

# **Administrative Manual**

## **IIT Chicago-Kent College of Law Illinois Institute of Technology Downtown Campus**

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Ariana T. Monroe, Director**

## **TABLE OF CONTENTS**

**ALCOHOL SERVICE POLICY**

**AUDIO VISUAL**

**BANNER ACCOUNT CODES – EXPENSES**

**BANNER REVENUE CODES**

**BANNER SALARY CODES**

**CAPITAL EQUIPMENT ACQUISITION**

**CHANGE ORDERS**

**CHECK REQUESTS**

**COLLEGE SERVICE CENTER**

**CONSULTANTS**

**CONTRACTS**

**DRIVING APPROVAL PROCESS AND PRIVILEGES**

**EMERGENCY EVACUATION PLAN**

**ENGINEERING & BUILDING MAINTENANCE**

**EQUIPMENT PROBLEMS/MAINTENANCE**

**FORMS**

**HONORARIUMS**

**INVOICES**

**KEYS AND KEY CARDS**

**MAIL**

**MESSENGER SERVICE (COURIER)**

**OFFICE SUPPLIES**

**PARKING PERMITS (DISCOUNTED RATES)**

**PAYROLL (STAFF and STUDENTS)**

[PHOTOCOPY MACHINES](#)

[POSTING OF NOTICES](#)

[PURCHASE ORDERS](#)

[PURCHASE ORDERS – ADVANCE PAYMENT](#)

[QUOTES/ESTIMATES](#)

[RECEIVING DOCK](#)

[RELOCATION EXPENSE REIMBURSEMENT](#)

[REMOVAL AUTHORIZATION](#)

[ROOM RESERVATIONS](#)

[SECURITY](#)

[TAX EXEMPTION STATUS](#)

[TELEPHONE COMMUNICATION](#)

[TRAVEL & EXPENSE REPORTS](#)

[UPS, FEDERAL EXPRESS, TNT](#)

[MORRIS HALL – CATERERS/CATERING](#)

[BUILDING FLOOR PLANS](#)

## **Alcohol Service Policy**

The following rules are established by IIT General Counsel for the serving and sale of alcoholic beverages in the Downtown Campus:

### **SALE AND SERVICE**

No alcoholic beverages may be served to minors (anyone under the age of 21) at any time.

Alcohol cannot be sold.

Alcohol can be provided as part of an event by licensed, insured and trained bartenders.

Students may not serve alcohol.

Alcohol cannot be served before 4:00pm.

Alcohol cannot be served in a classroom or other academic spaces.

Requests to serve alcoholic beverages must be made using *A Request to Serve Alcoholic Beverages Form*. There is a link to the form in the DTC *On-Line Room Reservation Form* or the form can be picked up in the Office of Administration & Finance. This form must be submitted to the Office of Administration and Finance and approved by the Assistant Dean of Administration and Finance before any alcoholic beverages may be provided at an event.

It is the responsibility of the person(s) registered as hosting the event at which alcoholic beverages are served to make certain that no alcoholic beverages are served to minors (anyone under 21) and that no one becomes unruly or intoxicated. The beverages server(s) (caterer or bartender) must be advised if underage individuals will be attending the event and that the server(s) should be sure that each person served alcohol is 21 or older by asking for the appropriate ID if the person looks younger than 30 or the server is in any doubt. Any serious behavior problems, disturbances or property damage which may occur shall be reported immediately to the Public Safety

Officer on duty and then called promptly to the attention of the Dean of Administration and Finance.

To review the full policy, Procedure No.: C.4, please visit the General Counsel's web page at <http://web.iit.edu/general-counsel/resources/policies-and-procedures>.

## **AUDIO VISUAL**

### **ALL REQUESTS FOR AUDIO VISUAL SERVICES MUST BE MADE THROUGH E-MAIL USING ONE OF THE ON-LINE FORMS**

- Room Reservation Form
- Academic Classroom Reservation Form

**Audio Visual Department WILL NOT ACCEPT REQUESTS emailed directly to their department nor by calls to their department phone.**

**REQUIREMENT: Minimum 48 hours advance notice for services**

### **HOW TO REQUEST A/V EQUIPMENT AND SERVICES**

- A. **ACADEMIC CLASSES** – use on-line A/V request form. Find this form at [www.kentlaw.iit.edu](http://www.kentlaw.iit.edu), select faculty or staff portal, then A/V request form in drop down box.
- B. **ROOM RESERVATION (non-academic classes)** – If you reserve a room, complete the “Audio Visual Requirements” section on the room booking form.

### **EQUIPMENT AND SERVICES AVAILABLE**

<b>EQUIPMENT:</b>	<b>LCD Projector</b>	<b>Easels</b>
	<b>Video Camcorder</b>	<b>Flip Chart &amp; Markers</b>
	<b>Microphone</b>	<b>Monitor</b>
	<b>DVD Player</b>	<b>Panopto</b>

**SERVICES:** A fee will be charged for some services; ask Sue Jadin for information.

Audio/Video tape duplication

Video taping

Enlargement of computer generated signs

**BANNER COMMODITY CODES & ACCOUNT LIST**

<b><u>COMMODITY CODE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ACCOUNT</u></b>
<b><u>Supplies</u></b>		
APPAREL	Apparel Wear	7163
OFFSUP	Office Supplies	7151
COMPSUP	Computer Supplies	7152
PAPER	Paper	7153
CUSTSUP	Custodial Supplies	7154
SUPPEXP	Supplies for Experiments	7155
LABSUP	Lab supplies	7156
ATHLSUP	Athletic supplies	7157
PAINTSUP	Paint and Painting Supplies	7158
SMOFFICE	Small Office Equipment and Business Machines	7159
MAINTSUP	Maintenance Supplies	7161
WATER	Water Cooler Services or Supplies	7162
<b><u>Mailing Services</u></b>		
POSTAGE	Postage	7171
SHIPPING	Shipping	7172
MESSENGER	Messenger Service	7173

## **Telecommunications**

<b>TELEQMNT</b>	<b>Telephone Equipment Maintenance</b>	<b>7181</b>
<b>TELECONF</b>	<b>Teleconferencing</b>	<b>7182</b>
<b>LINE</b>	<b>Line Charges</b>	<b>7183</b>
<b>LOCALCALL</b>	<b>Local Calls</b>	<b>7184</b>
<b>LONGCALL</b>	<b>Long Distance</b>	<b>7185</b>
<b>BEEPER</b>	<b>Beeper Charges</b>	<b>7187</b>
<b>CELL</b>	<b>Cell Phone charges</b>	<b>7189</b>
<b>WIRING</b>	<b>Wiring</b>	<b>7190</b>

## **Equipment and Maintenance**

<b>AVEQUIP</b>	<b>Audio Visual Equipment</b>	<b>7156</b>
<b>CLRMEQUIP</b>	<b>Classroom Equipment</b>	<b>7156</b>
<b>COMPEQUIP</b>	<b>Computer Equipment</b>	<b>7156</b>
<b>ATHLEQUIP</b>	<b>Athletic/Physical Ed Equipment</b>	<b>7156</b>
<b>ELECTRONIC</b>	<b>Electronic Equipment</b>	<b>7156</b>
<b>FURN</b>	<b>Furniture</b>	<b>7156</b>
<b>GRDSEQUIP</b>	<b>Farm/Lawn/Garden Equipment</b>	<b>7156</b>
<b>GREQUIP</b>	<b>Graphic Arts Equipment</b>	<b>7156</b>
<b>KITCHEQUIP</b>	<b>Kitchen Equipment</b>	<b>7156</b>
<b>LABEQUIP5</b>	<b>Laboratory Equipment</b>	<b>7156</b>
<b>LIBEQUIP</b>	<b>Library Equipment</b>	<b>7156</b>
<b>MAINTEQUIP</b>	<b>Maintenance Equipment</b>	<b>7156</b>
<b>METALEQUIP</b>	<b>Metalworking Equipment</b>	<b>7156</b>
<b>PHOTEQUIP</b>	<b>Photographic Equipment</b>	<b>7156</b>
<b>RECREQUIP</b>	<b>Recreational Equipment</b>	<b>7156</b>
<b>SERVERS</b>	<b>Computer Servers</b>	<b>7156</b>

### **Equipment and Maintenance (cont.)**

WWEQUIP	Woodworking Equipment	7156
XRAYEQUIP	X-Ray Equipment	7156
OFFEQUIP	Office Equipment < \$2,500	7251
EQUIPMNTCE	Equipment Maintenance Agreements	7253
EQUIPLEAS	Equipment Leases	7254
COPIER	Copier Program	7255
FABRICATE	Fabrication	7259
SUBCONT	Subcontracts < \$25,000	7271
PARTIC	Participant Support	7283

### **Operations and Maintenance**

BLDGREP	Building Repairs and maintenance	7106
ELEVMTCE	Elevator Maintenance	7107
GROUNDS	Grounds and Landscaping	7108
FACRENT	Facilitated Rental Expense	7110
JANITOR	Janitorial Services	7111
PAINTING	Painting Services	7112
PLUMB	Plumbing Services	7113
SECSERV	Campus Security Services	7114
TRANSPORT	Transportation Services	7115
MECHSVC	Mechanical Services	7116
DISPSVC	Disposal Services	7117
EXTERMIN	Exterminating Services	7118
REPAIRS	Equipment Repairs not covered by maint agreemt	7253
FUEL	PETROLEUM FUEL	7267



## **Administrative Services/Professional Development**

INSUR	Insurance	7301
RETAX	Real Estate Taxes	7305
LATE FEE	Vendor Late Fee	7317
DUES	Memberships and Associations Dues	7361
TRNGMAT	Training Materials	7362
SUBSCR	Subscriptions	7363
BKSTR	Bookstore	7364
HONORAR	Honorarium	7365
OTHREIMB	Other Reimbursements	7481
SUPPLIES	Operating supplies	
UTILS	Utilities	
WIRE	Wire Transfers	

## **Events**

CATER	Catering	7331
EVEEQUIP	Rental Event Equipment	7333
AWARD	Service and Recognition Awards	7334
EVESPACE	Rental Event Space	7334
COMMENCE	Commencement Expenses	7335
TICKETS	Event Tickets	7411

## **Software/ Printing/ Library**

SOFTWR	Software < \$25,000	7381
SOFTLIC	Software Licenses	7382
PRNTNG	Printing Services	7451

<b>PRNTPROD</b>	<b>Print Production</b>	<b>7453</b>
<b>DESIGN</b>	<b>Design and Layout</b>	<b>7454</b>
<b>BOOKS</b>	<b>Books</b>	<b>7461</b>
<b>JOURNALS</b>	<b>Journals</b>	<b>7462</b>
<b>BINDNG</b>	<b>Binding</b>	<b>7463</b>

### **Travel and Conferences**

<b>DOMAIR</b>	<b>Domestic Travel</b>	<b>7401</b>
<b>TRAVEL</b>	<b>General Travel</b>	<b>7401</b>
<b>FORAIR</b>	<b>Foreign Travel</b>	<b>7408</b>
<b>ENTERTAIN</b>	<b>Business Entertainment</b>	<b>7409</b>
<b>ALCOHOL</b>	<b>Alcohol purchases</b>	<b>7412</b>

### **Professional Services**

<b>ARMOREDCAR</b>	<b>Armored Car Services</b>	<b>7115</b>
<b>CONSULT</b>	<b>Consultants</b>	<b>7506</b>
<b>ACCFEES</b>	<b>Accounting Fees</b>	<b>7507</b>
<b>LEGAL</b>	<b>Legal Fees</b>	<b>7508</b>
<b>TEMPAGENCY</b>	<b>Temporary Agencies</b>	<b>7509</b>
<b>FUNDRAIS</b>	<b>Professional Fund Raising</b>	<b>7510</b>
<b>OTHSVCS</b>	<b>Other Professional Services</b>	<b>7511</b>
<b>RECRUIT</b>	<b>Advertising: Recruitment</b>	<b>7512</b>
<b>ADPLACE</b>	<b>Advertisement Placement</b>	<b>7513</b>
<b>LOBBY</b>	<b>Lobbyist</b>	<b>7515</b>
<b>PERFORM</b>	<b>Performer Fees</b>	<b>7164</b>
<b>PHOTOSVC</b>	<b>Photographic Services</b>	<b>7516</b>

