



DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

COLLEGE OF AGRICULTURAL SCIENCES

This departmental handbook is organized by the functions currently assigned to the following staff.

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SECTION I: OFFICE MANAGER

OFFICE MANAGER

The Office Manager is the supervisor for all office staff. This includes assigning duties and overseeing work accomplished. As Office Manager, annual evaluations for all state classified positions are completed in accordance with the process and dates set forth on the <http://www.hrs.colostate.edu/relations/PPPindex.html> web site.

PCARD

The Procurement Card Program (PCARD) is a purchasing method whereby some departmental faculty and staff are issued a MasterCard to make purchases. This is a very cost effective, convenient way to make purchases. PCARDS are accepted by most vendors worldwide.

All PCARD receipts should be given to the department accountant with a completed PCARD purchasing form that may be found at <http://dare.colostate.edu/intranet/index.aspx>. If you have a PCARD that has official function authority attached to it, then any hospitality or official functions purchases (usually involving food) should also have the Official Function form included. This form may be found at <http://dare.colostate.edu/intranet/index.aspx>. The receipt must show what was actually purchased and the completed Official Function form must be signed by the department chair.

No alcoholic beverages may be purchased using ANY CSU account.

Each card is issued with the CSU name, tax exempt number and logo as well as the cardholder's name. The PCARD is **NOT** to be used for travel expenses. PCARD charges are allocated to the account indicated by the purchaser. (Appendix 5, Page 35)

PURCHASING

There are several avenues concerning purchases. (Appendix 3) Most small purchases are made with a **PCARD**. If a company 1) does not accept credit cards or 2) if the purchase amount is over the individual's PCARD limit or 3) if it is for hospitality, a request for a **DV** (Disbursement Voucher) must be made through the departmental website using the Purchasing Request or Reimbursement Form. (Appendix 9, Page 40)

To purchase materials or services on campus, use your PCARD. If the campus service center does not accept PCARD or if it exceeds your PCARD limit, request an **IO** (Internal Order) through the departmental website. Payment will be made electronically. (Appendix 9, Page 40)

For large purchases (over \$3K), request a **Purchase Order** through the departmental website. All controlled drugs and radioactive materials must be purchased with a Purchase Order. There are guidelines concerning state contracts, etc. and those may be viewed at the Purchasing website. Purchasing will be happy to assist. They will get the quotes, if needed. Each purchasing agent is assigned certain categories for specialties. The Purchasing website is at www.purchasing.colostate.edu.

SOLE SOURCE JUSTIFICATION is required for goods over \$5K and services over \$25K. Guidelines are on the Purchasing website. In addition to the explanation of why this is a sole source, the justification must include an explanation of why the vendor's quoted price is "fair and reasonable." Sole source justification must include a statement regarding actual or potential conflict of interest. It must be signed and sent as back up with the requisition.

AFTER THE FACT PURCHASE ORDERS, in addition to not being a sound business practice, are prohibited by Colorado Statutes. Such a commitment by faculty/staff is not binding against the University, and could involve **personal liability** for the faculty/staff making such a commitment. The State has administrative procedures to ratify such a commitment that involve documenting the facts and circumstances and forwarding a recommendation to the State Controller to obtain approval to pay the vendor. Purchasing must be contacted if there is a situation involving an after-the-fact purchase order.

BUDGETS

Annual budgets are set up with appropriated Funds (13, 15, 17, and 25). See Appendix 7, Pages 37& 38 for explanations of each Fund group. The Department Chairman assigns the operating budgets for each PI. Detailed balance sheets for restricted funds (53, 64, and 99) are also kept by the Accountant and may be requested from her.

BUSINESS CARDS

Business cards can be ordered by going to the Communications and Creative Services web site at http://ccs.colostate.edu/online_order.aspx. Once there, click on Business Cards to order on line. Be prepared to supply an account number to be charged.

CELL PHONES

There is one cell phone provider for CSU. We have a contract with discounts for equipment and service plans with Sprint. To find out more about the service, equipment and plans available go to the Telecommunications website at:
<http://www.telecom.colostate.edu/FacultyandStaffMobile.aspx>.

COPY CHARGES

The number of copies for each copy machine is accounted for quarterly. To obtain a copy code, see the Office Manager. The copiers in the department are: Sharp SD2060, Sharp AR M620U and Minolta EP1080 (located in the Graduate Student Lab - B335 Clark - and for their use).

DEPOSITS

All departmental deposits are handled by the Accountant.

EID (Electronic Identification)

To establish an e-Identity you must supply your PID (personal identification) and PAC (personal access code). The Office Manager can provide you with this information. An e-Identity is a unique identifier for each authorized user at Colorado State University. You will use your eID to access many university electronic resources. Your eID gives you a free Holly, Simla or Lamar account for email, web pages, and more. Protect your eID and do not give it out to others.

HIRING PROCEDURES

The Office Manager is responsible for processing entries in ORACLE, which is the CSU software for all human resource data and payroll processing. Some appointments must have prior approval, background checks, and follow strict Affirmative Action guidelines. Complete information can be found in the Human Resource Services Manual or at website <http://www.hrs.colostate.edu/hrsman/manual.html>. Contact the Office Manager **PRIOR** to initiating any position requests.

ADMINISTRATIVE PROFESSIONALS/RESEARCH ASSOCIATES

Please review <http://www.hrs.colostate.edu/hrsman/manual.html>. (Section 2) and contact the Office Manager.

GRADUATE ASSISTANTS

Please review <http://www.hrs.colostate.edu/hrsman/manual.html>. (Section 6) and contact the Office Manager. (Appendix 11, Pages 44-47)

NON-STUDENT HOURLY

Please review <http://www.hrs.colostate.edu/hrsman/manual.html> (Section 4) and web site the Office Manager. (Appendix 14, Pages 50-56)

POSTDOCTORAL FELLOW

Please review <http://www.hrs.colostate.edu/hrsman/manual.html> (Section 7) and provide written hiring information to the Office Manager.

STUDENT HOURLY

<http://www.hrs.colostate.edu/hrsman/manual.html> (Section 5) and contact the Office Manager. (Appendix 14, Pages 50-56)

LONG DISTANCE

A long distance authorization code may be requested for Faculty/Staff. This will allow you to charge long distance calls to your CSU account from a CSU telephone. If you wish to obtain an authorization code, please notify the Office Manager. An account number to be charged is required.

PAYROLL

There are strict deadlines for input of payroll and any changes to employee information. It is important to inform the Office Manager as soon as possible of any changes in address, bank account, and employment status, etc.

SALARIED PAYROLL

Payroll for salaried employees is deposited directly to the employee's bank account on the last workday of the month, except for June when the deposits are made on July 1.

Please see salary pay schedule at

<http://www.hrs.colostate.edu/payroll/Salary/SalariedPayrollSchedule.pdf>.

