

JACKSONVILLE STATE UNIVERSITY
Business Procedures Manual

Procedure No: BA II:04:01
Supersedes Procedure No: BA IV:12:02
Reference Policy No: II:04:01
SUBJECT: ORDERING OF TEXTBOOKS

Effective: August 1, 1997
Dated: Sept. 1, 1993
Dated: May 1, 1987

ORDERING BOOKS:

Three (3) times per year department heads are requested to list text books and supplies on Textbook Requisition Forms provided by the Bookstore. These book request forms are forwarded to the Bookstore through the appropriate college or department secretary as follows:

| | |
|----------------------------------|------------|
| May Term, Summer I and Summer II | March 5 |
| Fall Semester | April 1 |
| Spring Semester | October 15 |

The data from these forms will be utilized by the Bookstore to provide the books desired by the professors for their classes. All lists must be submitted to the JSU Bookstore only and not to off-campus bookstores. It is the responsibility of the Campus Bookstore to furnish lists for off-campus bookstores.

It is the responsibility of the Bookstore to have adequate copies of textbooks on hand, to meet student demand, prior to the start of registration. It is also the responsibility of the Bookstore to notify faculty members of any change in editions or unavailability of particular titles in time to choose an alternative textbook.

Books should be requested by the deadline date along with projected enrollment for each class. The Bookstore will make every effort to secure books requested after the deadline, but cannot guarantee receipt prior to the start of classes. Increased shipping expenses to meet last-minute requests, such as 2nd day air shipment, will be charged to the requesting department.

Text books are to be used a minimum of three (3) years. Exceptions to the three (3) year adoption policy must be approved by the appropriate academic dean.

BOOK RETURNS:

Good resource management practices require the return of new and used textbooks during a period beginning three (3) weeks after the semester starts and continuing for about thirty (30) days. Publishing companies' return policies must be observed. If carefully ordering has been done, returns should be in the range of 15-20% of original orders.

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RECORDS:

To facilitate good buying and returns decisions, the Bookstore will keep records of purchases, returns, textbook requests and course enrollment for at least a three year period.

BOOK BUY-BACKS:

The Bookstore has a perpetual buy back from students.

FACULTY DESK COPIES:

Faculty members may request desk copies of textbooks directly from the publishers. The Bookstore will make forms available to facilitate these requests. The Bookstore will also provide addresses and telephone numbers of individual publishers upon request.

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Procedure No: BA II:05:01

Effective Date: June 1, 2003

Supersedes Procedure No: BA I:02:17

Dated: August 1, 1997

Reference Policy No: II:05:01

Dated: May 1, 1997

SUBJECT: GRANT/CONTRACT/AGREEMENT PROPOSAL

I. GENERAL

- A. All Grant/Contract/Agreement proposals for service(s) by Jacksonville State University are to be processed and approved as noted in the referenced policies.
- B. A copy of each approved grant/contract/agreement must be filed with the Grant/Contract Administrator and the Office of the Comptroller.
- C. All costs, including applicable fringe benefits, must be deducted from funds received through the grant/contract agreement.

II. PROCEDURE

- A. The Principal Investigator will process the proposed grant/contract agreement between Jacksonville State University and the agency using the Approval Form for Sponsored Projects (BA Form #42). If indirect costs are included, the Principal Investigator prepares an Indirect Cost Distribution Form (BA Form #41).
- B. Copies of the award notification from grantor and the project budget must be sent to the Associate Vice President for Academic Affairs and the Office of the Comptroller.
- C. The Office of the Comptroller will assign a budget number for the grant/contract agreement and establish the budget. If matching funds are required, a budget number in fund 1 will be assigned. The Principal investigator should ensure the budget in the matching fund 1 account is set up and expenditures meet the required match. A Payroll Action Form (BA Form #100) must be completed for required matching personnel expenditures.
- D. Following the performance of the work by Jacksonville State University, the Principal Investigator prepares and sends an invoice to the grantor. A copy of the invoice is forwarded to the Office of the Comptroller. The grantor should send payment to the Office of the Comptroller to be deposited in the appropriate account.

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- E. Jacksonville State University employees performing duties for extra compensation must complete an Employee Contract for Extra Compensation (Form #46) prior to the beginning of the work and the amount must be included on the appropriate payroll payment authorization form (Biweekly/Monthly Service Report) to authorize payment to the faculty or staff member. Salary, plus applicable fringe benefits, will be charged to the grant/contract budget.

