**CHAIR DISCRETIONARY SPENDING**

**PROCEDURES AND GUIDELINES**

**DISCRETIONARY ACCOUNT NUMBER:**

Your Chair is assigned a **six-digit account number** **to be used on ALL Chair correspondence**. This number will consist of the **Foundation’s Chair account number and the prefix 7** (e.g., if the Chair number is 01234, then the account number will be 701234).

**TRACKING YOUR ACCOUNT:**

You will use the **account 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 with **instructions on how to access your account on Banner is attached.** Please review carefully. 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 may not yet be received at the Comptroller’s Office where the final payment is made and recorded. Consequently, you will need to note and **track any and 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 account balances.

**LaCARTE CARDS:**

The use of personal credit cards is strongly discouraged and in some cases not reimbursable. Check with Purchasing Office if there is any question about an allowable use for a personal credit card (for example, meals while on University business travel is allowed, etc.)

Chair holders are strongly encouraged to apply for their own LaCarte Cards. Information regarding the application for and use of LaCarte Cards can be found at <https://purchasing.louisiana.edu/department-information/lacarte>.

If **another cardholder is purchasing an item on his/her LaCarte Card for a Chair holder**, the **holder of the Chair** will **need to approve** the transaction by **signing the LaCarte Card log 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 account number** (e.g. **7**01234).

On the Travel Request Form:

* **enter the Chair Banner account number under “Department Charged.”**The **Banner account number** is **your** **Chair Account Number (i.e., 701234)-2014-10** (for Faculty/Instructors) and
* indicate the **amount being requested under “*Funds Limited To***.”

Once signed by the applicable individuals, forward your **Travel** **Request** to **Administrative Services**.

Once your **approved Travel Request** Form is returned to you, you may book reservations. You **must** **use a State-issued travel card to receive reimbursement**.

All State policies apply to travel. NOTE: Reimbursement for alcohol with University funds is prohibited.

Travel **Expense** forms **MUST be submitted within 30 days from the return date of your travel**. After that time, the funds will be unencumbered, and the traveler will not receive reimbursement. Travel **(NOTE:** **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-(Norma Landry).**

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) 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 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 Purchase Requisitions or LaCarte Card logs, **be sure to include the account number** (e.g. **7**01234).

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>

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). 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: A Federal Work Study student cannot work in a second University 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.

**GRADUATE ASSISTANT HIRES**

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

A **Personnel Action Form (PAF)** will need to be completed on the graduate student. 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 **pay rate of the graduate student being hired,**
* the **period of time for which they are being paid** and
* 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 not 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, it is necessary to establish a deadline for expense requests that will allow an appropriate amount of time for Administration and Finance to process this paperwork. This **DEADLINE** is 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’ deadlines for the 2017-2018 fiscal year closing**. While the exact date is uncertain at this time, you should begin watching for it at least beginning in March or you can call the Purchasing Office to see when the information might become available.

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**.

**IMPORTANT GENERAL INFORMATION:**

**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:**

These 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.

Items that **ARE allowed** (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

Items **NOT** **allowed** to be spent with Chair funding:

* Operational costs of institution, college, department
* Costs typically borne by the institution, college, department for non-endowment holders
* General office supplies
* 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) **and copy Karen Faber** (kfaber@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 departments involved.***

**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:**

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| **TRAVEL:**Kassie Clarkkxs2315@louisiana.edu482-6250 |  | **PURCHASING:**Lark ChartierC00255571@louisiana.edu482-6239 |
| **LaCARTE CARDS:**Josie Marianojmariano@louisiana.edu482-6243 |  | **BANNER:**Arlene HoagC00001029@louisiana.edu482-1775 |

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