HOURLY PAYROLL

Payroll for hourly employees is deposited directly to the employee's bank account two weeks after the pay period end date. Please see hourly pay period schedule at

<http://www.hrs.colostate.edu/payroll/Hourly/HourlyPayrollSchedule.pdf>. Time sheets for these employees are due to the Office Manager by noon on each pay period end date listed on this schedule to ensure that the employee is paid on time.

SICK AND ANNUAL LEAVE

All faculty, administrative professionals, and state classified employees who have permanent appointments accumulate leave in accordance with the guidelines found at

<http://www.hrs.colostate.edu/benefits/index.html>.

Monthly email reminders are sent from the main office reminding DARE employees to complete their leave records for the month via the DARE web site at

<http://dare.colostate.edu/intranet/downloads/MonthlyLeaveReport.pdf>. (See Appendix 15, Page 57) for a sample of the Monthly Leave Report.) Monthly totals are tallied and kept in the Office Manager's office.

Note: There are annual maximums on annual leaves, depending upon the length of service and rate of accumulation. A **Request for Leave Form** is also available on the DARE web site (Appendix 16, Page 58). This form needs to be completed and submitted prior to being absent from the department.

SPECIAL COURSE FEES

These are collected for "unique" course expenses that are not covered by tuition, i.e. vehicle rental for field trips, special materials, maintenance of animals, etc. Each semester these fees MUST be spent out or they are returned to the students. More information can be found at http://www.provost.colostate.edu/files/course_fee/SCFMANUALJune2006.pdf under Faculty Resources.

STAFFING & BUDGETS

The Office Manager and Accountant act as coordinators with the Department Chair for staffing and budgets each fiscal year. Confirmation for staffing of employees will be sent to Faculty after the start of the new fiscal year. It is the PI's responsibility to advise both the Office Manager and the Accountant of changes to the staffing model.

STATUS CHANGES

Please notify the Office Manager immediately in writing (email is acceptable) of any status changes (termination, Emeritus, retirement, Leave Without Pay (LWOP), sabbatical, transitional, etc.).

FULL TIME EMPLOYMENT (FTE) CHANGES

Please notify the Office Manager in writing of any changes in FTE for salaried employees.

PAY RATE CHANGES

Please notify the Office Manager in writing of any pay rate changes.

Note: Excerpts of other important Policy Reminders from CSU Business and Financial Services appear in Appendix 10, Pages 41-43. A full copy can be viewed at <http://www.colostate.edu/Depts/BusFin/>

TELECOMMUNICATIONS REQUESTS

The Office Manager is responsible for preparing and relaying telecommunication requests, such as telephone installation, voice mail requests, and data line activations.

ANNOUNCEMENTS TO THE DEPARTMENT

The assistant to the Department Chairman will regularly send out announcements of interest to the department. Examples would be meetings, seminars, building issues, opportunities, holidays, etc.

ANNUAL FACULTY EVALUATIONS

The Department Chairman completes faculty evaluations in March of each year. The assistant to the Department Chairman supports this process through scheduling the appointments and preparing forms. There are three required forms for faculty to complete three days prior to his/her appointment with the Department Chairman (Summary of Activities Report and Main Reporting Document). A Conflict of Interest Form must also be completed. This form can be found on the Provost's web page under Academic Affairs at <http://www.provost.colostate.edu/>.

CALENDAR

The assistant to the Department Chairman has access to the Department Chairman's calendar and can be contacted to set up meeting times with him.

CRIS REPORTS

The assistant to the Department Chairman assists faculty who have grants sponsored or conducted through the USDA/AES in completing annual Current Research Information System (CRIS) reports. Annual reports are due to the Department Chairman in February of each year and can be accessed and entered at the following web site: <http://cwf.uvm.edu/cris/>

DEPARTMENTAL DIRECTORY

The Department Chairman's Assistant maintains a current listing of DARE Academic Faculty, Jointly Appointed Faculty, Administrative Professionals, Emeritus Faculty, Faculty Affiliates, Departmental Associates, Visiting Scientists, Office Staff, and Graduate Students for departmental and university directories.

DIRECTORY UPDATES: Please email changes in office address and telephone, email address, lab address and telephone, home address and telephone to the Office Manager.

CURRENT AND PROSPECTIVE GRADUATE STUDENTS

APPLICATIONS

Prospective graduate students should complete an online application for admission. The form may be found at <http://admissions.colostate.edu/>. Supporting documents such as official transcripts and letters of recommendation are sent directly to the department or Departmental Graduate Coordinator.

ADVISORS

When a prospective graduate student receives a favorable recommendation from the Graduate Committee, the application is routed to the Graduate Coordinator to assign an advisor. No student will be accepted into the department without an advisor.

FUNDING

Available financial support for a graduate student may be arranged by the advisor.

Additional information may be found at <http://www.colostate.edu/Depts/Grad/>

ACCEPTANCE

Completed application files are reviewed by members of the Graduate Committee, which makes a recommendation regarding acceptance. The Graduate School will be the last to approve the potential student's admission into the graduate program after CSU Admissions has cleared the applicant for all necessary documents.

PROMOTION AND TENURE DOSSIERS

The assistant to the Department Chairman assists the Chair of the Promotion and Tenure Committees. Information about the tenure process can be found in section E.10. Academic Faculty Tenure Policy, of the University Manual, available on the Provost's Web site at <http://www.facultycouncil.colostate.edu/files/manual/sectione.htm#E.10> .

WORKMEN'S COMPENSATION

The assistant to the Department Chairman will provide forms to any employee in the event of a work-related injury. In order to receive coverage, specified facilities must be used for medical attention. Additional information about the process can be found at <http://www.ehs.colostate.edu/>. Choose Loss Control and then Worker's Compensation. Emergencies can report to Poudre Valley Hospital Emergency Department, 1024 South Lemay, Fort Collins, CO. NOTE: Injuries must be reported to the supervisor within 72 hours.

SECTION II: FACULTY SUPPORT, UNDERGRADUATE ASSISTANT

AWARDS

Faculty Assistant keeps track of faculty awards. Plaques are displayed in B301 Clark (conference room). Assistant also sends out letters to students who have maintained a good GPA. See Appendix 17, Page 59.

CLASS ENROLLMENT

Faculty Assistant gets information on students in a class from ARIES website. Go to: <https://ariesweb.colostate.edu/sites/ariesweb.search/home.aspx>; *Class Lists* under **Staff Tools**; enter *Term* and *CRN Number*.

COURSE OFFERINGS AND CLASSROOM SCHEDULING

Faculty Assistant is responsible for typing up the course offerings (Appendix 18, Pages 60 & 61) for each semester and updating it for classroom scheduling to put online:

<https://ariesweb.colostate.edu/sites/ariesweb.search/home.aspx>; go to *Class Schedule* under **General Tools**; click on *Term* and then *Advanced Search*; Under **Subject**: click on *AREC* and go to the bottom and click on *Class Search*.

