

# CHAIR DISCRETIONARY SPENDING PROCEDURES AND GUIDELINES

## **DISCRETIONARY FUND NUMBER:**

Your Chair is assigned a six-digit FUND number to be used on ALL Chair correspondence.

With Banner, the FUND number is also your ORGANIZATION number.

Example:

**Fund** Number - **Organization** Number - **Account** Number - **Program** Number  
Z01234 - Z01234 - Banner Account Code - 10 (for Faculty)

## **TRACKING YOUR FUND BALANCE:**

You will use the fund number to log into Banner to track your fund balance. The default type for all Chair allocations will be "Travel." There is no need to adjust the default. This will be handled by the Comptroller's Office.

Information regarding Banner Self-Service will offer instructions on how to access your fund on Banner. This information is **attached**. Please review carefully. After attempting to access your Banner information, if you have problems or questions, you may contact the Comptroller's Office (Arlene Hoag / 482-1775).

Keep in mind that expenses being routed from your office on LaCarte Cards may not be received at the Comptroller's Office where the amount being requested is recorded. Consequently, it is important to keep track of all expenses made from your Chair account. Neither the Office of Faculty Affairs nor the UL Foundation will be able to provide information on discretionary fund balances.

Personnel Action Forms (PAFs) for students or graduate students will need to be manually deducted from the balance Banner is showing. The "To-Date" expenses for these can be viewed by changing the ACCOUNT TYPE from 70 to 60.

## **LaCARTE CARDS:**

Chair holders who will be traveling are required to have a LaCarte card. Information regarding the application and use of LaCarte Cards can be found at

<https://purchasing.louisiana.edu/department-information/lacarte>.

The State Travel Office requires the use of LaCarte for airfare, lodging, registration, taxis and vehicle rental, parking and baggage. Use of personal credit cards for travel MUST be pre-approved by the UL Travel Office. All travelers are required to have a LaCarte card.

The use of personal credit cards is discouraged and only allowable in certain extenuating circumstances. To ensure being reimbursed, it is very important to check with the Purchasing Office on the allowable use of a personal credit card before making any purchases on a personal credit card.

In the event, that it is necessary for another cardholder to purchase an item on his/her LaCarte Card for a Chair holder, the Chair holder will need to approve the transaction by signing the LaCarte Card Log of the cardholder next to the applicable transaction.

## **TRAVEL:**

To use your discretionary allocation for travel, and to allow time to receive the approved request for booking hotel stays and airfares, submit a completed Travel Request Form at least 6-8 weeks prior to domestic travel and 10-12 weeks for international travel. (Note: International travel will also require a letter of justification attached to the Travel Request.)

On both the Travel Request and Travel Expense forms, **be sure to include the fund number.**

On the Travel Request Form:

- Enter the Chair BANNER FUND NUMBER:

Under "Department Charged" (on old forms)

-OR-

On the funding chart located at the bottom of the Travel Request Forms (on new forms).

The BANNER FUND NUMBER is your Chair Account Number shown TWICE (separated by a hyphen)-10 (for faculty).

Example:

**Fund** Number - **Organization** Number - **Account** Number - **Program** Number (FOAP)  
**701234** - **701234** - **72XXXX** - **10** (for Faculty)

- Indicate the amount being requested under "*Funds Limited To.*"

Once signed by the applicable individuals, forward your Travel Request to Purchasing.

Once your approved Travel Request Form is returned to you, you may book reservations.

All State policies apply to travel.

NOTE: **Reimbursement for alcohol** and **Louisiana State Sales Tax** with University funds is **prohibited**.

You **MUST** use a LaCarte Card for airfare, lodging, registration, taxis and vehicle rental, parking and baggage. All travelers are required to have a LaCarte card.

Meals are reimbursed upon return by submitting a travel expense form.

Travel Expense forms **MUST** be submitted **within 30 days from the return date of your travel.**

After that time, a justification **MUST** be attached explaining the delay.

The University may not reimburse.

**For travel at the end of the fiscal year, this 30-day time frame may vary.**  
**Check the University's end-of-the-year notification.)**

Once signed by the applicable individuals,

Travel Expense forms are forwarded to Purchasing.

Do not route Travel Requests or Travel Expense forms through the Office of Faculty Affairs for approval and do not submit Foundation Warrant Forms for use of your Chair funds.

If your Travel Request has been approved by the University and your requested **trip has been CANCELED,** **send an email** to Kassie Clarke, Travel Office ([kxs2315@louisiana.edu](mailto:kxs2315@louisiana.edu)) indicating all pertinent information,

in particular, the approved Travel Request number. Once the Travel Request is approved, the funds requested for travel are encumbered and will not be available for use UNLESS you have canceled the approved Travel Request.

Information on travel policies and on obtaining a LaCarte/State Travel Card is available at <https://purchasing.louisiana.edu/travel>.

## **GENERAL PURCHASES:**

It is important to note that purchases paid for with Chair funds are NOT personal property. The items and equipment purchased **are University property**.