### **Capital (Each Item > \$2,500)**

<b>BLDGIMPR</b>	<b>Capital Building Improvements</b>	<b>7257</b>
<b>ART</b>	<b>Art Gift</b>	<b>7256</b>
<b>AUTO</b>	<b>Automobiles</b>	<b>7256</b>
<b>CAPSOFT</b>	<b>Capital Software &gt; \$25,000</b>	<b>7383</b>
<b>COPIEROWN</b>	<b>COPIER</b>	<b>7256</b>
<b>LABEQUIP10</b>	<b>Laboratory Equipment 10 yrs</b>	<b>7256</b>

### **BANNER REVENUE CODES**

#### **Tuition**

<b>5205</b>	<b>Gross Tuition</b>
<b>5213</b>	<b>Winter Term Tuition UG</b>
<b>5214</b>	<b>Spring Term Tuition UG</b>
<b>5220</b>	<b>Graduate Tuition</b>
<b>5221</b>	<b>Summer Term Tuition GR</b>

#### **Scholarships**

<b>5230</b>	<b>Scholarships</b>
<b>5241</b>	<b>Summer Term Scholarships UG</b>
<b>5242</b>	<b>Fall Term Scholarships UG</b>
<b>5253</b>	<b>Winter Term Scholarships GR</b>

#### **Fees and Writeoffs**

<b>5300</b>	<b>Fees and Writeoffs</b>
<b>5310</b>	<b>Fees</b>
<b>5312</b>	<b>Orientation Fees</b>
<b>5315</b>	<b>U Pass Fees</b>
<b>5318</b>	<b>CCR Fees</b>
<b>5323</b>	<b>Undergraduate Credit by Exam Fee</b>
<b>5332</b>	<b>Transcript Fee</b>

**5350 Writeoffs**

**Gifts**

**5405 Private Gifts**

**5415 In Kind Gifts**

**Endowments**

**5511 Interest from Endowments**

**5600 Endowment Spending Distribution**

**5611 Endowment Spending Distribution**

**Grants and Contracts**

**5705 Government Grants and Contracts**

**5742 Federal Indirect Cost Recovery**

**5810 Private Grants**

**Housing**

**5910 Auxiliary Services – Housing**

**5911 Housing Revenue – Summer**

**Other Sources**

**5A40 Other Sources**

**5A50 Audio Visual**

**5A53 Commission Revenue**

**5A60 Parking Permit Revenue**

**5A62 Parking Meter Revenue**

**5A65 Laundry Revenue**

**Investments**

**5B10 Interest from Alion Investments**

**5C00 Net Gain on Investments**

**5C10 Net Realized Gain on Investments**

5C20	Net Unrealized Gain on Investments
5E11	Net Gain on Disposal of Assets
5E12	Net Loss on Disposal of Assets

### **BANNER SALARY CODES**

#### **Faculty**

6115	Professor
6120	Associate Professor
6125	Assistant Professor
6130	Research Faculty
6135	Adjunct Professor
6136	Honorariums – Full Time Faculty (to be used for payments outside of normal contract)
6140	Non-Tenured Track Faculty
6150	Summer Teaching: Full Time Faculty/Benefits Eligible

#### **Administrative**

6210	Executive Salaries (Deans and Vice Presidents)
6215	Professional Exempt (Assoc/Asst VP's; Assoc/Asst Deans, Directors and all other FT and PT Benefits Eligible Exempt Staff)
6220	Administrative Non-Exempt (FT and PT Benefits Eligible Non-Exempt)
6225	Engineer
6230	Maintenance
6231	Custodial

#### **Part-Time Salaries (Non-Benefits Eligible)**

6322	Professional – Staff
6325	Administrative – Staff
6330	Proctors

#### **Student Salaries**

6307	Student Salaries (Non Work Study)
6309	Student Salaries (Work Study)
6312	Student Honorariums/Awards
6315	Teaching Assistants

## **CAPITAL EQUIPMENT ACQUISITION**

### **IIT POLICY - NO EXCEPTIONS**

An item whose “individual” cost is \$2,500 or more is considered capital equipment (computers, laptops, printers, furniture, shelving, file cabinets, fax machines, copy machines, artwork and the like).

You must have a minimum of two (2) quotes for the item(s).

You must issue a purchase requisition to get a purchase order.

You must submit with the hard copy of the purchase requisition:

- a Vendor Selection Form  
[http://www.iit.edu/policy\\_procedures/forms/purc\\_vendor\\_selection\\_form.pdf](http://www.iit.edu/policy_procedures/forms/purc_vendor_selection_form.pdf)
- an Equipment Acquisition Request  
[http://www.iit.edu/policy\\_procedures/forms\\_alphabetical.shtml](http://www.iit.edu/policy_procedures/forms_alphabetical.shtml)
- the quotes

Once you have received the equipment, you must submit to Ariana T. Monroe in Administration & Finance:

- All packing slips that came with the equipment
- Serial Number of equipment (if available)

## **CHANGE ORDERS**

A Change Order must be issued whenever an invoice for a Purchase Order is “above or below” (excluding freight/shipping charges) the amount of the total p.o. or any one or more lines of the p.o.

**Above\* – Accounts Payable will not pay the invoice until they receive a Change Order**

**Below – Accounts Payable will pay the invoice, but the remaining Balance will stay committed against your budget. You need to remove the excess and put it back into your available funds.**

**You can find the Change Order form at:**

**[http://www.iit.edu/policy\\_procedures/forms\\_alphabetical.shtml](http://www.iit.edu/policy_procedures/forms_alphabetical.shtml)**

***\*There is a tolerance level allowed for invoices above the original p.o. amount. The tolerance is \$500 or 20%. Therefore, a Change Order form is not required if the final invoice amount does not exceed the p.o. amount by more than \$500 or 20%.***

## **CHECK REQUESTS**

**NOTE: THIS FORM CANNOT BE USED TO REIMBURSE ANY FACULTY OR STAFF**

**LOCATION: [http://www.iit.edu/policy\\_procedures/forms\\_alphabetical.shtml](http://www.iit.edu/policy_procedures/forms_alphabetical.shtml)**

**SUBMIT TO: Dawn Rupcich, Dean for Administration, Finance, CLE/CPE, Center for Law & Computers and Financial Aid Suite 265**

**USED TO MAKE PAYMENT TO A VENDOR FOR PURCHASES OF:**

- Any Goods or Services under \$500
- Registration fees
- Membership fees or Dues
- City Permits
- Subscriptions to journals, newspapers, etc.

- Postage: requesting a check for the U.S. Post Office
- Deposits and/or advance payments for any purchase/service requiring such. (Must be done in conjunction with a purchase requisition.)
- Honoraria to non-IIT employees (excluding Consulting Services)
- Nonresident Alien (citizens of a foreign country)

#### **REIMBURSEMENTS FOR:**

- Honorarium (non-IIT employee)
- Speaker Fee
- Speaker Airfare, Lodging, Meals, Ground Transportation
- Students

#### **SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THE CHECK REQUEST**

All Check Requests must have original supporting documentation attached to it when submitted. Small items are to be taped to an 8.5x11 piece of paper. Examples of supporting documentation are:

- Registration form showing the fee
- Invoice for membership fees/dues/subscriptions
- Receipts for purchases
- Contract and/or letter showing requirement for deposit/prepayment
- Contract, invoice or letter showing speaker fee
- W-9 Form for Honoraria/Consultants/Speaker Fees
- Form 8233 for nonresident alien \*
- Statement of Receipt of Income etc. for nonresident alien

\*In order to complete the IRS 8233 Form the individual must have a US Tax Payer Identification Number (ITIN). If the payee does not have an ITIN they must complete and submit a W-7 (<http://www.irs.gov/pub/irs-pdf/fw7.pdf>) to request an ITIN. The IRS 8233 form can not be submitted without the ITIN.



**PAYMENT:** IIT Accounts Payable will issue and mail payment to the vendor within 15-20 business days from date they receive the Check Request.

Following is “how to properly complete a Check Request”

### **HOW TO COMPLETE A CHECK REQUEST FORM**

- |            |                          |   |
|------------|--------------------------|---|
| <b>1.</b>  | <b>Date</b>              | <b>Date on which you are filling out the form</b>   |
| <b>2.</b>  | <b>Amount</b>            | <b>Total amount of the Check Request will auto-fill</b>   |
| <b>3.</b>  | <b>Payee</b>             | <b>Company or person to whom the check is going to be issued and their complete mailing address</b>   |
| <b>4.</b>  | <b>CWID</b>              | <b>FOR STUDENTS ONLY</b>  |
| <b>5.</b>  | <b>Invoice Date</b>      | <b>Date invoice was issued by vendor</b>  |
| <b>6.</b>  | <b>Invoice Number</b>    | <b>Vendor’s invoice number on the invoice. If there is no invoice number, you will have to “make one up” as all Check Requests must have an invoice number. It doesn’t matter what it is.</b> |
| <b>7.</b>  | <b>Commodity Code</b>    | <b>Identifies the category of the purchase</b>  |
| <b>8.</b>  | <b>Fund Number</b>       | <b>Six (6) digit number; (e.g. 100000)</b>  |
| <b>9.</b>  | <b>Organization Code</b> | <b>Four (4) digit number identifying your department, e.g., 25xx or 69xx</b>  |
| <b>10.</b> | <b>Account Code</b>      | <b>Four (4) digit number identifying the type of expense</b>  |
| <b>11.</b> | <b>Program Code</b>      | <b>Four (4) digit number identifying department function within the university</b>  |

- |     |                      |  |
|-----|----------------------|--|
| 12. | Net Amount           | \$ amount for each FOAP you enter  |
| 13. | Total                | Final total of Check Request – should be the same as amount  |
| 14. | Description          | Describe what the purchases were or what the reimbursement is for  |
| 15. | Name                 | Type in: Dawn E. Rupcich   |
| 16. | E-Mail               | Type in: <a href="mailto:drupcich@kentlaw.iit.edu">drupcich@kentlaw.iit.edu</a>  |
| 17. | Special Instructions | You may enter instructions on disposition of the check; e.g.<br>“Send form with check”<br>“Return check to XXXXX for mailing with YYYY”  |
|     | <b><u>NOTE:</u></b>  | You should request the check be returned to you ONLY if absolutely necessary. If forms or invoices need to be mailed with the check it should be noted in the Special Instructions section and a copy of what needs to be sent must be attached for Accounts Payable |
| 18. | Your Name            | In the lower right hand section of the Check Request, print your name so Administration & Finance knows who sent the form for approval and signature   |

**ANY CHECK REQUEST NOT COMPLETED PROPERLY WILL BE RETURNED TO THE INITIATOR FOR PROPER COMPLETION.**

**CHECK YOUR WORK BEFORE YOU SUBMIT IT**



### Request for Check

\$0.00

Amount - Will prefill from data entered below

Date: 

--	--	--

DD

YYYY

Payee\*: \_\_\_\_\_

Address:

City/State/Zip: \_\_\_\_\_

CWID # (required for student payees): \_\_\_\_\_

**\*This form is intended to be used for non-IIT employees, vendors and student payees only.**

**IIT staff and faculty must use the Travel and Expense Reimbursement form.**

\* ALL REQUIRED FIELDS TO BE FILLED OUT

[illegible]

Description of Purchase/Expense:

Department Approval		SPECIAL INSTRUCTIONS	
Signature:		Note:	
Name (please print): Dawn E. Rupcich		1. All instructions must include requestor's full name, department and extension.	
Date:		2. Renewals, subscriptions, etc., must be submitted w/extra copy for A/P records.	
E-mail: drupcich@kentlaw.iit.edu		3. All checks will be mailed. Special instructions must	
Date Rec'd:			
Controller Office		A/P	

## **COLLEGE SERVICE CENTER**

The services provided by the College Service Center are mail, photocopying, general supplies, faxing and poster making. The College Service Center is divided into two areas: self-serve area and the CSC staff main work area.