DEPARTMENT NEWSLETTER

Faculty Assistant accumulates material and puts together a monthly newsletter on the following: announcements, conferences, call for papers, awards, grants, scholarships, post-doctoral, fellowships, internships, undergraduate jobs, and jobs for M.S. & PhDs. Go to:

<http://dare.colostate.edu/extension/calendar.aspx#daren&v>

DONATIONS

Faculty assistant gets list (online) of donations once a month for the Department and writes letters of thank you to the people who have donated to our Department. Chair signs.

FACTSHEETS

Faculty Assistant formats various reports into factsheets for department website at <http://dare.colostate.edu>; go to Extension Outreach and then Extension Publications and Products. The factsheets are listed under the following areas: Agribusiness Finance Report (AFR); Agricultural Marketing Report (AMR); Agricultural and Business Management Report (ABMR); Agricultural Labor Report (ALR); Agricultural and Resource Policy Report (ARPR); Economic Development Report (EDR); Environmental Management and Policy Report (EMPR); Land Use and Planning Report (LUPR); Livestock and Wildlife Disease Report (LWDR); and Production and Farm Management Report (PFMR).

GRADES

Teaching faculty must enter grades online at the end of each semester. The Faculty Assistant checks off the classes on each student's checksheet that the student has passed. The Faculty Assistant gets this information through ARIES website.

GRADE CHANGES

Grade change forms can be obtained from the Faculty Assistant. The faculty instructor fills out the form (see Appendix 19, Page 62) and the Faculty Assistant walks the grade changes to the Registrar's Office in Centennial Hall.

GRADUATION CONTRACTS AND EXIT INTERVIEWS

Undergrad Assistant gets contracts from Degree office in Centennial Hall the week before classes start each semester. Undergrad Assistant types the classes needed to graduate on the contract and has the student, undergrad coordinator and chair sign it. It is copied and sent to student and original is taken back to Degree office. Undergrad Assistant reminds the student to go the College of Ag Science website at <http://www.agsci.colostate.edu/>; under Current Students, Graduation, to get information about the graduation ceremony from the Dean's office. They also call student back into department in November and April for exit interviews (student fills out survey, adviser/advisee evaluation form, and meets with undergrad coordinator or department chair).

INTERNSHIPS AND INDEPENDENT STUDIES

Faculty Assistant makes sure the appropriate forms are filled out by students and signatures required for Internships and Independent Studies (see Appendix 20-24, Pages 63-67). The Faculty Assistant does Department overrides for the student and then gives the student the CRN Number to register. The student's name, credits, and faculty adviser are entered into a notebook (see Appendix 25 Page 68).

PROSPECTIVE STUDENTS

Undergrad assistant gets list of prospective students from admissions and dean's office and sends by mail or by email, letters, brochures and checksheets of all majors, double majors and minor in our department. (See Appendix 26 and 27, Pages 79 and 70-72 for sample letter and brochure). Checksheet examples are on the Department website at: <http://dare.colostate.edu>; Undergraduate Program; Academic programs; Documents.

RECORDKEEPING AND STUDENT FILES

Undergrad assistant maintains lists of department undergrads, faculty classes with office hours, and faculty advising lists.

Undergrad assistant maintains undergrad files. Admissions send lists of admitted students. Undergrad assistant sets up file, records any transfer credits on checksheets, assigns an adviser and maintains file throughout student's career by checking off classes student has

taken and doing substitutions/waivers (see Appendix 28, Page 73) if approved by undergrad coordinator and chair of the department. Then an Exception Form is done and sent to the Registrar's Office (see Appendix 29, Page 74).

SEARCH STAFF SUPPORT

The Faculty Assistant is the departmental OEO (Office of Equal Opportunity) representative and is involved in the process and record keeping functions for open positions in the department – particularly for new faculty positions. The complete search process is described at the Office of Equal Opportunity website at

http://oeod.colostate.edu/search_procedures.aspx.

Special training is periodically provided (and required) by the Office of Equal Opportunity prior to any person serving as a search Chair.

TEXTBOOK ORDERS

Teaching faculty provide a list of course textbooks (see Appendix 30, Pages 75 and 76) to the Faculty Assistant approximately six months prior to the semester being taught. The Faculty Assistant orders the necessary textbooks for each course online through the Bookstore:

<http://www.bookstore.colostate.edu/>; Textbooks; Instructor Textbook Adoption.

SECTION III: RECEPTION, EQUIPMENT & SOFTWARE, KEYS, MAIL, WEBSITE, TRAVEL

EQUIPMENT AND SOFTWARE

AUDIO/VISUAL EQUIPMENT

LCD projectors, digital cameras, laptops, flash drives can be reserved and/or checked out from the Reception Office. Prompt return is required. A record is kept of all users. If we run out of loaner A/V Equipment, call Classroom Support, ext. 5466 to borrow equipment from them.

EQUIPMENT ACCOUNTABILITY

The Reception Office will keep a current list of all departmental equipment and its location. It is also necessary to complete an Off-Campus Equipment Check-out Worksheet (formerly Sensitive Item Form) for any CSU property that leaves the departmental offices. Go to the Business & Finance website - <http://busfin.colostate.edu/prp.aspx> - Forms, CSU Off-Campus Equipment Check-out Worksheet. These will be kept with the equipment inventory.

SURPLUS PROPERTY

The Receptionist is responsible for contacting Property Management for the disposal of lab and office equipment. To dispose of surplus or non-working items (or to transfer location or responsibility for equipment) an Equipment Accountability Change Request (EACR) is required. Go to the Business & Finance website - <http://busfin.colostate.edu/prp.aspx> - Forms, EACR. This form must be completed and signed by the Assistant to the Department Chairman. (Appendix 31, Page 77). The EACR Form will be faxed or mailed to Property Management and/or Surplus Property for disposal. It can take two weeks to a month or more for items to be picked up.

Some equipment can also be *purchased* from Surplus Property. Hours of operation are Monday through Friday between 7:30AM – Noon and 1:00-4:00PM. Surplus Property is located at 201 West Lake Street.

SOFTWARE

Soft ware for departmental use can be checked out from the Reception Office. Prompt return is required. A record is kept of all users.

KEYS

The Reception Office handles all DARE facility key requests, returns, problems, etc.

KEY REQUESTS

Requests for keys can be made in person or send an email to the Reception Office. Please include the name of person, CSU ID, the building and room number.

LOST KEY

Please notify the Reception Office and the Key Desk of any lost keys. The Key Desk will not issue a new key without the proper notification including filling out a Lost Key Form which can only be obtained in person from the Key Desk/Facilities North.

KEY RETURN

If you have been assigned a new office, your old key must be returned before the new key is issued. Also, upon leaving CSU employment, keys must be returned to the Reception Office.

MAIL

DEPARTMENTAL EMAILS, INCOMING

The Main Office receives outside inquiries, including information for postings and mass emails (i.e. seminars and job positions). Many of these are passed on to the department as a whole, or to individuals who can respond to the inquiries.

INCOMING

The Main Office distributes incoming mail daily (including mail that needs to be forwarded). Packages are signed for and recipients are contacted to pick up packages in the main office.