All purchases MUST follow state procedures and be inventoried and tagged as determined by State and University guidelines.

All equipment equal to or over \$1000 MUST be purchased with a Purchase Requisition. Equipment valued at or over \$1000 per unit cannot be purchased with a LaCarte Card.

Equipment equal to or over \$1000 (per unit) in value and computer-type items of ANY value (desktops, laptops, tablets, iPads, ultrabooks) are considered taggable items and require a Purchase Requisition. Following this procedure ensures that the item will be tagged before it is delivered to you.

On all correspondence, Purchase Requisitions or LaCarte Card logs, be sure to include the fund number.

Do not route equipment requests through the Office of Faculty Affairs for approval and do not submit Foundation Warrant Forms for use of your Chair funds.

## **COMPUTER AND SOFTWARE PURCHASES:**

Information regarding **software and/or computers** purchases can be found at:

<https://purchasing.louisiana.edu/department-information/computer-purchase>

<https://helpdesk.louisiana.edu/get-help/knowledgebase/software/software-university-owned-computers>

<https://helpdesk.louisiana.edu/get-help/knowledgebase/software/university-standard-software>

Software (up to \$5000) may be purchased with a LaCarte Card **after approval has been granted by the Information Technology Department**. Requests should be submitted to [deviceapprovals@louisiana.edu](mailto:deviceapprovals@louisiana.edu). You will need to indicate how much the purchase will be and why it is needed. A copy of the approval email must be attached to the LaCarte Card statement and log.

The Purchasing Office can provide you with additional University instructions and procedures regarding ordering.

## **STUDENT WORKER HIRES:**

If funding is available, Chairs can hire student workers by following the procedures below.

The Chair holder will need to **contact the Student Financial Aid Office**, Brenda Mouton (482-6499 or [stupay@louisiana.edu](mailto:stupay@louisiana.edu)). The student financial aid office will **need to determine if additional pay will interfere**

**in any way with any aid or scholarships a student is receiving. NOTE: All student employees, whether Federal Work Study or paid with departmental or Chair funds, can work only one job. S/he would have to cancel one to work the other.**

If the student is cleared by Student Financial Aid to receive additional funds, a Personnel Action Form (PAF) will need to be completed on the student worker. You can contact Human Resources with questions regarding properly completing the form (482-6242), and the form can be found on their louisiana.edu webpage (personnel.louisiana.edu).

The **PAF will need to include:**

- **the amount per hour that the student will be paid** (student workers are paid hourly)
- **the number of hours per week being requested for the student**
- **the MAXIMUM dollar amount the student will be paid from the Chair Account,**
- **the period of time for which they are being paid** and
- **justification** that indicates why a student worker is needed and what his/her duties will be.

Indicate this information **in the “Comments/Justification” section of the form.** Please note that the **amount indicated on the form will be encumbered and not available for use unless the holder indicates to the Comptroller that the encumbered funding should be released.**

Student workers paid for with Chair funding are allowed to work up to 20 hours per week during the semester and 40 hours per week during breaks.

The Chair holder **will be responsible for not going over the amount indicated on the PAF form.**

For student financial aid questions or information, you will need to speak with Brenda Mouton in the Student Financial Aid Office. Her number is 482-6499 or you can email her at [stupay@louisiana.edu](mailto:stupay@louisiana.edu).

## **GRADUATE ASSISTANT HIRES**

If funding is available, Chairs can hire graduate assistants by following the procedures below.

A Personnel Action Form (PAF) along with an offer letter will need to be completed to hire a graduate student. For more detailed instructions, please follow this link:

<https://gradschool.louisiana.edu//faculty/funding-your-students>

You can contact Human Resources with questions regarding properly completing the Personnel Action Form (482-6242). The Personnel Action Form link (shown below) can be found on their louisiana.edu webpage (personnel.louisiana.edu).

<https://humanresources.louisiana.edu/sites/humanresources/files/Personnel%20Action%20Form%20%28Revised%201.8.19%29.pdf>

The **PAF will need to include:**

- The pay rate of the graduate student being hired,
- The period of time for which the student is being paid
- Students can be hired for both fall and spring on the same PAF.  
The summer semester and breaks must be submitted on separate PAFs
- The MAXIMUM dollar amount the student will be paid from the Chair Account,
- Justification that indicates why a graduate student is needed and what his/her duties will be.

Indicate this information in the "Comments/Justification" section of the form. Please note that the amount indicated on the form will be encumbered and not available for use unless the holder indicates to the Comptroller that the encumbered funding should be released.

Graduate students are not allowed to work more than 20 hours per week.

Graduate students may be hired as "Instructor of Record" Graduate Teaching Assistants (GTAs)

Once signed by the Department Head and Dean of the College, the PAF form is forwarded to the Comptroller's Office (Arlene Hoag). The Comptroller will then forward the PAF to the Graduate School for final approval. The Graduate School will send the approved copy to the Chair holder. Please remember that the student may not begin working until you receive the approved PAF.