**LOCATION**                      2<sup>nd</sup> Floor – Room 260

**CONTACT**                      Phone: 6-5095  
Email: [collserv@kentlaw.iit.edu](mailto:collserv@kentlaw.iit.edu)

**HOURS (with Staff)**        8:00 am – 5:00 pm, Monday – Friday

**ACCESS**                      **SELF-SERVE AREA**  
                                        Open during CSC hours  
                                        By key card outside of those hours

- Photocopying on the 2 OCE copy machines
- Get forms for requesting CSC services
- Request services at the window (when staff are on duty)

**MAIN WORK AREA – restricted to College Service Center Staff. No UNAUTHORIZED PERSONNEL may be in this area at any time.**

### **SERVICES**

#### **MAIL (receipt & distribution)**

- U.S. Postal
- Main Campus
- Internal
- UPS, Federal Express, TNT
- Facsimile
- Courier/Messenger
- Mail Boxes
- Binding (spiral)

## **PHOTOCOPYING**

- General
- Academic course materials (for Bookstore)
- NO BOOK COPYING (go to Library Document Center on the 9<sup>th</sup> floor)

## **SUPPLIES**

- General Office
- Letterhead & envelopes (law school only)
- Photocopy Paper

## **FORMS** – must be used when requesting services and supplies

- Office Supply Requisition
- Photocopy Request
- Photocopy Paper Request
- Letterhead & Envelope Request
- Facsimile Cover Page
- Courier/Messenger Forms

## **CONSULTANTS**

**CONSULTANTS:** a person or company who provides professional advice.

A Purchase Order and a Contract are **required** when hiring a consultant whose fee for consulting is \$500 or greater.

IIT requires that when hiring a consultant, the person or company must complete and sign the IIT [Agreement For Consulting Services](#).

Contact Juan A. Solomon II in Administration & Finance for a copy of the [Agreement For Consulting Services](#)

Please note there are many sections of the “Agreement” that you must insert information (highlighted) before sending it to the consultant for review and signature.

## **CONTRACTS**

### **MANDATORY - NO EXCEPTIONS**

**A contract is required for:**

- all events held outside of the law school (hotels, restaurants, bars, museums, etc.)
- for consultants (See section on [Consultants](#))
- leasing of equipment

**Contracts must be approved by:**

- Administrative Officer for the Law School
- IIT University Counsel

**No commitment can be made to the vendor until the contract has been approved by both parties.**

**CLIENT NAME ON CONTRACT:**

Illinois Institute of Technology  
Chicago-Kent College of Law  
565 W. Adams Street  
Chicago, IL 60661

**SIGNATURE FOR THE LAW SCHOOL:** Dawn E. Rupcich

**SUBMITTAL OF CONTRACT:** A copy of the a contract should be submitted in Word format to Ariana T. Monroe ([amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu)) for review. If no changes required, it will be given to Dawn Rupcich for signature.

If necessary, it will be forwarded to IIT University Counsel for review prior to signature.

Once the contract is approved and signed, it will be returned to you to issue a Purchase Order.

**PLEASE KEEP IN MIND: YOU ARE NOT AN AUTHORIZED SIGNATORY ON CONTRACTS.**

## **DRIVING APPROVAL PROCESS AND PRIVILEGES**

Under guidelines adopted by Illinois Institute of Technology, any faculty member, student or staff member who will be driving or renting a motor vehicle in connection with an IIT-sponsored or sanctioned activity, or who will be operating a motor vehicle in connection with his or her official IIT duties, must first receive approval from the Office of General Counsel ("OGC").

Drivers seeking such permission should first review IIT's driving privileges policy, which may be found at:

[http://www.iit.edu/general\\_counsel/policies/pdfs/procedure\\_t2\\_driving\\_privileges.pdf](http://www.iit.edu/general_counsel/policies/pdfs/procedure_t2_driving_privileges.pdf).

In general, a request for approval involves the following:

1. Contact the Office of Administration and Finance. On your behalf, we will contact OGC requesting that a Motor Vehicle Report Consent Form be sent to you. Your initial email to Administration & Finance must include the following:

- a. Full name as it appears on the driver's state-issued driver's license.
- b. Driver's license number.
- c. Issuing state.
- d. Driver's gender.
- e. Current IIT status (student, faculty or staff member).
- f. Date of birth.
- g. Department FOP#

2. The driver applicant must submit his or her completed (including signature) consent form to Administration and Finance. We will send the form on for processing. Your department FOP will be charged \$34.95, and if approved, this payment will cover 3 years of driving privileges.

3. Upon receipt of the motor vehicle report, the OGC will review the driver's completed submission to confirm that the relevant information is consistent with the criteria set forth in IIT's driving privileges policy. Based on this review, the OGC will approve or deny the driver's request.

4. The approval process could take three to five (3 – 5) business days to complete. An applicant's failure to provide complete and accurate information may further extend the review period. Accordingly, **applicants should submit a request sufficiently in advance of the intended date of travel in order to accommodate this process.**

5. Once approved, the approval will remain in place for three (3) years. During this period, approved drivers may be subject to random compliance checks.

## **EMERGENCY EVACUATION PLAN**

The following pages are excerpts from the DTC Emergency Evacuation Plan:

Make sure you read and understand these procedures. Any questions should be directed to Ariana T. Monroe ([amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu)) and/or Dawn Rupcich ([drupcich@kentlaw.iit.edu](mailto:drupcich@kentlaw.iit.edu))

### **EMERGENCY EVACUATION DOWNTOWN CAMPUS ILLINOIS INSTITUTE OF TECHNOLOGY**

#### **DEPARTMENTAL RESPONSIBILITIES**

1. Department Head will designate two (2) staff members to account for the location of all of their staff during/after evacuation to ensure that all members are out of the building.
2. Department Head will designate a meeting place outside of the building for all their staff members to ensure all members are out of the building.
3. Department Head or designee will make sure suite is clear of all persons, all office doors are shut and locked and the suite door is shut.

#### **EVACUATION PROCEDURE**

In an emergency evacuation of the building, all persons should immediately exit the premises in the following manner.

1. **NEVER ASSUME IT IS A FALSE ALARM.**
2. Leave your office, classroom or area closing and locking office doors and/or suite doors.
3. Proceed to the nearest STAIRWELL – **DO NOT USE THE ELEVATORS.**  
Floors 7, 8 and 9: Go through the gates in stairwell. **DO NOT STOP.**



4. Quickly and calmly descend to the First Floor and exit the building through the closest exit point.
5. Continue AWAY FROM THE BUILDING. Do not stop/stand on the sidewalks in Front/Back/Side of the building. Failure to move away from the building can result in preventing others from exiting the building and prevents fire/police/medical personnel from entering the building. It will also place you in risk of harm if you do not move away from the building.

**DO NOT CROSS THE STREET INTO TRAFFIC. GO TO THE CORNER(S) TO CROSS.**

6. DO NOT return to the building until instructed to do so by the Evacuation Coordinator(s) or Emergency Personnel (fire/police).

#### **EVACUATION PROCEDURES FOR DISABLED INDIVIDUALS**

1. If possible, immediately go to a house phone. These are located across from the water fountain on each floor.

**CALL SECURITY AT 6-5030**

Tell the Security Officer your Name, Floor you are on and the Stairwell you can be found in. Then, immediately proceed to that stairwell. Remain in the stairwell with the stairwell door shut until someone helps you.

**NOTE: It is highly recommended that you use the SOUTHEAST STAIRWELL.** However, any stairwell will provide safety.

2. If you are unable to get to the house phone, there are other emergency telephones in various locations within the 3 stairwells. The locations are as follows:
  - a. Southeast stairwell on the 10<sup>th</sup>, 5<sup>th</sup> and Concourse floors.
  - b. Northwest stairwell on the 10<sup>th</sup> and 5<sup>th</sup> floors.
  - c. Southwest stairwell on the Concourse.

## **ENGINEERING & BUILDING MAINTENANCE**

**CONTACT:** Building Maintenance  
[buildingmaintenance@kentlaw.iit.edu](mailto:buildingmaintenance@kentlaw.iit.edu)

**NO REQUESTS VIA PHONE** – unless it is an  
Emergency; e.g. safety concern, water overflow,  
Electrical danger

### **STAFF HOURS:**

**DAYS:** 4 staff on duty, Monday-Friday  
7:30 AM – 4:00 PM

**EVENINGS:** 1 Engineer on duty, Monday-Friday  
4:00 PM – one hour prior to building Closing

**WEEKENDS:** 1 Engineer on duty during established building hours

Listed below are examples of the type of requests you would email Building Maintenance about:

- Heating/cooling problems
- Light bulb replacement
- Problems in washrooms
- Problems with elevators
- Door hardware problems (locks)
- Broken furniture
- Moving furniture
- Hanging Pictures, plaques, etc.
- Plants in hallways & lobby (not your office)

The Engineering & Building Maintenance Department is responsible for the Receiving Dock. You should email them when you have a large delivery coming in; especially if you are arranging several deliveries for a catered event see section on [Receiving Dock](#).

## **EQUIPMENT PROBLEMS & MAINTENANCE**

If you are experiencing problems with any of the following:

Computer, printer or wireless issues – Contact Information Technology Services (ITS)  
[helpdesk@kentlaw.iit.edu](mailto:helpdesk@kentlaw.iit.edu)

Photocopy Machine Email the College Service Center [collserv@kentlaw.iit.edu](mailto:collserv@kentlaw.iit.edu) ; give them the machine's serial number and they will call for service.

## **FORMS**

**PAYROLL** – can be found at:

[http://www.iit.edu/payroll/payroll\\_forms.shtml](http://www.iit.edu/payroll/payroll_forms.shtml)

- Application for Tuition Remission
- Direct Deposit Authorization
- I-9 Instructions
- Payment Adjustment (exempt, non-exempt, hourly)
- Payroll/Personnel Authorization
- Request for Reallocation Form
- W-4 (Federal)
- W-4 (Illinois)

**PERSONNEL** – can be found at:

<http://my.iit.edu> YOU MUST LOGIN TO THE PORTAL

- Flexible Spending
- Leave of Absence
- Medical, Dental & Life Insurance
- Performance Development
- Retirement Plan (TIAA-CREF; Fidelity Investments)
- Same-Sex Domestic Partnership
- Supervisor's Forms
- Tuition Reimbursement Application (staff only)

**FINANCIAL – can be found at**  
**[www.iit.edu/~controller/forms.html](http://www.iit.edu/~controller/forms.html)**

**Budget Change/Transfer Request**  
**Check Request**  
**Equipment Acquisition Request**  
**Petty Cash**  
**Request for Cost Transfer**  
**Request for Wire Transfer**  
**Employee Travel & Expense Reimbursement Form**  
**Travel Request Form**

**PURCHASING – can be found at**  
**<http://www.iit.edu/purchasing/Forms.shtml>**

**Partial Shipment Payment Form**  
**Request for Change Order**  
**Sole Source Justification Form**  
**Tax Exemption Letter – IRS**  
**Tax Exemption Letter – State of Illinois**  
**Vendor Application Form**  
**Vendor Nomination Form**  
**Vendor Selection Form**

**MISCELLANEOUS – see Office of Administration & Finance, Suite 265, DTC**

**Removal Authorization**  
**Request to Serve Alcohol**

**You should use the above web sites to access the forms. The Office of Administration & Finance will be happy to assist you if you have any difficulty with any of the forms.**

## **HONORARIUMS**

Payments of honoraria to specific types of individuals are paid as follows:

### **IIT FACULTY U.S. Residents**

Payment is made using a Payroll Authorization Form. Form is marked as a “single payment”. Send form to Office of Administration & Finance for processing.

### **SPEAKERS; LAW REVIEW CONTRIBUTORS (non-IIT Faculty or employees) – U.S. RESIDENTS**

Payment is made using a Check Request form. Must attach a completed W-9 from the individual. See forms section for Check Request form and blank W-9.

### **NON-U.S. RESIDENT FACULTY, SPEAKERS; LAW REVIEW CONTRIBUTORS – NON-RESIDENT ALIEN**

A non-resident alien is an individual who is not a U.S. citizen and who has not been lawfully accorded the privilege of residing permanently in the U.S. as an immigrant; those who have been present in the U.S. less than 8 days in the tax year; those who do not have a permanent base of business operations in the U.S. for performing personal service.