OUTGOING

All outgoing mail **MUST** contain an account number to be charged. For large quantities of outgoing mail, envelopes should be bundled in groups of 25 (See Instructions, Appendix 32, Page 78) **AND** a Postage Accounting Form (Appendix 33, Page 79) must be attached to bundle.

When you have special mailing such as surveys, a bar code with the account number preprinted on the envelope is required.

For additional mailing information, see website:

<http://cr.colostate.edu/documents/MailServiceGuidelines.pdf>

MISC.

COURSE EVALUATIONS

Approximately two to three weeks before the end of the course, evaluation forms are distributed to teaching faculty or faculty can opt for the online process at:

http://help.ramct.colostate.edu/training/ASCSU_survey_RamCT.pdf

Paper evaluations are returned to the Receptionist and then taken to Computer Services in the library. After final grades are turned in, the evaluations, along with a computer printout of responses, will be returned via Campus Mail to the faculty.

PARKING PERMITS

Daily parking permits are available at the main office for visitors. Permits for Faculty or staff must be purchased directly from Parking Services.

ROOM SCHEDULING

The Receptionist schedules conference rooms (B301 & B337) for departmental use and rooms for special events. Speaker Phones are available in the Reception Office for conference calls.

SEMINARS, DEPARTMENTAL

Weekly seminars are scheduled during fall and spring semesters. The Receptionist posts an announcement on the departmental seminar board and places it outside the Grad Lab. A mass email is sent out informing the department and other interested parties. Seminar information is also posted on the department website

SUPPLIES

Some office supplies for departmental use are purchased and kept in the Supply Room, C303 Clark. All office personnel have a key for this room. Computer/copier paper is also kept in the cabinet in the Workroom, B322 Clark.

WORKROOM

Located in room B322 of the Clark Building, the Workroom houses the HP 4250tn Printer, HP Color LaserJet 4600n, HP ScanJet 8250, Sharp FAX FO-4400, Sharp SD2060 copier, Sharp ARM62OU copier and paper supplies. It is also where the mailboxes are for all departmental employees.

WEBSITE (DEPARTMENTAL)

The Receptionist updates the departmental website including seminar listings, job postings, faculty web pages, and department specific forms.

TRAVEL

Most forms and travel information are located on the Business and Finance website. <http://busfin.colostate.edu/trv.aspx>. The College of Ag Sciences and/or the Dept. of Ag & Resource Economics have additional required forms on their websites.

NOTE: The Travel Authorization Form – Pre-Trip, Travel Expenses Form - Post-Trip and Request for Off-Campus Activity (ies) (Appendices 34, 35 and 42, Pages 80, 81 and 94, 95) are College of Ag Sciences forms found on the College of Ag Sciences/Ag Business Center/Forms and the DARE website at Department /Intranet

STATE TRAVEL CARD

Colorado State University offers all regular, full time employee travelers a personal credit card for their official, university business travel expenses. Only CSU employees are eligible for this card. **Cardholders are personally responsible for timely payment**, and there are no annual fees associated with this card.

Application forms and Guides (Appendix 36, 39, Pages 82-84 and 89-90) can be downloaded from the Business and Financial Services website: **When possible, all travel expenses should be paid for with the State Travel Card.**

TRAVEL PROCESS

Before you travel – Pre-Trip Voucher

Complete the Travel Authorization Form - Pre-Trip, (Appendix 34, Page 80) with the airline ticket price, a copy of the on-line airfare information when applicable, dates of travel, account number and purpose/justification. The departmental travel person will complete a Pre-Trip Voucher, fax your travel agent with the voucher and account numbers and process the voucher for signatures—traveler, dept, head, etc. See additional requirements for **In State, Out of State or International** travel below.

NOTE: You are not covered by CSU insurance for travel unless all signature approvals are obtained.

AIRLINE TICKETS

Purchase airline tickets through one of the two CSU approved travel agencies. These agencies are knowledgeable of State airline contracts, available airfares and billing requirements.

- **New Horizons Travel**
<http://www.travelnewhorizons.com/>
(970) 223-7400
- **Frosch**
<http://www.tvlcon.com/>
(970) 223-0442

NOTE: If purchasing airfare on line, justification for doing so is required, e.g. airfare was less expensive.

RENTAL CARS

You must use state authorized car rental agencies when renting a vehicle for business purposes. This web site will give you the approved agencies and any rules that may apply for each agency.

http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/boa_matrix.htm

STATE CAR REQUEST FOR TRAVEL

A request for use of a State Car is handled by the Chairman's Assistant.

When you return from your travels – Post Trip Voucher

After returning from your trip, attach necessary original receipts to [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) and submit to the departmental travel person. The travel reimbursement is then processed, routed for signatures, and sent to the University Travel Desk 555 S. Howes Street. Reimbursements are electronically deposited into the traveler's bank account and email notification of the deposit is sent to traveler. See additional requirements for **In State, Out of State or International, Faculty and Student** travel below.

FACULTY TRAVEL

IN STATE TRAVEL

Unless traveling by air, the [Travel Authorization Form - Pre-Trip](#) (Appendix 34, Page 80) is not required. Upon your return, the [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) must be completed with receipts attached. The [Travel Expenses Form - Post-Trip](#) is not required for NO COST trips.

OUT OF STATE TRAVEL

The [Travel Authorization Form - Pre-Trip](#) (Appendix 34, Page 80) is required for all Out of State Travel including NO COST travel. Upon your return, the [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) must be completed with receipts attached. The [Travel Expenses Form - Post-Trip](#) is not required for NO COST travel.

INTERNATIONAL TRAVEL

The [Travel Authorization Form - Pre-Trip](#) (Appendix 34, Page 80) is required for all International Travel including NO COST travel. Also required is a pre-authorization from the Risk Management Department. Go online to - <http://www.ehs.colostate.edu/WRisk/travelHome.aspx>. If you experience any problems online, contact-

Sally Alexander, Ext. 6745
Sally.Alexander@colostate.edu

or *Mona Steinke, Ext. 1432*
Mona.Steinke@colostate.edu

Your Pre-Trip Voucher will not be processed nor will expenses be covered without authorization from the Risk Management Office.

Upon your return, the [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) must be completed with receipts attached. The [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) is not required for NO COST travel.

Currency is converted using the OANDA currency converter found on the Business & Finance Website under Travel Services.

STUDENT TRAVEL

See [Student Travel Guidelines](#) (Appendix 40, Pages 91, 92).

IN STATE and OUT OF STATE TRAVEL

All students are required to submit the [Travel Authorization Form - Pre-Trip](#) (Appendix 34, Page 80) and [Liability Waiver](#) (Appendix 41, Page 65, 93) before they can travel. *This includes NO COST travel.* Upon your return, the [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) must be completed with receipts attached. The [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) is not required for NO COST travel.

