changed a "department number change" form found on GLOW, can be completed. The form should be forwarded to Student Affairs Business Operations. Business Operations will then record the change and forward the form on appropriately.

SIGNATURE AUTHORITY

Each department is responsible for creating a signature process that adequately protects the financial accountability of that unit and for ensuring that only appropriate individuals make purchases. These procedures should be documented, kept on file in the department, and updated as necessary. Individuals specified in the procedures are the only individuals that may authorize (sign for) purchases for a particular department and must be benefit eligible staff members. If authorized individual is not available, their supervisor may sign in his or her absence. If the authorized person is the Director, their supervisor or next-level administrator may sign in his or her absence. Departments are responsible for ensuring compliance.

GENERAL

Keep the department manager and signature procedures up-to-date and assure that only those authorized to sign do so. Anytime there is movement among department managers or directors, departments must submit a revised "department number change" request and should update their written procedures.

Be attentive to the risk of forged documents.

PAYROLL

The Director must sign off on the departmental payroll each pay period. The Director must not sign off on his or her own time. (The Director's name should appear on their supervisor's sign off.) Payroll records are to be reconciled, by an appropriate individual, against earnings reports each month.

MEALS, ENTERTAINMENT & GIFTS

AUTHORIZATION

Recognition, appreciation and gift purchases for **WMU Employees, in any amount, or for Non-WMU Employees where the amount exceeds $500,** must be authorized by the Vice President for Student Affairs, via a "Request for Meal/Entertainment/Gift" form. All purchases are to include with the expense documentation, individual's present, business affiliation(s), business purpose, the date and place of the meeting/event/activity. The "Bulk Request for Meal/Entertainment/Gift" may be used to obtain the required authorization at the beginning of each fiscal year or semester for annual expenditures. Such expenditures may include annual programs or events. Meal, entertainment or gift expenditure requests submitted at times other than mentioned above must be submitted on a "Single Request for Meal/Entertainment/Gift" form. Both forms are available on the Student Affairs forms webpage at http://www.wmich.edu/studentaffairs/docs/index.html.

Recognition, appreciation and gift purchases for **Non-WMU Employees that are $500 or less** per occurrence are to be authorized according to departmental procedures. The director is responsible for ensuring appropriateness of purchases and appropriate documentation. All purchases are to include with the expense documentation, individual's present, business affiliation(s), business purpose, the date and place of the meeting/event/activity.

GENERAL GUIDELINES

Following are general guidelines as to "appropriateness" of meal/entertainment/gift expenditures. All requests must first be authorized using the procedures outlined above in the "Authorization" section.

EMPLOYEE RECOGNITION/APPRECIATION

The University may sponsor social events where only University personnel are present for staff appreciation/recognition. Since the University is a public institution, it is the fiduciary responsibility of those at the University to authorize such activities in an appropriate manner. Such activities are to be non-routine in nature.

Departments may sponsor an annual spring semester recognition party for employee/student appreciation. Again, this should be limited to low cost food and beverages. Departments may not use University funds to purchase gifts for employees. Minimal gifts for student employees are acceptable. Departments may choose to hold the recognition party during student appreciation week or at the end of the semester.

Departments may not use University funds to purchase meals or gifts for any other special occasion such as birthdays or anniversaries.

RETREATS/EMPLOYEE DEVELOPMENT

Retreats and employee development programs are encouraged. Prior approval is required along with a proposed agenda and budget. University facilities should be used whenever possible. Programs or retreats should only include full-time WMU employees and WMU graduate assistants. If departments wish to include other individuals, indicate the individual's name, their status, and the reason for wanting to include them in the request.

HOLIDAYS

Departments are discouraged from using University funds for holiday related items. These include the mailing of holiday cards outside of development activities, holiday parties or receptions, and gifts for faculty/staff/students.

In such cases where there is clearly an exceptional need, expenditures should be approved by the Vice President for Student Affairs before the expenditure is incurred. Non-fund 11 resources should be used.

RETIREMENTS

Departments may sponsor a retirement party for a WMU staff member or faculty member retiring from the University. Departments may only use University funds for events held in University facilities. It is acceptable to purchase a token gift for the employee. The cost will vary upon years of service and position.

DONATIONS

Donations are not acceptable. Any exception is to be authorized by the Vice President for Student Affairs.

ALCOHOL

The Vice President for Student Affairs, prior to purchase, must approve all alcohol purchases. The University does not allow alcohol purchases from Fund 11 resources.

FLOWERS

Flower purchases are not acceptable. All **programmatic** requests for the purchase of flowers are to be authorized by the Vice President for Student Affairs, via a "Request for Meal/Entertainment/Gift" form. According to WMU policies and procedures, the VP for Business and Finance will also need to approve the request after the Vice President for Student Affairs.

CUSTOMERS/VENDORS/OTHERS (See also Travel Policy)

When it is in the best interest of the University, business meals may be purchased for customers, vendors and others with whom the University has business dealings. Examples of such situations include, but are not limited to, retreats, workshops, potential donor meals and committee meetings.

All purchases are to include the expense documentation with individual's present, business affiliation(s), business purpose, the date and place of the meeting/event/activity.

