

## 9. University Policies Related to the Academic Program

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### University Policies Related to the Academic Program

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### **CHAPTER 9: UNIVERSITY BUSINESS POLICIES RELATED TO THE ACADEMIC PROGRAM**

*The Office of Business and Finance provides a number of services to the University directly related to the professional welfare of the individual faculty member and to academic activities. The procedures described below have been developed to allow an orderly transaction of business between faculty and the institution.*

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#### **1. ACCEPTANCE OF GIFTS AND DONATIONS**

Donors are encouraged to make all contributions, donations, gifts or bequests of personal or real property, merchandise or equipment to the Auburn University Foundation. No member of the faculty or staff is authorized to accept contributions, gifts, or donations, unless approved by the Auburn University Development Office and the President. Specific information concerning the acceptance of gifts and donations is referenced in the University's Financial Policies and Procedures Manual, a copy of which is available in each department office.

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#### **2. TRAVEL**

Reimbursement for travel on official University business is in keeping with formal policies and procedures set forth in the University's Financial Policies and Procedures Manual. Each faculty member planning official travel should be familiar with the Financial Policies and Procedures Manual, and should be sure that travel is made and the request for reimbursement is submitted in keeping with the institution's policies and procedures.

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### **3. PURCHASING**

Procurement & Payment Services is responsible for expending all Auburn University funds and procuring all goods, services, supplies and equipment needed by AU departments and operating units in the conduct of their efforts to satisfy the University's missions of research, instruction and outreach. PPS is the only office authorized to review and approve any contract or agreement for purchases, services rendered and/or construction projects.

AU operates in a somewhat decentralized environment in which the Executive Director, Procurement & Payment Services (PPS) has delegated certain purchasing authority to some AU employees. All employees are responsible for knowing what those boundaries are and exercising due diligence in complying with them. No AU employee is authorized to commit AU to purchases or the expenditure of funds unless authorized to do so by the Executive Director, PPS.

All requests for the purchase of goods that exceed the small dollar purchasing limit of \$2,500 are prepared by the department/unit via an on-line Banner Purchase Requisition (PR). Because AU is required to obtain competitive bids and/or sealed bids in accordance with Act 343 as amended by Act 751, some PR's will take longer to process than others.

Upon delivery of any order and receipt of the itemized invoice, the department should prepare a voucher for payment and submit it to PPS. Unless specified and approved by PPS otherwise, all invoices must be paid within 30 days of receipt of goods/invoice.

Additional detailed information may be obtained by referring to the AU Spending Policy, AU Travel Policy and AU Purchasing Card Policy all located in the on-line AU Financial Policies and Procedures Manual: ([http://www.auburn.edu/administration/business\\_office/policy\\_manual/index.html](http://www.auburn.edu/administration/business_office/policy_manual/index.html)).

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### **4. USE OF THE UNIVERSITY'S NAME AND OTHER TRADEMARKS**

*Auburn University has established policies with respect to the association of its name and other federally registered trademarks with any product or service. These policies serve to protect the marks as intellectual property of the University as well as to assure appropriate promotion of the institution. Trademark licensing has also become a valuable marketing tool to generate much needed scholarship funds for Auburn's deserving students.*

*If a faculty member is contacted by a person, organization, or vendor requesting use of the University's name or marks, the faculty member should refer the contacting party to the Office of Trademark Management & Licensing. If a faculty member wishes to have AU merchandise produced for internal use or for sale, the merchandise can be produced only by a vendor licensed to do so.*

*To learn more about Auburn's trademark licensing policies and to obtain a list of licensed vendors from whom to purchase AU merchandise, visit the licensing website at [www.auburn.edu/trademarks](http://www.auburn.edu/trademarks) . Questions and requests for assistance in locating licensed vendors should be directed to the Trademark and Licensing Office, Susan Smith, Director, 6 Samford Hall; phone 844-5180; fax 844-6772; email [smithso@auburn.edu](mailto:smithso@auburn.edu) .*

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## **5. EMPLOYMENT AND SUPERVISION OF STUDENT ASSISTANTS**

Auburn University maintains a Student Employment Service as part of the Office of Student Financial Aid. All students employed on an hourly basis, whether graduate or undergraduate, must be referred through the Student Employment Service located in Martin Hall.

Available on-campus jobs are posted on a bulletin board located outside the office of the Student Employment Service. Departments may call the Service to have positions listed on the bulletin board.

Students interested in posted jobs complete I-9 documentation prior to receiving referral from Student Employment. When reporting to interview for a job, the student presents a Student Referral Form SES-2. The supervisor is responsible for interviewing the prospective student employee to determine the student's suitability for the job. If a student is selected, a Personnel Action Form is completed and attached to the student's referral slip SES-2. These forms are then forwarded to the Student Employment Office.

Supervision of student employees is the responsibility of the designated supervisor within each department or division of the University. It is the responsibility of the department to ensure that the student works no more than 30 hours per week if enrolled for twelve or more credit hours as an undergraduate or ten or more credit hours as a graduate student.

Detailed information on the Student Employment Service, as well as the College Work-Study Program, may be obtained from the Student Employment Service, Martin Hall.

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## **6. GENERAL RECORDS RETENTION AND DESTRUCTION**

A general records retention and destruction schedule for faculty related records is available from the University Archives. These University-approved records retention guidelines will provide information regarding the legal, fiscal, historic, and administrative requirements for the retention and destruction of records.

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