GROUP TRAVEL

In addition to the requirements above, faculty must fill out an additional form for Group Travel. A [REQUEST FOR OFF-CAMPUS ACTIVITY \(IES\)](#) form (Appendix 42, Page 94-95) must be filled out by the sponsoring faculty member for all non-employee students, especially undergrad students, travelling in a group. This form must be signature processed and in the dean's office for approval no less than two days prior to the trip.

INTERNATIONAL TRAVEL

In addition to the Pre-Trip, Liability Waiver and Group Travel (when applicable) requirements, students are required to contact- [International Programs, Ext. 3065](#) for International Travel authorization. Your Pre-Trip Voucher will not be processed nor will expenses be covered without authorization from International Programs.

Upon your return, the [Travel Expenses Form - Post-Trip](#) (Appendix 35, Page 81) must be completed with receipts attached. The [Travel Expenses Form - Post-Trip](#) is not required for NO COST travel.

Currency is converted using the OANDA currency converter found on the Business & Finance Website under Travel Services.

SECTION IV: ACCOUNTING

ACCOUNT BALANCES

The Accountant keeps account balances and available balances may be requested at anytime. Detailed balance sheets are periodically sent out to Principal Investigators (PI) via email or their departmental mailboxes.

BUDGETS

Annual budgets are set up with appropriated Funds (13, 15, 17, and 25) See Appendix 7, Pages 37 & 38 for explanations of each Fund group. The Department Chairman assigns the operating budgets for each PI. Detailed balance sheets for restricted funds (53, 64, and 99) are also kept by the Accountant and may be requested from her.

EXPENSES

All expenses and credits are recorded in the Kuali Financial System and monitored by the Accountant.

PCARD

The Procurement Card Program (PCARD) is a purchasing method whereby some departmental faculty and staff are issued a MasterCard to make purchases. This is a very cost effective, convenient way to make purchases. PCARDS are accepted by most vendors worldwide.

All PCARD receipts should be given to the department accountant with a completed PCARD purchasing form that may be found at <http://dare.colostate.edu/intranet/index.aspx>. If you have a PCARD that has official function authority attached to it, then any hospitality or official functions purchases (usually involving food) should also have the Documentation for Official Expenses Related to Official Functions form included. This form may be found at <http://dare.colostate.edu/intranet/index.aspx>. The receipt must show what was actually purchased and the completed Official Functions form must be signed by the department chair.

No alcoholic beverages may be purchased using ANY CSU account.

Each card is issued with the CSU name, tax exempt number and logo as well as the cardholder's name. The PCARD is **NOT** to be used for travel expenses. PCARD charges are allocated to the account indicated by the purchaser. (Appendix 5, Page 35)

SPONSORED PROGRAMS

Support for Sponsored Program accounts is done through the Accountant - set up of account spreadsheets, recording of expenses, closing of project accounts. Any requests from Sponsored Programs for further information concerning transactions will come to the Accountant. Additional information is available at: <http://www.research.colostate.edu/>

STAFFING & BUDGETS

The Office Manager and Accountant act as coordinators with the Department Chair for staffing and budgets each fiscal year. Confirmation for staffing of employees will be sent to Faculty after the start of the new fiscal year. It is the PI's responsibility to advise the both the Office Manager and the Accountant of changes to the staffing model.

SECTION V: IT SUPPORT

COMPUTER TECHNICAL SUPPORT – Faculty & Staff

A computer support person (through the Dean's Office of the College of Ag Sciences) comes to the department and handles any computer problems in the department. Contact the IT Support at Ext. 2444 or cas_aghelp@Mail.Colostate.edu.

For a more urgent problem, call Ed Peyronnin in the College of Ag Sciences at Ext. 5583.

COMPUTER TECHNICAL SUPPORT – Grad Lab

A computer support person (through the Dean's Office of the College of Ag Sciences) comes to the department and handles any computer problems in the Grad Lab. Contact the IT Support at Ext. 2444 or cas_aghelp@Mail.Colostate.edu.

The IT Support also purchases and stores computer supplies for the Grad Lab. These supplies are purchased with student fees. Some paper is stored in the Supply Room, C303.

APPENDIX 1

PCARD APPLICATION INFORMATION

To get a PCARD, you will need to fill out a short application and take a WedCT training course. The applications are available on line at-

<http://www.purchasing.colostate.edu/pages/acforms.asp>

Training

CARDHOLDERS will receive instructions for using WebCT upon receipt of their Cardholder Account form in the PCARD Office. All questions should be directed to the PCARD Help Desk at x5752 or Pcard@purchasing.colostate.edu.

When you purchase with your Pcard, you need fill out a PCARD and attach the receipts to the form. Indicate the account number(s) you want the purchase charged to. This must be done within a day or two of the purchase. The accounting personnel must have this information to verify purchases and charge the correct account. You may charge a purchase to more than one account, if you wish.

You can drop the completed form in the blue envelop found in the Reception Office. A runner from the department accounting office picks up the envelope daily.

If you do not have an invoice immediately, you can email notification to the Accounting office of your purchase and the account number to be charged and then forward the invoice when you receive it. Most vendors will fax or mail you a copy of the invoice if you order over the Internet.

You will receive an email when the transaction is posted in Kuali. Please review carefully. If you did not make the charge, notify the Accounting office immediately. X16953.

You will receive a monthly statement from MasterCard. Please check this over, note any discrepancies and submit to the ABC Office (blue envelope).

Each month, the Accounting office will review your transactions and verify that the appropriate back up for purchases has been received. If invoices are missing, you will be asked to supply them for your file. This is for auditing purposes. You will then sign the department monthly statement to be kept in your file in the ABC Office.

APPENDIX 2

Instructions for completing the PCARD Cardholder Account form.

For New Accounts:

1. Use capitalization for all input (except email addresses).
2. DO NOT use hyphens in the Social Security or Default Account Number fields.
3. DO NOT use commas or decimals in the Cycle Spending Limit or Single Purchase Limit fields.
4. All fields MUST be completed in the Cardholder and Approver sections.
5. 5-3 accounts cannot be used as a default. Use another departmental account and reallocate back to the 5-3 account.

Exception: A 5-3 account MAY be approved as a default for a PI who has ONLY a 5-3 to charge Requests for this exception will be reviewed by Sponsored Programs on a case-by-case basis. Please complete the [PCARD Approval Request for 5-3 Account as Default](#) form and forward it to: Office of Sponsored Programs, Dept #2002. One form per cardholder please.

6. Obtain Approver signature and forward the original to Purchasing.

For Account Changes:

1. Check the Change box and input the Cardholder Account Number and Cardholder Name.
2. Input only those fields that pertain to the change (follow the guidelines listed above).
3. Obtain Approver signature and forward the original to Purchasing.

To Delete A Cardholder Account:

1. Check the Delete box and input the Cardholder Account Number (no other data is required).
2. Obtain Approver signature and forward the original to Purchasing.



PROCUREMENT CARD
CARDHOLDER ACCOUNT FORM

This form must be typed or it will be returned to the cardholder.