**NOTE: If the work done by the non-resident alien was done in a foreign Country (the person was not in the United States while doing the work), this is then deemed “foreign source” and no reporting to the IRS is required by IIT. No forms required, BUT YOU MUST ATTACH A STATEMENT TO THE CHECK REQUEST OR WIRE TRANSFER FORM THAT THE WORK WAS PERFORMED IN X COUNTRY AND NOT IN THE U.S.**

The following documents completed by the individual to receive the honorarium must be submitted along with a completed Check Request:

**IRS FORM 8233, Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual** (which requires a U.S. Tax Pay Identification Number (ITIN) must be completed by the individual (Parts 1-3). (See below if no ITIN)

Note: Box 2 of Part 1 and Part 4 will be completed by IIT Controller’s office.

Find Form 8233 at: <http://www.irs.gov/pub/irs-pdf/f8233.pdf>

**STATEMENT OF RECEIPT OF INCOME EXCLUDABLE UNDER INCOME TAX TREATY BETWEEN THE UNITED STATES AND (name of country where individual resides). Example follows this section.**

**NOTE:** To determine if the U.S. has a treaty with the country the individual is from and is entitled to an exemption per the treaty, go to [www.irs.gov](http://www.irs.gov) and look up Publication 901.

**If the individual does not have a U.S. Tax Payer Identification Number (ITIN), the individual must complete an IRS Form W-7.**

**Find at:** <http://www.irs.gov/pub/irs-pdf/fw7.pdf>

The W-7 is used to apply for an ITIN. A copy of Individual's passport certified by a notary must be attached to the W-7. The individual is responsible for processing the W-7 and getting his/her ITIN.

Once you have the completed Form 8233 and Statement to Accompany from the individual (including his/her ITIN, attach the forms to a Check Request.

Check Request with forms attached are to be sent to Office of Administration & Finance for signature by Dean Rupcich and processed for payment.

COPIES of Form 8233, Statement to Accompany Form 8233 and W-7 can be found under "Forms" section of this on-line manual.

### **UPDATE TO ITIN FOR STUDENTS/EMPLOYEES ONLY**

The IRS has finalized its modifications to the Individual Taxpayer Identification Number (ITIN) procedures. The changes are intended to strengthen the integrity of the ITIN applications and refunds. Under these final procedures, IRS will continue to require ITIN applicants to submit original documentation or copies certified by the issuing agency with the Form W-7; it will not accept notarized copies of documents although there are some exceptions to this rule that are important for colleges and universities.

- ITINs will now expire after five years, and taxpayers who still need an ITIN will be able to reapply at the end of the expiration period.

- Foreign student ITIN applicants at educational institutions will be able to have their documents certified through a Student Exchange Visitors Program (SEVP). SEVP participants provide documentation to the Department of Homeland Security under the requirements of that program. Individuals studying under SEVP will be required to apply through a university, college, or other SEVP-approved institution.
- Certifying acceptance agents (CAAs) (currently used by the IRS as an intermediary in the ITIN application process) will be able to review original documents or copies certified by the issuing agency and certify to the IRS that they have verified the authenticity of such documents. For some ITIN applicants, this will permit them to apply for the ITIN without having to mail original documents such as passports. However, CAAs will be subject to more stringent safeguards including stronger due diligence and forensic training. For the first time, only individuals who are covered under the professional standards of Circular 230, Rules Governing Practice before IRS, can serve as CAAs.
- In addition to CAAs and the IRS centralized ITIN processing site, the Service is establishing other sites to review the original documentation. These sites include IRS taxpayer assistance clinics in areas where ITIN activity has been prevalent. Review at these sites also will allow applicants to retain their original documents.
- Original documentation will still be required with respect to dependent children. For children under six, one of the documents can include original medical records, and for school-age children, parents can submit original current year records, such as a report card.

### **Exception Benefit Universities**

Importantly, one of the exceptions to the original documentation requirement benefits colleges and universities' that have many students and employees who use ITINs in connection with their applications for tax treaty benefits. The IRS preserved the exception in the interim procedures that exempts from the new document requirements nonresident aliens applying for an ITIN to claim benefits under an income tax treaty. These individuals may continue to use the Form W-7 procedures in effect before June 22, which means the IRS will issue an ITIN based on "notarized" rather than "certified" documents.

In addition, where a nonresident alien needs an ITIN for reasons other than filing a U.S. tax return, such as to avoid third-party withholding or to file an information return of some kind, the individual also may continue to use the former Form W-7 documentation standards, although the IRS says that it will carefully examine these documents.

A copy of IR-2012-98 can be found at <http://tinyurl.com/aj7b3jo>. In addition, the IRS has issued a fact sheet (FS-2012-11) with further details regarding these new procedures. A copy of the Fact Sheet can be found at <http://tinyurl/alkd5jb>.



SAMPLE ONLY

SAMPLE ONLY

ILLINOIS INSTITUTE OF TECHNOLOGY

Statement of Receipt of Income Excludable Under Income

Tax Treaty Between the United States and

the United Kingdom

Exemption for Independent Personal Services (Article 14)

The undersigned certifies that:

1. I am a resident of the United Kingdom.  
I am not a United States citizen. I have not been lawfully accorded the privilege of residing permanently in the United States as an immigrant.
2. I will receive compensation for my personal services performed for Illinois Institute of Technology. I will be paid the amount of \$ \_\_\_\_\_ compensation.
3. The compensation for independent personal services received during the taxable year qualifies for exemption from withholding of federal tax under the tax treaty between the United States and \_\_\_\_\_ .  
This compensation qualifies for exemption from withholding of federal income tax under the tax treaty between the United States and \_\_\_\_\_ in an amount not in excess of \$5,000 for any taxable year.
4. I have been present in the United States for less than 89 days in this tax year.
5. I do not have a permanent base of business operations in the United States for performing personal services.

This certification is made for the purpose of excluding said remuneration from income tax pursuant to the income tax treaty between the United States and \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

You must complete this Statement and IRS Form 8233 for each calendar year in which you claim tax exemption.

## **INVOICES**

**Vendors are instructed to send their invoices to IIT Accounts Payable.**

**It would be in your best interest to ask the vendor to send their invoice directly to you so that you can check for accuracy.**

### **A. If a PURCHASE ORDER has been issued**

**Make sure the invoice has the P.O. number on it. If it does not, write the P.O. number on the invoice.**

**Check the accuracy of the invoice (goods/services and amounts).**

- **If the dollar amount matches the P.O., send it to Administration & Finance for processing**
- **If the dollar amount DOES NOT MATCH the P.O., and you agree with the charges, you must complete a Change Order (See section on Change Orders)**

### **B. A PURCHASE ORDER was not issued for the goods/services**

**Not issuing a P.O. is not properly following policy/procedure. A P.O. should be completed before an invoice is received. You should always issue a purchase order if the goods/services are \$500 or more.**

**If you did not issue a P.O.**

- **Must now enter a purchase requisition**
- **Attach the invoice to the requisition and submit to the Office of Administration & Finance with the hard copy of the requisition.**

## **KEYS AND KEYCARDS**

**LOST OR STOLEN KEY(S) AND/OR KEY CARD:** YOU MUST REPORT THIS IMMEDIATELY VIA E-MAIL TO Dawn Rupcich: [drupcich@kentlaw.iit.edu](mailto:drupcich@kentlaw.iit.edu) and Copy: Ariana T. Monroe [amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu), Sue Jadin [sjadin@kentlaw.iit.edu](mailto:sjadin@kentlaw.iit.edu) & Lila Wilson [lila.wilson@kentlaw.iit.edu](mailto:lila.wilson@kentlaw.iit.edu).

**NEW OR REPLACEMENT KEY(S) AND/OR KEY CARD:**

Email Dawn Rupcich: [drupcich@kentlaw.iit.edu](mailto:drupcich@kentlaw.iit.edu)  
and Copy: Ariana T. Monroe [amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu) Sue Jadin [sjadin@kentlaw.iit.edu](mailto:sjadin@kentlaw.iit.edu) & Lila Wilson [lila.wilson@kentlaw.iit.edu](mailto:lila.wilson@kentlaw.iit.edu).

Make sure you provide:

- Name of person for whom the key(s) or key card are for
- Department in which the person is employed
- Room number for which the person needs a key

**BROKEN OR NON-FUNCTIONAL KEY CARD:**

Must bring the key card to Administration & Finance before you will receive a new one.

\$5.00 refundable replacement fee for each key and key card or additional keys.

24-48 hour turn-around time for new keys.

You will be emailed when new key(s) and/or key card are available. You will be asked to pick up the items and sign for them at the Office of Administration & Finance, Suite 265, from the Administrative Assistant.

**NEVER LOAN YOUR KEY OR KEY CARD TO ANOTHER PERSON.**

## **MAIL**

All mail is processed through the College Service Center

### **U.S. POSTAL MAIL**

**IN-COMING:** placed in your mail box. Your designated department staff will be emailed that mail has been distributed.

**OUT-GOING:** 4:00 PM DEADLINE to meter mail and ensure it meets daily pick up

You may deposit mail in bins on East & West walls of the CSC or take it to the window in the Self-Serve area if too large for bins  
**DO NOT STUFF LARGE QUANTITIES INTO THE BINS AND BLOCK THEM**

**SENDER IDENTIFICATION:** all mail must have your department name in the upper or lower left corner of all envelopes. If large bundle(s) of mail, attach a note indicating sender ID.

**LARGE MAILINGS (500 PLUS PIECES) – NO EXCEPTIONS**  
Give five (5) business days advance notice of mailing  
Provide number of pieces and weight  
**FAILURE TO INFORM THE CSC CAN CAUSE A DELAY**

**PERSONAL MAIL –** NO Personal mail will be metered/mailed, including UPS and FedEx, etc. until advance payment has been made.  
CSC staff will provide the procedure for personal Mailings at the window

### **INTERNATIONAL MAIL**

The U.S. Postal Service will not accept any mail weighing 16 oz. or more addressed to any location outside of the United States.

We have contracted with a service to pick up this type of mail. They guarantee delivery to Europe in 3-5 days and other international destinations 7-10 days. It is much less expensive than UPS or FedEx, etc.

**ALL INTERNATIONAL MAIL IS SENT VIA THIS SERVICE.**

### **MESSENGER SERVICE (COURIER)**

**Our messenger (courier) service provider is: American Courier Service**

- **Take your package(s) to the College Service Center and request messenger service**
- **Complete the “messenger ticket”**
- **College Service Center staff will call it in for you**

**You MUST WRITE YOUR FOP (Fund, Organization Code and Program Code) at the top of the “messenger ticket”.**

### **OFFICE SUPPLIES**

**The College Service Center stocks general office supplies, law school general letterhead, envelopes and photocopy paper.**

**To get any of these supplies:**

- **Fill out the appropriate form (found in the CSC self-serve area)**
- **Give to the CSC staff**
- **CSC staff will give the supplies to you over the counter if it is light enough for you to carry; large orders for letterhead, envelopes, photocopy paper will be delivered to your office.**

**NOTE: Office Supplies ordered from vendors, e.g., Garvey’s, Warehouse Direct, are placed ONLY on Friday of each week.**

## **PARKING PERMITS (DISCOUNTED PARKING RATES)**

Standard Parking, Legacy Parking, One Parking and Impark currently offer discounted parking rates to members of the IIT DTC Community.

The current rates and procedures for receiving the discounted rates are available on the Administration and Finance RECORD page:

<http://www.kentlaw.edu/depts/administration/record.html>

### **FACULTY & STAFF**

Parking permits are available from the Office of Administration & Finance, Suite 265. See the Administrative Assistant.

### **STUDENTS**

Parking permits are available in the Bookstore, Concourse Level

## **PAYROLL**

All staff and student employees are paid bi-weekly.

All staff and student workers of IIT must submit an electronic time sheet bi-weekly in order to be paid.

Time worked must be entered into the electronic time sheet DAILY (except for Exempt employees). The completed time sheet for the pay period is then submitted to the supervisor:

Before 10:00 AM on the Monday after the pay period end date

EXAMPLE: Pay Period is August 21 through September 3  
Time must be entered by 9:59 AM September 5

If an individual fails to enter and submit their electronic time sheet before 10:00 AM on the Monday after the pay period end date, they must complete a paper Time

**Sheet Adjustment Form**, have their supervisor sign it and immediately submit to Administration & Finance to forward to IIT Payroll.