- F. A Professional Services Contract (BA Form #20 - Reference BA I:02:08) must be completed by the Principal Investigator prior to contracting with an outside consultant.

- G. A Payroll Action Form (BA Form #100) must be completed for personnel expenditures paid by grant/contract agreements. Failure to comply with this requirement could result in the loss of these funds.

- H. Requests for reimbursement of personal travel expenses should be processed by the individual, using the appropriate travel form (see Business Procedure IV:06:01). Travel for non-JSU consultants must be charged to Contractual Services (object code 585), and will be included in the taxable amount paid to the contractor.

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Procedure No: II:05:02
Supersedes Procedure No.: I:02:17
Reference Policy: II:05:02
Subject: **CONSULTING AND EXTRA COMPENSATION**

Effective Date: October 1, 2004
Dated: April 1, 2000
Dated: October 1, 2004

Purpose:

The purpose of the procedure is to ensure proper approval and reporting of extra compensation activities by faculty and staff, when the faculty or staff member is not receiving release time.

Procedure:

1. Approval for a faculty or staff member to receive extra compensation must be obtained from the appropriate administrators prior to the beginning of the extra compensation activity. Faculty or staff members seeking extra compensation must complete the Employee Contract for Extra Compensation (BA Form #46). If the source of funding is state funding, (Fund1) you must complete the budget transfer section of the form.
2. In addition to the Employee Contract for Extra Comp, the faculty or staff member will need to complete the Planned/Approved Workload for Extra Compensation Assignments (BA Form #45) to indicate a plan for completing the extra compensation activity. This will be a projection of the monthly amount of time, effort, and compensation that will be devoted to the extra compensation activity.
3. Each month, while working on the extra compensation activity, the employee will complete the Planned/Approved Workload of Extra Compensation form (BA Form #45) to report the actual time spent on the extra compensation activity. The Planned/Approved Workload for Extra Compensation form must be

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approved by the faculty/staff member engaged in extra compensation, the faculty/staff

member's immediate supervisor, the budget manager, and the Office of Human Resources.

4. If there are significant differences in the projected plan for the extra compensation activity and actual time/effort/compensation, these changes must be approved by the immediate supervisor.
5. The Planned/Approved Workload for Extra Compensation (BA Form #45) is the authorization to pay for the extra compensation activities, and must be in the Office of Human Resources within 10 days of the end of the reporting month. For example, if a faculty/staff member is reporting extra comp activities for the month of October, the approved BA Form #45 would need to be in HR no later than November 10th, and will be paid with the next processed payroll.
6. The Consulting and Extra Compensation Policy (II:05:02) limits extra compensation to 1/3 of the individual's base monthly salary. Amounts in excess of this limit will be recovered from the employee as a payroll adjustment.

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EMPLOYEE CONTRACT FOR EXTRA COMPENSATION

This form must be completed in advance of the work and attached to the internal Approval Form for Sponsored Projects (if applicable), Planned/Approved Workload for Extra Compensation form, and Absence Report (if applicable).
Project Information

1) Name _____ 2) Social Security # _____

3) Unit/Dept _____ 4) 9/12 month appt Faculty/Staff _____

5) Describe work to be performed and how the project represents effort beyond University responsibilities:

a) Beginning date of project: _____ B) Ending date of project: _____ c)

Where will work be performed: _____

d) Times/hours & days: _____

| | | | |
|--------------------|------|--------------------------------|------|
| Employee Signature | Date | Dept Head/Immediate Supervisor | Date |
|--------------------|------|--------------------------------|------|

Financial Information

6) Source of funding: _____ Federal _____ Other

a) Budget acct. charged: _____

b) Budget unit name: _____

c) Total job: \$ _____

d) Budget Transfer (if applicable)

Increase: _____ -108 _____

Increase: _____ -298 _____

Total _____

Decrease: _____ _____

| | |
|--------------------------|------|
| Budget Manager Signature | Date |
|--------------------------|------|

Policy Statement

It is understood that the services required under this contract between JSU and an employee of JSU will not interfere with the regular employment of said employee in accordance with the Alabama Ethics Law and University Policies. Any compensation under this contract will be paid in accordance with the applicable Federal and State Tax Laws and regulations. It is further understood that employees abide by University Policy # II:05:02 (Extra Compensation Policy).

APPROVED: _____
 Dean/Director of Paying Unit Date

 AVPAA (Office of Sponsored Projects) Date

 Vice President of Paying Unit Date

Distribution: Original - Human Resources
 Copies - Dean/Director, Employee, and Budget Manager