☒ NEW ☐ CHANGE ☐ DELETE Corporation # 1280
(FOR CHANGE OR DELETE ONLY) CARDHOLDER ACCOUNT # _____

CARDHOLDER INFORMATION (ALL FIELDS REQUIRED)

CARDHOLDER NAME (24 CHARACTERS)	CSU EMPLOYEE ID Number	DATE OF BIRTH
DEPARTMENT NAME (ADDR1)	MOTHER'S MAIDEN NAME OR PASSWORD	Eld Log Name
DEPARTMENT ADDRESS (CAMPUS DELIVERY) (ADDR2)	WORK PHONE	
	()	
CITY	STATE	ZIP CODE (INCLUDE DEPARTMENT CODE)
	CO	
EMAIL ADDRESS	DEPARTMENT #	

APPROVER SECTION (ALL FIELDS REQUIRED)

DEFAULT ACCOUNT # AND OBJECT CODE (11 DIGITS)	CYCLE SPENDING LIMITS (PER MONTH)	
	\$	
SINGLE PURCHASE (MAXIMUM \$3000.00)	# AUTHORIZATIONS PER DAY	# TRANSACTIONS PER CYCLE
\$		
	Y	N
WILL CARDHOLDER BE REALLOCATING HIS/HER OWN TRANSACTIONS?	<input type="checkbox"/>	<input type="checkbox"/>
REALLOCATING FOR OTHERS?	<input type="checkbox"/>	<input type="checkbox"/>
REALLOCATOR NAME-IF NOT CARDHOLDER	REALLOCATOR EMAIL ADDRESS	
APPROVER NAME	APPROVER EMAIL ADDRESS	
	Y	N
DOES APPROVER REPORT TO THIS CARDHOLDER?	<input type="checkbox"/>	<input type="checkbox"/>
IS THE APPROVER TO BE NOTIFIED WHEN THE CARD ARRIVES?	<input type="checkbox"/>	<input type="checkbox"/>
APPROVER SIGNATURE	DATE	

PLEASE SUBMIT FORM TO PURCHASING, 6010 CAMPUS DELIVERY

PURCHASING USE ONLY

MCCG:	HIERARCHY LEVEL	L6 Name	L6 Number
INCLUDE			
PURCHASING AUTHORIZATION	SIGNATURE	DATE	
John Swaro			
DEFAULT APPROVED _____ CARD ORDERED _____ CARD RCVD _____ CH EMAILED _____ CH DATA ENTRY (KFS _____ ACCESS _____ PROCARD _____) TR DATE _____			

CARDHOLD 0709

APPENDIX 4



Procurement Card Official Function Request Form

By completing and signing this form I acknowledge that I understand and will comply with the University policies and procedures per FPI D-5-II Official Function Expenditures. I understand that any transactions I make in connection with an Official Function event must have the approval of an Authorized Official Function Representative who is properly delegated that authority and that approval will be documented and filed with the transaction record. This form is for 1.) Official Function Representatives who have been delegated such authority to approve the event and responsibility to document the expenditures; and 2.) Support staff who are working at the direction of an Official Function Representative in arranging such events and need access to certain merchants to make PCARD transactions. In either case, the authority for approving the Official Function event and responsibility for documenting the expenditures rests with the Official Function Representative.

1. Complete section 1 (print or type).

Section 1	
Cardholder Name:	
Employee I.D. # (9 digits):	
Department Name and Department #:	
Department Address:	
Phone #:	
Email Address:	
Name and Phone of Person Completing Form:	

2. Complete section 2 or 3 and obtain necessary signatures.

Section 2	<input type="checkbox"/> Limited Cardholder Access (small purchases at Wal-Mart, Kmart, grocery stores, etc.) This limited approval is made to allow the cardholder to make these transactions under the express direction of the appropriate Authorized Official Function Representative	
Cardholder Signature		Date
Official Function Approver Signature		Date

Section 3	<input type="checkbox"/> Cardholder Access to Hospitality Merchants (restaurant use, conference meeting room charges, etc.) This approval is made to allow the cardholder to make these transactions under the express direction and supervision of the appropriate Authorized Official Function Representative for specific documented official function activities.	
Cardholder Signature		Date
Official Function Approver Signature		Date
Dean or VP Signature (required if not same as Official Function Approver)		Date
Printed Name of Dean or VP		

3. Forward to John Swaro, Procurement and Contracting Services, 6010 Campus Delivery

APPENDIX 5

PCARD FORM

AG BUSINESS CENTER

****Use This Form for PCARD Purchases ONLY****

(When typing in the tables below use the Tab key to move between boxes)

Doc ID #: _____

CARDHOLDER NAME: _____ DEPT. NO.: _____

PI / PROJECT (items purchased for) _____

VENDOR NAME: _____

DATE OF PURCHASE: _____

AMOUNT OF PURCHASE: _____

ACCOUNT NUMBER(S) TO BE CHARGED: _____ AMOUNT TO BE CHARGED: _____

_____	_____
_____	_____
_____	_____
_____	_____

EXPLANATION: WHAT WAS PURCHASED & BENEFIT OR USE OF ITEM(S)?

(Example: Parts to fix Auger at Lockman grain bin; or grass shears to obtain field samples)

--

****If purchase is an Official Function expense,
please complete and attach the Official Function form in addition to the PCARD form****

FOR ACCOUNTING USE ONLY:

Date Reallocated:

Reallocated by: _____

Account Manager Review Completed: _____

--

APPENDIX 6

Ag Business Center (ABC) Official Function Form

Documentation for Expenses Related to Official Functions, Training and Recruiting

"WHAT" must describe the EXPENSE (such as breakfast, coffee, etc.)
"WHY" must describe the EVENT (such as staff meeting, recruiting, training)
"HOW" must describe the EXPENSE (How does the expense benefit the University? Example: Recruiting is an event which helps the University locate quality students and employees. However, if the expense is dinner, document how that dinner provided a necessary benefit towards achieving your goals.)

WHO attended the event: Please list names. If more than ten, list the number and categories (example: 15 students and 20 faculty members).

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

WHEN was the event held: _____

WHERE was the event held: _____

NAME OF THE EVENT/FUNCTION: _____

WHAT was the expense:

- | | | |
|----------------------|-----------------------------|----------------------|
| _____ Breakfast | _____ Lunch | _____ Dinner |
| _____ Coffee Service | _____ Decorations | _____ Hors d'oeuvres |
| _____ Snack | _____ Other (explain) _____ | |

WHY was the event held:

- | | | |
|---------------------|-----------------------------|----------------------|
| _____ Training | _____ Recruiting | _____ Client Meeting |
| _____ Staff Meeting | _____ Fund Raiser | _____ Recognition |
| _____ Team Meeting | _____ Other (explain) _____ | |

HOW did this expense benefit the University or the official goals of your function?