Find the form at [http://www.iit.edu/payroll/payroll\\_forms.shtml](http://www.iit.edu/payroll/payroll_forms.shtml)

Supervisors responsible for approving employee time sheets must do so electronically in the myIIT portal

**Before 4:00 PM on the Monday after the pay period date**

If the supervisor fails to approve the time sheet before 4:00 PM, a paper Time Sheet Adjustment Form must be completed for that employee, signed and submitted to Administration & Finance.

## **IMPORTANT – STUDENT HIRING PROCEDURES**

The following pages detail procedure that must be followed when hiring student workers. No student should perform any service until they have been properly authorized by IIT to do so. Failure to comply with these procedures places both the individual and the employer in a position to receive sanctions by the Department of Labor and/or the INS.

### **STUDENT HIRING PROCEDURES**

**Staff** Individual departments are responsible for completing the hiring process

**Faculty** Must see the Faculty Support Administrator prior to starting the hiring Process.

#### ***Online Electronic Student Payroll System Electronic Payroll Authorization Form (EPAF)***

All Payroll Authorizations (PAs) must be completed in the *Online Payroll/Personnel Authorization Form via the myIIT portal under the Work tab*. The University will not accept a paper PA for hiring Student Assistants.

Instructions for completing the EPAF can be found on the IIT Career Management Center's website: <http://www.cmc.iit.edu/seo/onclickJobsForStudents.asp>.

## US Citizens

Required paperwork for new students who have never worked for the University:

EPAF

Online I-9 Form <http://www.newi9.com> plus required ID

Federal W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

IL W-4 <http://www.revenue.state.il.us/TaxForms/Withholding/IL-W-4.pdf>

Direct Deposit Form with a voided check

[http://www.iit.edu/policy\\_procedures/forms/pay\\_direct\\_deposit\\_authorization\\_form.pdf](http://www.iit.edu/policy_procedures/forms/pay_direct_deposit_authorization_form.pdf)

Required paperwork for rehiring students who have worked for the University:

EPAF only

**\*\*Budgetary Approval is the responsibility of the hiring department.**

**Note: All paperwork MUST be completed and submitted to the Office of Administration and Finance, Suite 265, prior to the student's first day of employment. For a student to perform a service without proper employment authorization is a violation. Both the individual and the employer are subject to possible sanctions by the Department of Labor and/or the INS.**

## International Students

### Hiring General Eligibility Requirements

F-1 or J-1 must have full-time enrollment

Dependents:

F-2 Cannot be employed

J-2 May be employed with proper USCIS authorization

OPT (Optional Practical Training)

International Students WITH SSN:



**Documents needed to complete the employment packet:**

**EPAF completed online by hiring department**

**Copy of Social Security Card**

**Electronic I-9 Form**

**Federal W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf>**

**IL W-4 <http://www.revenue.state.il.us/TaxForms/Withholding/IL-W-4.pdf>**

**Direct Deposit Form with a voided check**

**[http://www.iit.edu/policy\\_procedures/forms/pay\\_direct\\_deposit\\_authorization\\_form.pdf](http://www.iit.edu/policy_procedures/forms/pay_direct_deposit_authorization_form.pdf)**

**All original hard copies of the above paperwork must be submitted to the Office of Administration and Finance, DTC 265, to be copied and forwarded to the Student Employment Office.**

**International Students WITHOUT SSN**

**An EPAF must be completed online by the hiring department.**

**Once the EPAF is completed, the system will automatically send an email containing an Employment Letter to the individual who entered the EPAF. The letter must be completed and signed then given to the student who will take the Employment Letter to the International Student's Office, MB 405, for their signature and approval. The student will take the applicable paperwork to the Social Security Administration Office, who will issue a receipt for applying for a Social Security Card. The receipt is taken to the Student Employment Office, SEO, MC, Galvin Library Upper Level**

**NOTE: International Student(s) MUST NOT work until this process is completed and approval is given by the International Center.**

## Graduated International Students

Not eligible for on-campus employment (includes TA/RA)

Students hired for work related to field of study (OPT status) must be processed through Human Resources.

**\*\*If your student assistant is an International Student, a PA must be completed for each term.**

Please contact the Office of Administration and Finance, DTC 265, if you have questions.

## PHOTOCOPY MACHINES

Please use your departmental machine for single copies or very small copy jobs; e.g. 10 copies of a single sheet

**DO NOT USE BOTH OCE MACHINES AT THE SAME TIME FOR A SINGLE JOB.** You must leave one open for others to use.

**DO NOT USE THE OCE MACHINES FOR LARGE JOBS. GIVE ALL LARGE JOBS TO THE STAFF IN THE CSC TO RUN ON THE FASTER XEROX MACHINE.**

### **(2) OCE' 2060's LOCATED IN THE SELF-SERVE AREA**

- Account number required to operate
- NO BOOK COPYING PERMITTED
- Use for light – medium copy jobs

### **(1) XEROX 555 – Located in Main Work Area – staff use only**

### **(1) XEROX 4595 – Located in Main Work Area – staff use only**

- For high volume, fast output copy jobs
- Requires a Photocopy Request form

- Requires five (5) business day advance for: documents 500 pages or more; or 100 copies of a 10 page plus document, etc.

## **FACSIMILE**

### **SENDING**

- Complete "Facsimile Cover Page"
- Attach to your fax
- Original will be placed in your mail box after it is sent

Personal Fax: \$1.00/page charge to send a personal fax

### **RECEIPT**

- You will be emailed when you receive a fax
- The fax will then be placed in your mail box

## **POSTING OF NOTICES & POSTERS**

### **1. NO COMMERCIAL ADVERTISING IS PERMITTED IN THE BUILDING**

Any commercial advertising found will be immediately removed and discarded.

### **2. FLYERS OR OTHER NOTICES**

These types of notices may be placed in the following areas:

- Bulletin Board 3<sup>rd</sup> floor cafeteria
- Bulletin Boards Concourse elevator bank
- Display Rack on Concourse (under the stairs)

NO FLYERS OR NOTICES MAY BE PLACED in the following areas:

- Taped to Front Lobby glass cases
- Taped to Front Lobby windows
- Taped to Front Lobby reception/security desk
- Left on top of Front Lobby reception/security desk
- Taped or in any other manner affixed to:
  - ❖ Walls (classrooms, halls, elevators, cafeteria glass)
  - ❖ Doors (wood, glass or metal)
  - ❖ Lockers (outside of or stuffing inside of)

- ❖ Washrooms (mirrors, stall doors, walls)
- ❖ Tables – classrooms, common areas or cafeteria
- ❖ Library
- ❖ White boards or black boards in classrooms

**FLYERS/NOTICES PLACED IN UNAUTHORIZED AREAS WILL BE REMOVED & DISCARDED IMMEDIATELY.**

### **3. LARGE POSTERS FOR EVENTS**

Large posters are permitted **ONLY** for events being held in the Auditorium, Lobby or Morris Hall. They may be posted **ONE HOUR** prior to the scheduled time of an event. No posters are permitted in the 1<sup>st</sup> floor lobby area for other events. No posters can be placed beneath either LCD panel in the 1<sup>st</sup> floor lobby.

Requests for large posters for events outside of the Auditorium or Event Room must have approval of the Office of Administration & Finance prior to production and placement. If approved, they will be permitted **ONLY ON THE DAY OF THE EVENT** – no longer term posters with the exception of special announcements by the Dean's Office, Development and Alumni departments.

Only special announcements by the Dean's Office, Development or Alumni departments may be placed outside of the 3<sup>rd</sup> floor cafeteria.

## **PURCHASE ORDERS**

A purchase order must be issued to a vendor for goods or services if the total cost is \$500 or more.

**EXCEPTIONS:**      Honoraria, Travel Expenses, Dues, Subscriptions,  
Registration Fees

**NO** purchase order can be issued if the total amount is less than \$500.

You must have a quote or quotes for each purchase order.

(See section on [quotes](#) for details.)

- \$500-\$2,499 – at least one (1) quote, should have two (2) if possible
- \$2,500 and above – must have a minimum of two (2) quotes if possible, but three (3) should be provided
- \$25,000 or more – you **MUST HAVE** three (3) quotes if possible

All purchase orders whose total cost is \$25,000 or more, **MUST SUBMIT** a Vendor Selection Form with the requisition. The VSF can be found at <http://iit.edu/purchasing/Forms.shtml>

**REQUEST A PURCHASE ORDER FOR:**

- All routine materials/supplies required for operation
- Printing: letterhead, envelopes, promotional or advertising material, brochures, booklets, reprints, preprinted labels, etc.
- Mail House Services
- Postage to mailing house (if you are prepaying)
- Rental of any equipment
- Office Equipment
- Furniture
- Consulting Services
- Photographers and photographs
- Awards (plaques)
- Signs
- Catering (except to Canteen cafeteria)
- Beverages (soft drinks or liquor)
- Entertainment (banks, disk jockeys, cruises, etc.)
- Banquets
- Flowers
- Construction/Remodeling
- Maintenance Contracts

**EXCEPTION:** Orders for office supplies from Garvey's or Warehouse Direct catalogs. These must be ordered through the College Service Center.

## **HOW TO REQUEST A PURCHASE ORDER**

To have a purchase order issued by IIT Purchasing Department, you must first complete an “electronic Purchase Requisition”.

Purchase Requisitions are done using the BANNER INB requisitioning program. (Separate Manual for Purchase Requisitions)

## **GENERAL INFORMATION**

Allow for a minimum of 3 business days to have a P.O. issued. Some large dollar P.O.'s may take up to 5-7 business days for approval and issue.

Allow 7-10 business days for a deposit or prepayment check to be issued from a purchase order.

You can check in View Document in Banner Finance Self-Service to find the purchase order number.

DO NOT CALL IIT PURCHASING LOOKING FOR A P.O. If more than 2 weeks have passed and no P.O. has been issued, email Ariana T. Monroe [amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu) who will check into it for you.

ALL RECEIVING/PACKING SLIPS for products ordered with a P.O. should be sent to Administration & Finance.

## **NEW VENDORS**

The following forms must be completed before submitting a purchase order for a vendor that has never been used by IIT:

Vendor Application Form (Completed by Vendor)

[http://www.iit.edu/policy\\_procedures/forms/purc\\_vendor\\_application.pdf](http://www.iit.edu/policy_procedures/forms/purc_vendor_application.pdf)

Vendor Nomination Form (Completed by Department requesting p.o.)

[http://www.iit.edu/policy\\_procedures/forms/purc\\_vendor\\_nomination\\_form.pdf](http://www.iit.edu/policy_procedures/forms/purc_vendor_nomination_form.pdf)

W-9 (Completed by Vendor)

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

## **PURCHASE ORDERS – ADVANCE PAYMENTS**

If your vendor requires

- Prepayment for goods/services
- Deposit for goods/services

When doing your purchase requisition, you must enter in DOCUMENT TEXT Section “Prepayment Required”

You must also attach a Check Request to the hard copy of the purchase requisition and submit to the Office of Administration & Finance along with supporting documentation.

## **QUOTES/ESTIMATES**

### **IIT POLICY – NO EXCEPTIONS**

For Purchases of:

- |                      |   |
|----------------------|---|
| A. \$500-\$2,499     | One quote/estimate required                           |
| B. \$2500-\$24,999   | Two quotes/estimates required minimum                 |
| C. \$25,000 and Over | <b>Three <u>WRITTEN</u></b> quotes/estimates required |

For orders \$500-\$2,499, you MUST ENTER IN “ITEM TEXT” OF THE REQUISITION when you are doing the requisition the quote number (if available), the date of the quote and

the name of the person who submitted the quote. If not quote number, enter, e.g. quote from \_\_\_\_\_ dated \_\_\_\_\_.

For orders \$25,000 and above, you **MUST SUBMIT A “VENDOR SELECTION FORM”**.

If you have only one written quote, you must complete the “Sole Source Justification Form” with an explanation as to why you did not solicit other bids.

