

A CARD DEPARTMENT OF CLINICAL SCIENCES POLICY
AND PROCEDURES

Revised April 15, 2005

TO: Clinical Sciences Credit Card Holders

FROM: Dr. Paul Lunn

Purpose: To inform all Clinical Sciences A Card holders of the policies and procedures established for the Department of Clinical Sciences (DCS).

Policies and Procedures

DEADLINES

1. Deadlines for handing in your A Card transaction paperwork to Terri Ratzlaff (your re-allocator or inspector of re-allocation) is by the 30th of each month.

a. Paperwork must consist of your A Card notification through email, your original receipt, invoice and/or packing slip (please refer to your A Card Handbook page 7 for all options) and a fund number written on your A Card notification sheet. Please hand in all paperwork together. The cycle period for your A-Card is the 25th through the 24th of each month. (You may not receive your email A Card notification for the last few transactions of the month; it is fine to hand this paperwork in as soon as you have it.)

b. Your monthly report of all transactions will be scanned to you via email and should be signed and put in Terri Ratzlaff's in-box or mail box by the 15th of each month.

HOSPITALITY

1. Candidate Search Guidelines – When entertaining a potential employee please use the following guidelines:

a. 1st Dinner – 1st dinner can consist of the Committee, Candidate and one other person. A maximum of \$40.00 per person for the meal is permitted. No more than a 20% tip is permitted on all meals.

b. 2nd Dinner – If another dinner is needed the 2nd dinner can consist of no more than five (5) people, plus Candidate with the same dollar amount established above.

c. Lunch for a Candidate is permitted with no more than five (5) people, plus Candidate at \$25.00 per person.

d. Please remember alcohol cannot be purchased using State funds of any type. If you purchase alcohol it must be on a separate ticket and paid with your own funds.

e. Please include with your paperwork the Documentation for Expenses to Official Functions, Training and Recruiting Form. Please be very detailed. You may ask Terri Ratzlaff to provide this form for you.

2. Meals on Surgery days or for meetings – If your fund is written in such a way that you are allowed meals during all day surgeries and/or for meetings please use the following guidelines:

a. Please include with your paperwork the Documentation for Expenses to Official Functions, Training and Recruiting Form. Please be very detailed. You may ask Terri Ratzlaff to provide this form for you.

2. Waiver

a. There may be times when you will have to exceed the above established guidelines. At this time please obtain a Department Hospitality Waiver form prior to the event. This can be obtained from Terri Ratzlaff.

VIOLATIONS

1. Written violations will be issued for the following type of transactions or non-compliance with the University's established A Card Policies. (Please refer to your A Card Handbook you received during training.)

a. If paperwork is not handed in by the 30th of each month on more than three occasions a written violation will be issued. There will be some exceptions such as being on leave, sabbatical, vacation time, etc.

b. Refer to your A Card Handbook pages 9-10 for a complete listing of inappropriate purchases which would result in a written violation.

c. Three written violations will result in the revocation of your A Card for a 30 day period. A mandatory A Card re-training must be completed in order to reinstate A Card privileges.

d. The Dean's office will be notified per their request, prior to the revocation of any A Card.

Your cooperation is appreciated and if you should have any further questions please contact Terri Ratzlaff via email – tratzlaf@lamar.colostate.edu or at 297-4125.