Departments may not use WMU funds to purchase meals, space or other items for outside vendors that are at the expense of that organization. Being reimbursed for expenses that belong to another vendor or group can cause sales and unrelated business income tax issues for WMU and are not allowed. Please refer any questions to Corporate Reporting and Taxation.

HOSTING MEALS (See also Travel Policy)

The university welcomes visitors, guests and employment applicants and recognizes that staff may be required to act as host. The University recognizes hosting as an appropriate expense of University funds if hosting activities contribute to, or result from, legitimate University-related business. Each department is expected to use prudence in determining the appropriateness of the hosting function.

Local business meals and meal expenses incurred by employees while hosting University guests will be reimbursed at actual cost within the constraints of good taste and reasonableness. The names and business affiliations of the guests for whom the meals were purchased and the date, location and business purpose of the meal expense must be documented and kept with the expense documentation. In addition, itemized meal receipts must be submitted with the Travel Expense Voucher. Acceptable meal receipts include detailed charge card receipts, cash register receipts and hotel receipts <u>with meal costs itemized</u>. Order stubs with handwritten totals or charge card receipts with only totals are not acceptable. **Reimbursement will not be made for sales tax or alcoholic beverages.**

DEPARTMENTAL MEETINGS (See also Travel Policy)

When conducting employee meetings or workshops, reimbursement shall generally be limited to low cost food and beverages. Departments may provide lunch solely if that is the only time individuals are able to meet. University facilities should be used whenever possible. Such activities are to be non-routine in nature.

PROGRAMS (See also Travel Policy)

See Authorization above.

There are various occasions and programs for which meals are necessary. Those departments that sponsor programs where employees and students are required to work beyond their normal schedule or during nontraditional hours may provide meals. This should be limited to low cost food and beverages. Such occasions are to be non-routine in nature.

PRIZES/RAFFLES/GIFT CERTIFICATES

These items are not appropriate purchases for use by faculty, staff, temporary, or student employees. All programmatic requests for the purchase of these items are to be authorized via departmental procedures.

If purchasing gift cards/gift certificates or issuing cash payments an authorization form must be completed and kept with departmental financial records. The form is located at: http://www.wmich.edu/payroll/disbursements/forms.html . Please refer to the Gift Card and Cash Payment Policy: http://www.wmich.edu/payroll/payable-docs/gift-card-cash-payment-policy.pdf

If holding raffles, you may not charge a fee for entry into the raffle. Only raffles that are "no purchase necessary" may be held. Any raffle items that are purchased by the department, rather than donated by other organizations, must be authorized via department procedures.

Additional questions regarding tax implications for items of this nature should be directed to Julie Carroll in Corporate Reporting and Taxation at julie.carroll@wmich.edu.

PURCHASES FOR EMPLOYEE USE (See Also Information Technology)

Any purchase of an item for personal business use, is handled on a case-by-case basis in consultation with the Department Head and their Supervisor.

Purchases, such as departmental staff shirts, used for programmatic reasons and not as a gift or token of appreciation. For gifts or appreciation items, see "Authorization" and "Recognition, Appreciation and Gift Purchases for WMU Employees." Purchasing decisions are based on, but not limited to, budget constraints and appropriateness.

If an employee leaves a department or the University, the employee may take any consumable item with him or her. Electronic devices must stay with the department.

You may not offer a JES or departmental transfer of funds as a payment type for food, clothing or other items that your department sells or offers to other WMU departments for a fee, as these types of purchases are not deemed appropriate according to WMU guidelines. A WMU department may give you a department number (unsolicited) for payment of these items; however, they will need to ensure they have acquired the appropriate approval per WMU guidelines and their area specific procedures.

When selling or advertising clothing or other items for purchase, the following guidelines must be adhered to:
- The wording, Make checks payable to "WMU- (your department name)", with your departmental address must be included on all forms requesting payment.
- You may not offer a JES or departmental transfer of funds as a payment type, as these types of purchases are not deemed appropriate according to WMU guidelines.

MEMBERSHIPS

Memberships that enhance the core business of WMU and Student Affairs are acceptable. Department Head approval is required. Departments should indicate the organization's name and the business reason for membership on the purchase documentation.

SUBSCRIPTIONS

Subscriptions that enhance the core business of WMU and Student Affairs are acceptable. Department Head approval is required. Departments should indicate the publication's name and the business reason for the subscription on the purchase documentation.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

DIVISION OF STUDENT AFFAIRS
Business Operations Resource Manual

I, the undersigned, hereby acknowledge receipt of the Student Affairs Business Operations Resource Manual, version dated November 12, 2013.

My signature below indicates that:

- I have received the Student Affairs Business Operations Resource Manual, version dated November 12, 2013.
- I understand it is my responsibility to read, understand and adhere to WMU and Student Affairs policies, procedures and protocols and to discuss this information with my employees and those who work with me.
- I also understand that I am responsible to stay informed about changes to these resources and other WMU policies and procedures.

Employee Signature: _____ **Date:** _____

Printed Name: _____

Sign form and give to supervisor for inclusion in employee's personnel file.