The Vendor Selection form and Sole Source Justification Form can be found at:  
<http://iit.edu/purchasing/Forms.shtml>

**ATTACH ALL QUOTES/ESTIMATES** and forms to the hard copy of the “on-line purchase requisition and submit to Administration & Finance Office, Suite 265.

When obtaining quotes/estimates, it is not the practice to inform vendors of another vendors bid. You may tell a vendor he/she was “high”, but you may not tell the vendor “an exact dollar figure”.

Once a vendor has submitted a bid, you may not accept a rebid from that vendor which will permit them an opportunity to underbid another vendor’s price. It is expected that a vendor will bid the best possible price on the first bid.

Any purchase requisition submitted without a quote/estimate will be returned to the department. The requisition will not be approved until a quote has been obtained and submitted.

### **RECEIVING DOCK**

**LOCATION:** Entrance is on Quincy Street directly behind the building.

**HOURS:** MONDAY – FRIDAY  
8:00 AM – 11:30 AM  
1:00 PM – 3:30 PM

**AUTHORIZED PERSONNEL:**

For reasons of safety and security, **ONLY AUTHORIZED PERSONNEL ARE**



**PERMITTED ON THE RECEIVING DOCK. Those individuals are: the Dean of the Law School, Assistant Dean Office of Administration & Finance, Engineering/Building maintenance staff and Security personnel.**

**Any other individuals may be permitted on the dock when accompanied by one of the above.**

**RECEIPT OF GOODS/SHIPMENT OF GOODS:**

**All receipt of and shipment of goods MUST BE RECEIVED/SHIPPED FROM THE RECEIVING DOCK. This includes ALL CATERERS.**

**NO SHIPMENTS MAY COME THROUGH THE FRONT LOBBY DOORS UNLESS THEY ARE SMALL PACKAGES EASILY HAND CARRIED THROUGH THE REVOLVING DOORS. No hand carts through the front doors.**

**ACCEPTANCE OF SHIPMENTS:**

**A building maintenance staff member is assigned to accepting all shipments at the Dock. This individual will sign for the shipment upon its arrival at the dock.**

## **RELOCATION EXPENSE REIMBURSEMENT**

	<b>AP 109</b>
	<b>Relocation Expense Reimbursement</b>
	Prepared By: Associate Controller- Disbursements & Taxation
	Approved By:
	Effective Date:

### **Purpose**

The policy will provide guidance on the required approvals and documentation necessary for processing relocation expense reimbursements to ensure the proper use of Illinois Institute of Technology (IIT) resources and compliance with the rules and regulations of the Internal Revenue Service (IRS).

### **Policy Details**

IRS guidelines for moving expense reimbursement require that all three of the following requirements are met:

- ***The employee's move is closely related*** - The employee's move is closely related in both in time and in place, to the start of work. In most cases, moving expenses incurred within 1 year from the date you first reported to work at the new location is acceptable. In addition, the distance from the employee's new home to the new job location is not more than the distance from the employee's former home to the new job location.
- ***Distance test*** - new main job location is at least 50 miles farther from the employee's former home than the employee's old main job location was from employee's former home.
- ***Time test*** –The employee must work full time for at least 39 weeks during the first 12 months after the employee's arrive in the general area of the employee's new job location.

IIT will to reimburse employees the meet IRS requirements for relocation (moving) expenses for both "deductible" and "nondeductible" expenses as defined by the IRS.

Deductible moving expenses are not taxable provided employee provided the reimbursement form is sent to the Controller's Office within 60 days of incurring the expense.

The following "deductible expenses" will be reimbursed by IIT and are **NOT** taxable to the employee:

- Packing, crating, and transporting your household goods and personal effects and those of the members of your household from your former home to your new home.
- Cost of connecting or disconnecting utilities required because you are moving your household goods, appliances, or personal effects.
- Cost of shipping your car and your household pets to your new home.
- If you use your car, your actual vehicle expenses such as for gas and oil provided you keep and provide an accurate record of each expense or the IRS standard mileage rate.
- Parking fees and tolls you pay to move.

### **Policy Details (cont.)**

- Cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day your things are moved from your former home and before they are delivered to your new home.
- Cost of transportation and lodging for yourself and household members for one trip per person while traveling from your former home to your new home.

IIT will reimburse for certain nondeductible moving expenses provided that a proper accounting is made to the Controller's office as explained in the Procedures section below. The IRS requires reimbursements for nondeductible moving expense to be considered taxable income.

The following "nondeductible expenses" will be reimbursed by IIT and **ARE** taxable to the employee:

- Pre-move house hunting expenses.
- Temporary housing/living expenses.
- Cost of meals at any point in the relocation process. Use federal per diem rates or provide actual receipts.
- Expenses of buying or selling a home.
- Expenses of entering into or breaking a lease.
- Home improvements to help sell home.
- Mileage reimbursement in excess of IRS rate.
- Losses from disposing of memberships in clubs.

Items that will not be reimbursed by IIT include, but are not limited to the following:-

- Any part of the purchase price of your new home.
- Car tags.
- Drivers license fees.
- Real estate taxes.
- Loss of security deposits.
- Storage charges except those incurred in transit.
- Return trips to your former residence.
- Loss on sale of your home.
- Mortgage penalties.
- Refitting of carpet and draperies.
- Alcoholic beverages.

### Definitions

For purposes of this policy, deductible means non-taxable and nondeductible means taxable.

### Procedures

In order to receive reimbursement for moving expenses the employee must complete an Employee Travel and Expense Report within 60 days of incurring the expenses.

### Procedures (cont.)

Documentation is required for the reimbursement of all moving expenses and should be taped to an 8 and ½ by 11 sheet of paper that is attached to the report. Itemized receipts for meals should be provided so that food and beverages are easily identified. This report and related instructions can be found on the Controller’s website under Accounts Payable called “Travel and Business Expense Reimbursements” and “Travel and Business Expense Instructions”.

#### **Guidelines**

This policy is governed by the rules and regulations set forth in IRS publication 521, “Moving Expenses” and can be found on the IRS website at [www.irs.gov](http://www.irs.gov).

#### **References**

None.

#### **Responsibilities**

***Departments-*** Provide approved Travel and Expense Report with required supporting documentation to the Controller’s Office within 60 days of incurring the expenses.

***Controller’s Office Staff*** – Review forms to ensure IRS rules and regulations have been met and that all required approvals and documentation to support the release of University funds is provided.

#### **Required Forms**

Employee Travel and Expense Report  
Instructions to Employee Travel and Expense Report

## **REMOVAL AUTHORIZATION**

**NO EXCEPTIONS**      You will not be permitted to remove equipment or any other university or personal property from building without a Removal Authorization.

**Pick up the form from: Administration & Finance, Suite 265**

**Complete the form and submit to Administration & Finance for signature**

**Present the completed/signed form to the Security Officer in you are taking items out the Front door.**

**Present the completed/signed form to the Engineer or Maintenance staff on the dock if removing items through the Receiving Dock.**

## **ROOM RESERVATIONS**

**Auditorium, Courtrooms, Front Lobby, Morris Hall, Game Room and Classrooms on Concourse through 5<sup>th</sup> floor**

**All room reservations (except academic classroom assignments) must be requested by use of the “on-line room reservation form”.**

**This form can be found at [www.kentlaw.iit.edu](http://www.kentlaw.iit.edu), select FACULTY & STAFF portal and then “Room Reservation Form” under Forms and Documents.**

## **SPECIAL POLICIES**

- **NO rooms will be reserved without completion of the “on-line” form.**
- **When completing the room reservation form online, the email field must be completed with an "@iit.edu" email address only; otherwise the request will NOT go through.**
- **NO rooms will be reserved over the phone or via email**
- **Confirmation of rooms(s) is provided by email within 24 – 48 hours of receipt of form**

- Serving alcoholic beverages requires submittal of a “Request to Serve Alcohol” form two (2) weeks in advance of the event. See [Alcohol Service Policy](#).
- Special room set-ups require that you contact Building Maintenance and arrange for a meeting with them concerning the set up a minimum of 5 business days in advance of the event.
- Special Audio Visual equipment requires a minimum of 72 hour advance notice.
- It is the responsibility of the individual who reserves the room to make sure all left-over food/beverages are immediately removed from the room at the conclusion of the event.
- Reservations are subject to availability of space. All academic functions have priority over all other activities.

## SECURITY

Security personnel for the DTC are located on the first floor at the Reception/Security desk.

The Security personnel are on duty during published building hours Daily. Phone: 6-5030

### IMMEDIATELY REPORT TO SECURITY

- Theft of property
- Any person you think is suspicious
- Any accident involving injury
- Any person soliciting in the building
- Any threats to the facility (bomb)

DTC ADMINISTRATOR for Security: Dawn Rupcich, Assistant Dean

### PLEASE BE VERY SECURITY CONSCIOUS

- Shut and Lock your office door when you leave
- Do Not leave valuables unsecured in offices (purses, wallets, etc)

- Do Not prop open doors that are on a card reader access
- Do Not leave your department unattended. Be sure one of your staff is always on hand to monitor who comes in. If everyone in your department must be gone, be sure all office doors and your suite entrance is locked.

## **IMMEDIATELY REPORT LOSS OF A KEY OR KEY CARD**

### **TAX EXEMPTION STATUS**

Illinois Institute of Technology is a non-profit university organized and operated exclusively for educational purposes. It is exempt under several federal and state codes for articles or services purchased exclusively for use in our education activities.

#### **A. EXEMPTION FROM STATE & LOCAL TAX**

A copy of the current State of Illinois Tax Exemption letter may be found at [http://iit.edu/policy\\_procedures/forms/purc\\_illinois\\_sales\\_tax\\_exempt.pdf](http://iit.edu/policy_procedures/forms/purc_illinois_sales_tax_exempt.pdf)  
This letter exempts IIT from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax and Service Use Tax in Illinois. IIT is not exempt from Illinois Hotel Operators' Occupation Tax or Cook County and Chicago tax on liquor.

Tax Exemption Identification Number is: E9990-0939-06 (as of 08/27/10)

USE OF THIS LETTER is SOLELY for the purchase of goods/services exclusive to educational activities of Illinois Institute of Technology.

You must present to vendors when purchasing any goods/services being paid by IIT or if you are paying with personal funds and requesting reimbursement. Failure to present to vendor when paying with personal funds, will result in no reimbursement of sales tax.

#### **B. EXEMPTION FROM FEDERAL INCOME TAX**

A copy of the current IRS Tax Exemption letter may be found at <http://www.iit.edu/purchasing/Forms.shtml>

The IRS exempts IIT from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code.

**USE OF THIS LETTER:**      information for donors

**IIT FEDERAL EMPLOYERS IDENTIFICATION NUMBER:**      36-2170136

This is registered under Illinois Institute of Technology.

The law school is covered under this FEIN.

### **TELEPHONE COMMUNICATION (Kent Law Only)**

**CONTACT:**    Ariana T. Monroe ([amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu))

Our telephone system is completely computerized which allows for custom programming for individuals and departments. It is maintained in-house.

All of the telephone equipment is AVAYA. The phones are designed to work **ONLY** with the type of system we have. If you unplug a phone from a jack and plug it into another jack, **IT WILL NOT WORK**. If you attempt to plug in another type of phone, **IT WILL NOT WORK**. Each phone is identified in the computer by type, extension, room number and port to which it is assigned.

**DO NOT UNPLUG OR REMOVE ANY PHONE. YOU CREATE PROBLEMS IF YOU DO.**

### **VOICE MAIL**

A voice mail box is set up for most extensions. Following are a few things you should know about your voice mail:

- a. Access to voice mail system – dial 6-5220
- b. Password – must always be 5 digits (it cannot be the same as your extension)
- c. You must set your password. The system can set **ONLY A DEFAULT** password for you. It does not allow us to know individual passwords for users.
- d. Locked Voice Mail Box – the system will automatically lock your voice mail box if you make three (3) unsuccessful attempts to access it. On the fourth attempt, it will tell you to contact your System Administrator. If that happens, email Ariana T. Monroe ([amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu)) and copy Sue Jadin



(sjadin@kentlaw.iit.edu) – DO NOT CALL. Make sure you include your extension in the email.

- e. The system will keep our voice mail messages as follows:
- New Messages – 21 days. It will then automatically delete the messages on a first-in, first-out basis
  - Old Messages – 21 days and then delete on a first-in, first-out basis.