- _____ Extended contact to include normal meal times.
- _____ Created an atmosphere necessary to attain goal (cited in "WHY" above).
- _____ Encouraged event participation to attain the goal (cited in "WHY" above).
- _____ Enhanced social interactions to build community.
- _____ Rewarded outstanding performance (by an employee or other).
- _____ Provided a forum to raise awareness of an issue.
- _____ Provided an opportunity to welcome visitors.
- _____ Provided a setting to foster vital contributions towards the selection of the best candidate.
- _____ Other (describe): _____

Official Function Approver Signature

Date

APPENDIX 7

Fund Groups

This is a brief explanation of the fund groups- the sources of money that may be available to you as a faculty member. This is a general guideline, not absolute. All funds are subject to state and federal laws, to the state fiscal rules, and to Colorado State University Financial Policy.

Current Unrestricted Appropriated funds

These funds are expendable for the purpose of performing the primary missions of the university (instruction, research and public service). These resources will be expended in the fiscal year for which they are appropriated and they will be used for operating expenses. There is no carryover of these funds. They must be spent out by June 30th. All account numbers are six digits.

RI- resident Instruction funds are all accounts that begin with **13**.

AES- Ag Experiment Station funds are accounts that begin with **15**.

CE-Cooperative extension funds are accounts that begin with 17.

Special Course fees- the accounts all begin with **25**. These are fees to be used for “unique” supplies, services, facility rental, equipment replacement and/or maintenance and other costs not covered by general tuition. Examples are van rental for a field trip, equipment that is unique to the class, maintenance of animals.

Current Restricted Funds

These funds include resources received from an external source for a specific purpose. These funds are restricted only by externally imposed limitations.

53 funds- revenue in this fund comes from federal, state and private contracts, grants and agreements as reimbursement for costs occurred. Each account is supported by a signed funding document. Funds are to be expended for the purpose specified by the external sponsor and must be allowable as defined by the sponsor. Accounts for this fund group generally carry the federally negotiated indirect cost rate (currently 45%). Activities administered in this fund group include organized research, sponsored instruction and other sponsored activities. Each project will have a separate end date.

64 funds- revenue in this fund is limited to gifts and investment income earned on gifts. Gifts for the University are received by the CSU Foundation. The foundation invests the gift revenue and deposits funds into the 64 accounts to cover anticipated expenditures. Funds are to be expended according to the restrictions placed by the donor and must comply with University

rules. These accounts do not have end dates and do not have to be spent out at fiscal year end.

Plant funds

77 funds- revenue for this fund comes from start up packages. This fund is used for purchases of large equipment. The purchase must be for \$5K or more.

Agency funds

99 funds- revenues for this fund come from agencies to CSU to be used for specific purposes. (An example is WAEA registration fees could come into our department and then be dispersed for different WAEA events/activities that the registration fees were meant to cover.)

For additional information go to the Business and Financial Services website.

<http://busfin.colostate.edu/fpi.aspx>

APPENDIX 8

REQUESTS FOR IOs, DVs AND PURCHASE ORDERS

This is done through the departmental website at
<http://dare.colostate.edu/intranet/index.aspx>

For Purchase Orders, Disbursement Vouchers (DV's), or Internal Orders (IO's) use the *Purchasing Request or Reimbursement Form*. Complete ALL the requested information and print. Attach any pertinent paperwork and submit to ABC Accounting.

For IO requests see the Office Manager.

For Purchase Order requests, please note that the process takes a few days before it gets through the system to actually be ordered.

APPENDIX 9

Purchasing Request or Reimbursement Form

Ag Business Center (ABC)

(When typing below, use the tab key to move between fields)

Name: _____ Date: _____ Dept # _____

PI / Project (items purchased for): _____

Vendor: _____

 Reimbursement (Purchase made with personal funds)

 Purchase Request

Direct Charge (i.e. Bookstore, Software Cellar, Chem. Stockroom, Motor Pool)

 Internal Order

Account number(s) to be charged: Amount to be charged:

Explanation: What was purchased & benefit or use of item(s)?

--

****If purchase is an Official Function expense, please complete and attach the Official Function Form in addition to the Purchasing form****

FOR ACCOUNTING USE ONLY:

Document #: _____ Date Created: _____ Account Manager _____

APPENDIX 10

EXCERPTS FROM POLICY REMINDERS CSU BUSINESS AND FINANCIAL SERVICES

Use of University Resources: University funds, facilities, equipment, supplies and staff are to be used only in the conduct of University business.

Copy and fax machines should not be used for personal copies. Coin-operated copy machines are available in the Morgan Library and Lory Student Center, as well as other locations around campus.

Holiday and greeting cards should not be purchased with State appropriated funds. If such greeting cards are purchased with private or personal funds, postage for the mailing should also be purchased with private or personal funds. University Mail Service will handle departmental greeting card mailings if each envelope has postage already affixed.

University funds should not be used for gifts, donations, and charitable contributions. When an event clearly designates a donation as a separate cost, this portion must not be paid using University funds. Further, when University-sponsored events charge fees that include a donation (such as a fund-raising dinner), the hosting department must clearly distinguish the portion that is a donation.

Equipment

<http://busfin.colostate.edu/prp.aspx>

All University/federal/sponsor-owned equipment is to be used for University-connected projects only. Equipment may be checked out for appropriate use at home after completing an Off-Campus Checkout Worksheet and filing the form with Property Management. See Receptionist before filing form.

All Equipment to be transferred, cannibalized or disposed of must have prior approval by CSU Property Management. An *Equipment Accountability Change Request (EACR)* must be filled out, signed by Office Manager and filed with Property Management.

Telephones

<http://busfin.colostate.edu/fpi>

The University's telephone system, including cellular phones and pagers, is provided for conducting the official business of the University. Personal use of cellular phones, pagers, and long distance access codes is only permitted if such use is infrequent, unavoidable, and fully reimbursed to the University. As the reimbursement process is time consuming to both the employee and the University, personal use of cellular phones, pagers, and long distance access codes is strongly discouraged. Personal toll calls should be made using a personal long distance credit card. FPI J-4

Emails

<http://www.acns.colostate.edu>

Personal use of email at Colorado State University is permitted. Colorado laws appear to implicitly recognize such use, and its incremental cost is essentially zero. Nonetheless, personal use of university email services must be done with prudence and discretion.

Contracts: <http://contracts.purchasing.colostate.edu/pages/cmanual/contracts>
Unauthorized contract signers may invalidate the contract and/or be personally liable for the terms of the contract. CSU Contract Manual, Ch. 3.2 (CRS §24-30-202(3))

Bank Accounts: All CSU bank accounts are authorized by the State of Colorado. Clubs, sororities, and fraternities should not open bank accounts under CSU's name or tax identification number. Even an account with a name such as "CSU Boxing Club" raises certain legal issues. Contact the Treasurer's Office, for additional information.