The Chair holder **will be responsible for not going over the amount indicated on the PAF form.**

For questions regarding hiring a graduate assistant, contact the Graduate School Office (Tanya Derigo / 482-6963 or C00001165@louisiana.edu).

### **DEADLINES:**

Because Financial Services must close out accounts by the end of the University's fiscal year (June 30), deadlines for submitting requests for expenditures and reimbursements are established. Discretionary funds are for the period of July 1 through June 30 of any given fiscal year; however, it is important to note that **deadlines are prior to the June 30 date and must be followed** to allow adequate time for processing expenses and reimbursements. **Deadline dates are sent out to all University employees in a University Announcement.**

**It is very important to watch for the "University's Announcement" which will indicate Administrative and Financial Services' final deadlines for the fiscal year closing.** While the exact date is uncertain at this time, you should begin watching for it at the beginning of March or you can call the Purchasing Office to see when the information might become available. If you have any questions, regarding due dates or end-of-the-year processes, call the Purchasing Office (482-5396) for accurate answers to your questions.

Travel Expenses forms are due within 30 days from the return date of your travel. **However, at the end of the fiscal year, this 30-day time frame may vary. Check the University's end-of-the-year email notification.**

**Purchase Requisitions and Travel Requests will not be accepted after the deadline dates.**

### **QUICK REFERENCE AND REMINDERS:**

It is important that you keep copies of any paperwork submitted (including all forms and receipts).

All receipts MUST be itemized.

Please allow a generous amount of time for routing and processing all paperwork, especially travel and purchase requisitions. On average, the recommendation is 6-8 weeks.

Travel Expenses forms are due within 30 days from the return date of your travel. However, at the end of the fiscal year, this 30-day time frame may vary. Check the University's end-of-the-year email notification.

Holders are accountable and in control of their funds as opposed to the associated Departments. Departments are not allowed to spend Chair funds dedicated to the holders.

Holders who overspend their Chair account/s will need to provide another funding source or repay the University personally.

All State policies apply to discretionary funds and are handled through the University's Administration and Finance Offices.

Do not submit a Foundation Warrant Form for Chair expenditures.

### **ALLOWED USE OF DISCRETIONARY FUNDS:**

Chair funds cannot be used for any items that should be paid for out the general operation funds. To ensure the proper use of this funding as allowed by the University and the Board of Regents, below are examples of items that this funding can and cannot be used for.

#### **ALLOWABLE EXPENSES** (include, but are not limited to):

- Travel for research presentations, development or research
- Professional memberships that contribute to research and teaching
- Books
- Equipment (lab, etc.)
- Computers, laptop, tablets
- Research supplies (lab, etc.)
- Graduate student hiring
- Student worker hiring
- Graduate student travel
- Publishing expenses
- Professional subscriptions
- Teaching technologies
- Undergraduate research
- Graduate research
- Scholarship of teaching and learning

#### **UNALLOWABLE EXPENSES:**

- Operational costs of institution, college, department
- Costs typically borne by the institution, college, department for non-endowment holders
- General office supplies
- Faculty salary
- Alcohol
- Office furniture
- Appliances for office use (i.e., ice machines)
- Paper (to be for department's general office use)
- Repair and maintenance of standard office/lab equipment
- Construction and renovation of standard office/lab
- Gifts
- Donations
- Swag
- Incentives
- Meals (non-travel related)
- Catering

If you have any questions about what may or may not be an allowable purchase with your discretionary funding, send an email to Dr. Robert McKinney ([rmckinney@louisiana.edu](mailto:rmckinney@louisiana.edu)) Clarification can then be sent to you.

*The intention of the information shown in the Procedures and Guidelines to give an overview of the processes involved with using Chair funding. For detailed information or questions, contact the department/s associated with the inquiry.*

## **LINKS:**

Office of Purchasing: <http://purchasing.louisiana.edu/>)

LaCarte Card: <https://purchasing.louisiana.edu/department-information/lacarte>

Travel: <https://purchasing.louisiana.edu/travel>

Computer Purchases:

<https://purchasing.louisiana.edu/department-information/computer-purchase>

Software Purchases:

<https://helpdesk.louisiana.edu/get-help/knowledgebase/software/software-university-owned-computers>

<https://helpdesk.louisiana.edu/get-help/knowledgebase/software/university-standard-software>

Printer Purchases:

<https://helpdesk.louisiana.edu/howtoorder-printer>

## **IMPORTANT CONTACTS:**

### **TRAVEL:**

Kassie Clark

[kxs2315@louisiana.edu](mailto:kxs2315@louisiana.edu)

482-6250

### **PURCHASING:**

Lark Chartier

[C00255571@louisiana.edu](mailto:C00255571@louisiana.edu)

482-6239

### **LaCARTE CARDS:**

Josie Mariano

[jmariano@louisiana.edu](mailto:jmariano@louisiana.edu)

482-6243

### **BANNER:**

Arlene Hoag

[C00001029@louisiana.edu](mailto:C00001029@louisiana.edu)

482-1775