See instructions for your voice mail following this page:

### **VOICEMAIL INSTRUCTIONS**

#### **1. Setting Up Your Voice Mail**

Dial 6-5220 (this is the number to get into the voice mail system)

Dial your personal extension (must be 5 digits: 6xxxx followed by #)

**Listen very carefully to the verbal instructions you will be given and carefully follow them.**

- You will be asked to enter your password followed by #. You have been given the default password of 1357. When asked, enter 1357 followed by #.
- You will be asked to record your name. Follow the instructions and do so when prompted.
- You must then enter your personal password. Passwords cannot be your extension. You'll need to hang up and then dial back into voicemail. PRESS 5 then PRESS 4. Follow the verbal instructions to enter your own personal password.

#### **2. Retrieving Your Voice Mail Messages**

Dial 6-5220

Hit #

To get messages, PRESS 2

**WARNING:** If you make 3 unsuccessful attempts to access your voice mail the system will automatically lock your voice mailbox. You must then email [amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu) and copy [sjadin@kentlaw.iit.edu](mailto:sjadin@kentlaw.iit.edu) to get it unlocked. **DO NOT TELEPHONE.**

To listen to messages, Press 0 for each message

To delete messages, Press \*D but **ONLY** when you are in the voice mail system. You can only delete while in the voice mail system.

To create or change a personal greeting, PRESS 3 and follow the verbal instructions.  
To change your password or re-record your name, PRESS 5

#### **REPORT OF A PROBLEM/REQUESTS FOR CHANGES**

E-mail Ariana T. Monroe ([amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu))

You must include the phone number where problem exists or request for change and the room number.

If moving to another office, you must provide the extension and room numbers for both offices.

#### **REQUESTS FOR ADDING OR ACTIVATING NEW LINES**

E-mail Ariana T. Monroe ([amonroe3@kentlaw.iit.edu](mailto:amonroe3@kentlaw.iit.edu))

This requires contacting a contractor and acquiring an estimate of time and material cost for the work.

The work will begin 7-14 days after the estimate has been received and approved.

Your department will be charged for this type of work.

## **MONTHLY REPORTS**

The first of each month, your Department Manager will receive a detailed report for each phone in the department. The system computer records daily, tabulates and generates these reports on all out-going phone calls. They are automatically emailed to the manager the first day of each month.

Upon receipt of these reports, each staff member should go over his/her call records and mark any personal long distance calls made during the month.

Personal long distance calls by members of the law school must be reimbursed to the law school.

Payments can be made via the online Marketplace in the College Service Center (suite 260) or with a check made payable to Illinois Institute of Technology and submit to the Office of Administration & Finance

## **TRAVEL & EXPENSE REPORT**

### **PRIOR TO TRAVEL**

A Travel Request Form must be completed and submitted to the Office of Administration & Finance prior to any University related travel.

The Travel Request Form can be found at:

[http://www.iit.edu/policy\\_procedures/forms/ga\\_travel\\_request.xls](http://www.iit.edu/policy_procedures/forms/ga_travel_request.xls)

Foreign Travel:

IIT's Travel policy can be found at:

[http://www.iit.edu/general\\_counsel/policies/pdfs/procedure\\_j3\\_travel.pdf](http://www.iit.edu/general_counsel/policies/pdfs/procedure_j3_travel.pdf)

It is very important you read over this policy in regards to Foreign Travel and the Fly America Act.

Principal Investigators who have received federal funding are required to comply with the Fly America Act. What this means to most faculty is that you are required to use U.S. Carriers whenever flying to foreign countries. There are exceptions to this act, so please review the Fly America Act prior to planning for any foreign travel.

## **IIT Rental Car Policy**

Per IIT's Policy regarding Driving Privileges, which can be found at [http://www.iit.edu/general\\_counsel/policies/pdfs/procedure\\_t2\\_driving\\_privileges.pdf](http://www.iit.edu/general_counsel/policies/pdfs/procedure_t2_driving_privileges.pdf), any faculty member, student or staff member who will be renting and driving a vehicle in connection with an IIT-sponsored trip or otherwise on official IIT business must first complete and submit the following to the General Counsel's Office:

- Motor Vehicle Report Consent Form (Please contact Jessie Smith [jsmith89@iit.edu](mailto:jsmith89@iit.edu) or Dominatrice Gonzalez, [dgonza11@iit.edu](mailto:dgonza11@iit.edu), to obtain the form.)
- Copy of Valid Driver's License

Once you have completed the Form, it and a copy of your license should be emailed or faxed ([312-567-6931](tel:312-567-6931)) to Jessie Smith or Dominatrice Gonzalez. You should contact the General Counsel's Office as far in advance as practical, but please realize that it generally takes at least three business days to secure the MVR.

Before granting driving privileges, the General Counsel will evaluate the Motor Vehicle Report (MVR) of the potential driver to ensure that it meets the minimum standards required under IIT's automobile insurance program. You will be notified of the outcome of the evaluation. Once an individual has been approved, this authorization will remain in place, though an individual may be randomly selected for an annual review.

## **Travel Agency**

Illinois Institute of Technology has selected a travel agency through which all faculty and staff may make their arrangements if they wish.

**FOREMOST TRAVEL**  
**Phone: 312-726-4492**  
**Fax: 312-726-8662**

ForeMost Travel can be used when you do not want to use your personal credit card to purchase airline tickets, to arrange large group trips or if they offer the most economical price for the university travel. **ONLY** airline reservations made through Foremost Travel will be charged to IIT's central account.

Although ForeMost Travel is IIT's travel management agency, IIT is encouraging IIT employees to use any travel agency or the internet to obtain the most economical price for university travel. Departments will remain accountable for their travel budgets and documents will continue to be audited to ensure compliance with the travel policy.

#### Procedure for Making Travel Arrangements through ForeMost

- All reservations should be made well in advance of your trip.
- Prior to making the reservation you must complete a Travel Request Form for each person traveling. They are available at:  
[http://www.iit.edu/policy\\_procedures/forms/ga\\_travel\\_request.xls](http://www.iit.edu/policy_procedures/forms/ga_travel_request.xls)
- After reservations have been made, submit the Travel Request Form to the Office of Administration & Finance.  
Your FOP number must be written on the Travel Request Form.
- ForeMost Travel will not issue tickets until they receive a fax of the completed Travel Request Form.
- ForeMost Travel will directly invoice IIT for business related travel. If you use ForeMost for personal travel, you must use your personal credit card.

#### AFTER YOU HAVE COMPLETED THE TRIP OR INCURRED AN EXPENSE

The Employee Travel and Expense Report form is to be used for both travel and miscellaneous employee expense reimbursements. One form should be used per business trip. This form must be submitted WITHIN 60 DAYS of a traveler's return or of incurring the expense(s), except for those expense reports submitted by the Kent College of Law Faculty working in the Kent Law Clinic.

Complete an Employee Travel and Expense Report form found at:

[http://www.iit.edu/policy\\_procedures/forms/ap\\_travel\\_expense\\_form.xls](http://www.iit.edu/policy_procedures/forms/ap_travel_expense_form.xls)

Instructions for the Employee Travel and Expense Report form can be found at:

[http://www.iit.edu/policy\\_procedures/forms/ap\\_travel\\_and\\_business\\_reimbursement\\_form\\_instructions.pdf](http://www.iit.edu/policy_procedures/forms/ap_travel_and_business_reimbursement_form_instructions.pdf)

Print the form, attach all “original” receipts for expenditures and submit to the Office of Administration & Finance.

**Note:** If you paid airline and/or hotel expenses by credit card, you must submit a copy of your credit card statement.

The current mileage reimbursement rate is on the Employee Travel & Expense Report. You may claim mileage OR gas, but you cannot claim both.

Contact Juan Administration & Finance if you have any problems completing the form.

### **UPS, FEDERAL EXPRESS, TNT**

We have pre-arranged daily pick-ups for these services from the College Service Center. DO NOT CALL FOR A PICK-UP FROM THESE CARRIERS.

**SENDING** We strongly recommend you use UPS NEXT DAY AIR (domestic) and TNT (international)

Local (Chicago Loop) – use our messenger service. This is less expensive in the Chicago area.

Or, ask the CSC staff about USPS less costly alternatives to the local and suburban areas.

#### **UPS PACKAGES**

- complete an on-line UPS form. If you do not have access, the CSC staff will assist you
- submit no later than 4:30 PM
- CSC staff will assist you with FedEx and TNT or other services

**RECEIPT** You will be emailed that a package has arrived and you must go to the CSC to sign for it and receive the package. If the package is too large for you to pick-up from the CSC, it will be delivered to your office and you will be required to sign for it at that time.

**ALL UPS, FEDEX, & TNT PACKAGES MUST HAVE A “STREET ADDRESS”. NOTHING CAN BE SENT TO A P.O. BOX. THESE MUST BE INTO THE CSC BY NOON DAILY.**

**MORRIS HALL (formerly 10<sup>TH</sup> floor event room) – CATERERS/CATERING**

**Morris Hall CANNOT BE USED for more than one activity/day, unless under *special circumstances* and with approval from Administration & Finance, Building Maintenance and Audio Visual.**

**Morris Hall may be reserved ONLY for breakfasts, luncheons, dinners or receptions. We will not reserve the room for “meetings, panels, conferences or the like”.**

**SET-UP:**

- It is recommended that you meet with Building Maintenance a minimum of 3 business days in advance of the event
- Once the set-up has been completed, **NO CHANGES WILL BE MADE**
- Must select Morris Hall on the electronic form and then select one of the standardized set-ups: Event Room 1, 2, 3, 4, 5 or 6. **ONE ONLY**

**Our goal is to maintain the space in as nearly new condition as possible. It has been our observation that caterers are not looking out for the best interest of our facilities. Therefore, it is your responsibility to advise your caterer of the following policies and that they must adhere to these:**

- No table, chair, podium, etc. is to be “dragged” across the carpet. All items must be lifted and carried so the carpet is not damaged.
- Caterers are not to move tables, chairs, podium, etc. They are to contact you directly to request assistance or use the house phone to contact Building Maintenance for assistance.
- No waste cans of any type are to be placed outside the kitchen door in the hall between the two sets of cherry wood doors.

- All service of food should be made through the service hall on the East side of the kitchen. NO SERVICE SHOULD BE MADE THROUGH THE MAIN ENTRANCE OF THE ROOM.
- Caterers are responsible for thorough cleanup including the kitchen areas upon completion of their services.
- It is your responsibility to make sure the caterers have cleaned up this area.

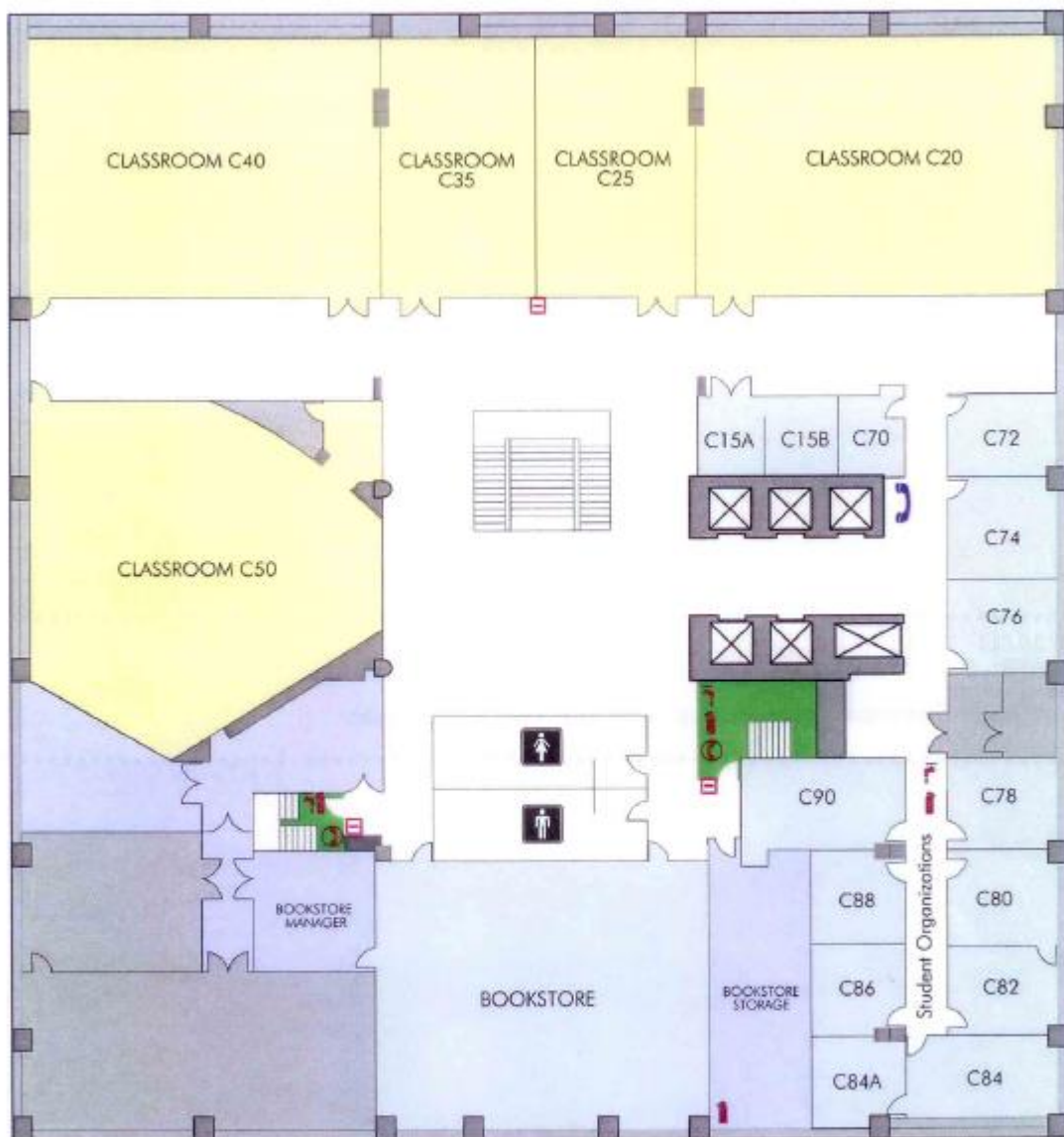
### **FLOOR PLANS**

**Please see the following pages for the building floor plans.**





## CONCOURSE EVACUATION MAP

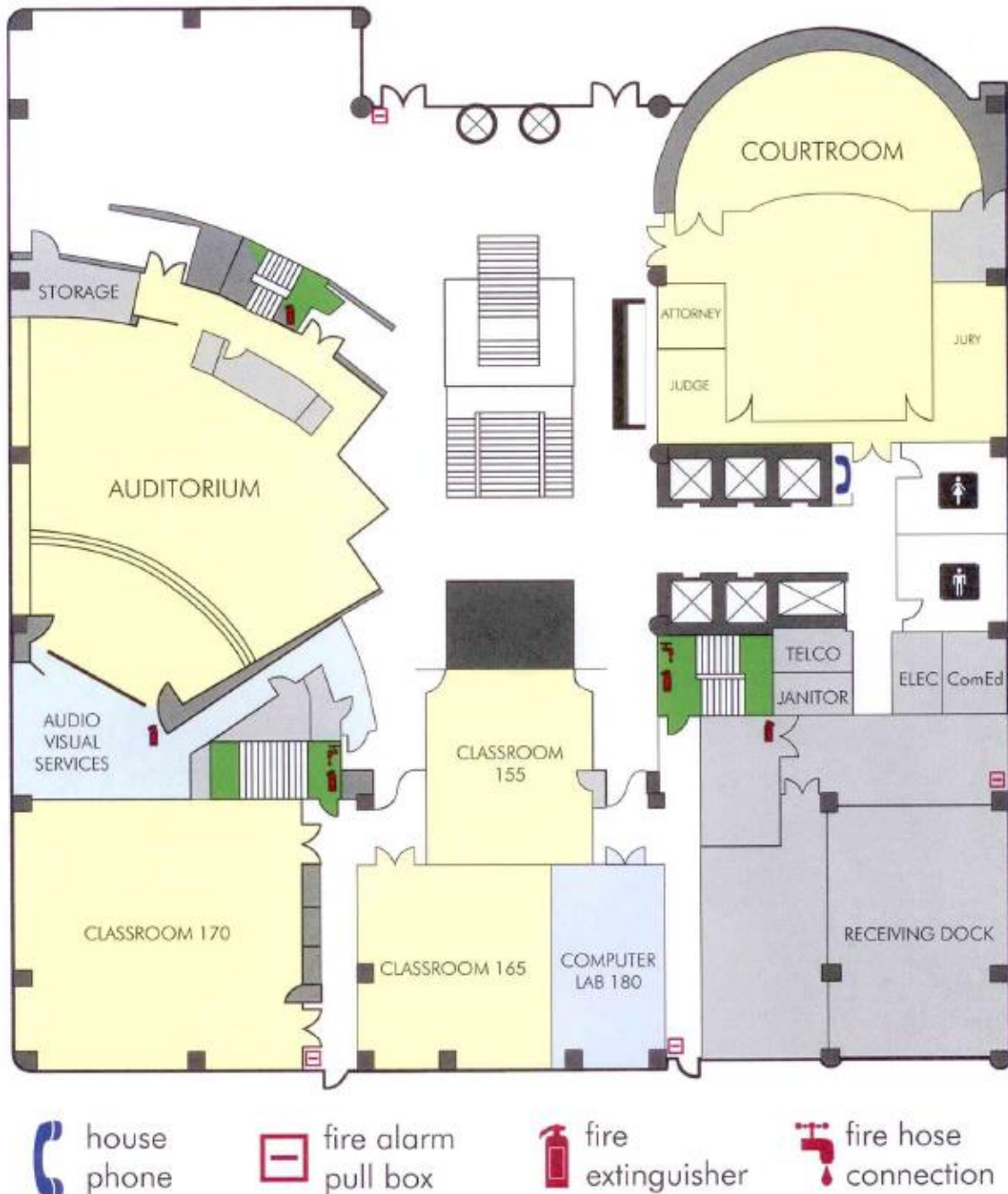


house phone   emergency phone   fire alarm pull box   fire extinguisher   fire hose connection

**EMERGENCY: CALL SECURITY 906-5030**



## FIRST FLOOR EVACUATION MAP



EMERGENCY: CALL SECURITY 906-5030



## SECOND FLOOR EVACUATION MAP



house  
phone



fire alarm  
pull box



fire  
extinguisher



fire hose  
connection

EMERGENCY: CALL SECURITY 906-5030



## THIRD FLOOR EVACUATION MAP



house  
phone



fire alarm  
pull box



fire  
extinguisher



fire hose  
connection

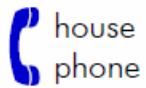
EMERGENCY: CALL SECURITY 906-5030



## FOURTH FLOOR EVACUATION MAP

—→ primary route

- - -→ alternative route



house  
phone



fire alarm  
pull box



fire  
extinguisher








fire hose  
connection

EMERGENCY: CALL SECURITY 906-5030



## FIFTH FLOOR EVACUATION MAP



 house phone    emergency phone    fire alarm pull box    fire extinguisher    fire hose connection

**EMERGENCY: CALL SECURITY 906-5030**



## SIXTH FLOOR EVACUATION MAP



EMERGENCY: CALL SECURITY 906-5030

North

## SEVENTH FLOOR EVACUATION MAP



house phone



fire alarm pull box



fire extinguisher



fire extinguisher

**EMERGENCY: CALL SECURITY 906-5030**





## EIGHTH FLOOR EVACUATION MAP



house  
phone



fire alarm  
pull box



fire  
extinguisher



fire hose  
connection

EMERGENCY: CALL SECURITY 906-5030



## NINTH FLOOR EVACUATION MAP



house  
phone



fire alarm  
pull box



fire  
extinguisher

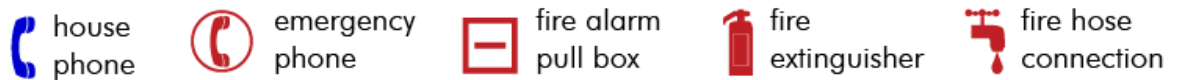
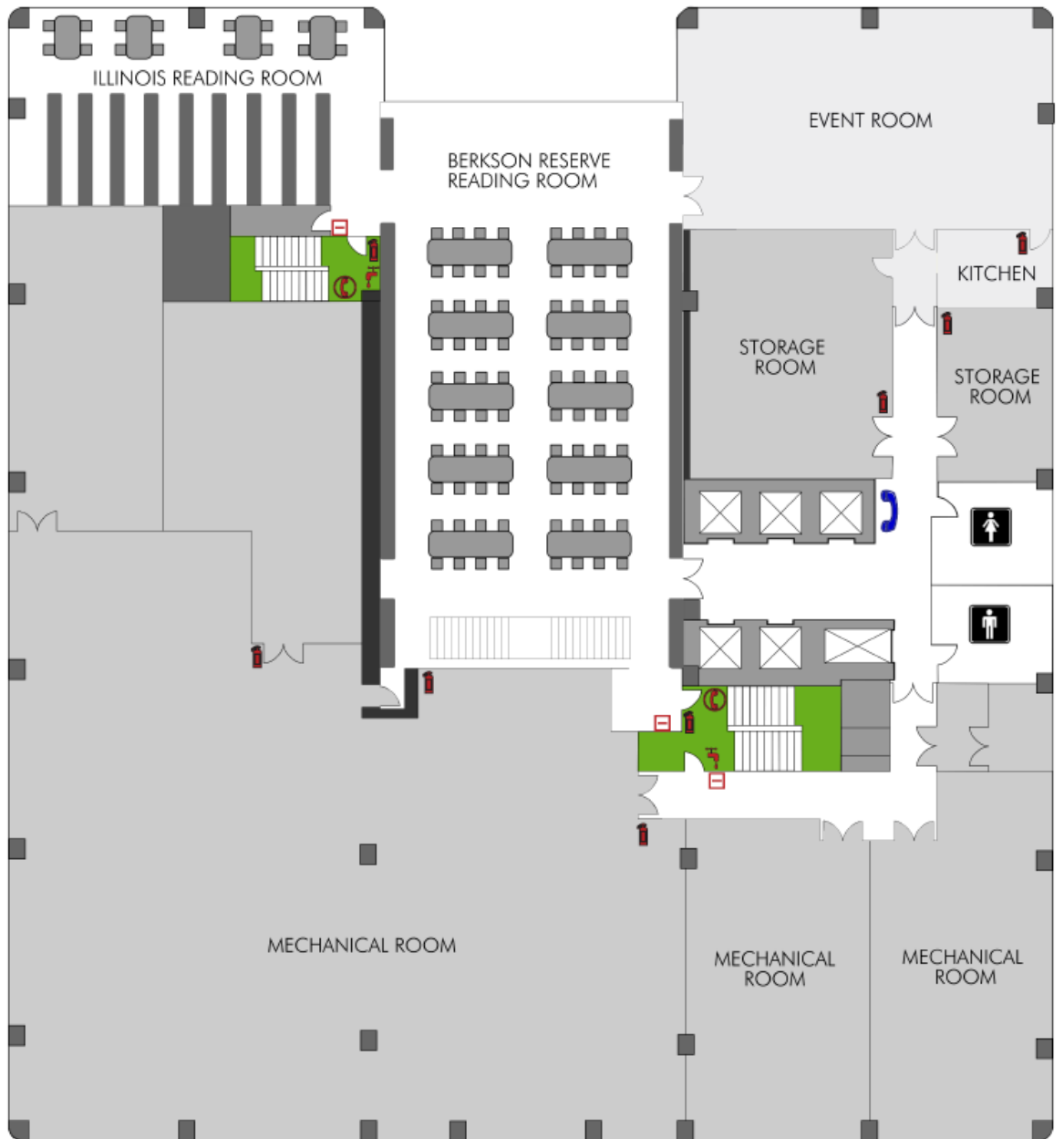


fire hose  
connection

EMERGENCY: CALL SECURITY 906-5030



## TENTH FLOOR EVACUATION MAP



**EMERGENCY: CALL SECURITY 906-5030**