Conflict of Interest: A conflict of interest exists when any employee in a position to make or influence a decision on behalf of CSU, stands to personally benefit from that decision (this also extends to an employee's immediate family members). Any CSU employee receiving pay or other tangible benefits from an outside source, for duties that are (in any way) related to their University position is engaged in a conflict of interest. Additionally, the use of University time or resources for non-official business could be construed as theft. Employees must disclose all conflicts of interest in a written statement to their supervisor. It is the responsibility of the supervisor or department head to continuously manage any conflict of interest and to report to the Provost and/or to the appropriate Vice-President concerning the management of such conflict. Conflicts should also be disclosed to the University Contracts Manager at the time that a contract is proposed that gives rise to, or may be affected by the existence of such conflict. All University employees should familiarize themselves with the Conflict of Interest policies contained in the [Academic Faculty and Administrative Professional Manual](#), section D.7.6 through D.7.7 (<http://facultycouncil.colostate.edu/files/manual/table.html>).

Financial Management and Accounting: <http://busfin.colostate.edu>
Account Deficits: Account deficits will not be allowed to continue without a correction plan. Compensating balances in other departments, or in other funds cannot be used to cover deficits.

Accounts and Subcodes: Expenditure documents (Pcard transactions, POs, IMOs, AFEs, etc.) must be charged to the account which benefits from the expense and used with the subcode that most accurately describes the nature of the expense. Do not code documents based on fund availability, as that prevents managers from knowing the true cost of activities and is not compliant with Federal Cost Accounting Standards.

Tax Issues: Many complicated tax issues arise when making payments to foreign students, scholars, employees, and other international visitors. Questions about the tax treatment of foreign individuals should be directed to, Financial Reporting and Analysis, extension 1-2911. Departments hiring foreign nationals should have the new employee contact the Foreign Tax Administrator to schedule an appointment to determine their tax residency status. Two days

prior to this appointment, the foreign national should complete the Foreign National Information Form on the Business & Financial Services website.

The University is required to collect and remit sales tax on all taxable retail sales made within the State of Colorado. In addition, the University is required to collect tax for sales made within Larimer County and for the city of Fort Collins. Contact the University's Tax Manager, at extension 1-6513 if you have any questions.

Timely Deposits: Checks received in payment for the sale of University goods or services must be made payable to "Colorado State University" and immediately endorsed "for deposit only." Once a department has received receipts totaling \$500, a deposit must be made to the University's Cashier Office. Deposit receipts totaling less than \$500 must be deposited at least once a month. Contact the Bursar's Office, at extension 1-7131 for additional information.

Helpful References

Each College and Vice President has a member on the College and Administrative Advisory Group (CAAG), most typically being the Business Officer for that College or Division. CAAG exists to provide advice on administrative matters, efficiencies, compliance with external mandates, and facilitates information sharing. If you have ideas on administrative issues, you should contact your Business Officer to raise these in that forum.

You will find a complete list of B&FS staff; the Travel Manual, including per diem rates, approved travel agencies, and travel subcodes; application forms for FRS, CIS, and Delphi; and the FPI Manual on the Business and Financial Services website. Keep checking for new and helpful items.

B&FS on E-Mail: Business and Financial Services maintains a listserv "BUS-FIN" which provides general updates on financial matters and accounts payable issues -Subscribing is easy via ACNS's web site at: <http://www.colostate.edu/services/ACNS/listserv/subother.html>.

Business and Financial Services Telephone List:

Accounts Payable 1-1429
Bursar 1-7131
Cashiers 1-2767
Director 1-1550
Financial Reporting 1-2178
FRS Systems 1-2099
Plant Fund Accounting 1-2040
Property Management 1-2270
Tax Services 1-6513
Tax Services(Foreign Nationals) 1-3538
Travel 1-6021

APPENDIX 11

Graduate Assistant Contract Information

HUMAN RESOURCES SERVICES MANUAL

SECTION 6: GRADUATE ASST., VET RESIDENTS, FELLOWSHIP GRANT TRAINEES

Graduate Assistants

Graduate assistants assist with academic programs and research, but are first and foremost students. Assistantships should aid in the orderly progression toward degree goals and not delay or hinder this progression. More complete information on Graduate Assistants is available through the Graduate School.

Graduate School Policy

The complete academic policy related to the appointment of graduate assistants is found on the Graduate Assistant Contract and the Graduate and Professional Bulletin. All graduate assistantship appointments include the following conditions:

- Students must sign a Graduate Assistant Appointment Certification Form (GAAC form) before duties begin.
- Appointments may be for one-fourth or one-half effort. Half-time assistants have assignments ranging from 26% and 50% and quarter-time assistants have duties covering 25% or less.
- Receive the minimum monthly stipend as specified in the Graduate and Professional Bulletin.
- Appointments are approved by the academic Department Head, the College and the Graduate School, with final appointment approval granted by the Provost Office.

Leaves and Other Benefits

Graduate assistants are not eligible for paid time off such as vacation or sick leave. Between semesters, graduate assistants usually concentrate on their research or artistry and associated work. To the extent that the supervising faculty member and the department head concur, graduate assistants may use such periods for leave. Graduate assistants may elect to enroll in the Student Health Insurance Plan and are eligible for workers compensation insurance. They are not covered by unemployment insurance.

Compensation

- No maximum compensation is established.
- The University sets a minimum monthly stipend. This minimum is determined by the University salary budget and changes from year to year. Assistants with quarter-time appointments must be paid at least one-half of the minimum stipend.
- During the period covered by the appointment, the base rate will remain constant unless a promotion or change in duty is involved, in which case an assignment change must be submitted through the Oracle Personnel/Payroll System and the reason for the change explained. In cases where compensation is decreased, a new GAAC form must be approved by the Graduate School Vice-Provost.
- Payments will be made on the last state work day of the month except for the month of June, which is paid on the first working day in July. Payments will be deposited directly in a bank or forwarded to the address indicated on the Earnings Disposition/Address Form.

- Graduate Assistants are expected to devote full time to assistantship duties and graduate study; however, they may receive additional compensation on a student hourly basis once approved by the involved academic departments.
- In most all cases stipends for graduate teaching assistants are paid from 13 accounts and research assistants from 53 accounts.

Hourly Work and Payment

A graduate assistant may work additional time for hourly pay once approved by the involved departments. If hourly pay is to be received in addition to an assistantship, the individual should also complete the forms and comply with the procedures outlined in Section 5, Student Employees of this manual. Payments for hourly work will be assessed on time submitted bi-weekly and processed through the student employment system (see Section 11: Forms and Related Instructions, General, for additional information). Hourly pay will be made using the regular hourly pay cycle.

Veterinary Residents

Veterinary residents are graduate veterinarians licensed to practice veterinary medicine in the State of Colorado who are enrolled in a three year combined graduate and residency program resulting in an advanced degree in Pathology, Clinical Sciences, Radiological Health Science, etc., which may ultimately prepare the intern for advanced board certification in a recognized specialty.

Leaves and Other Benefits

Veterinary residents are not eligible for paid time off such as vacation or sick leave. Veterinary residents may elect to enroll in the Student Health Insurance Plan and are eligible for workers compensation insurance. They are not covered by unemployment insurance.

Fellowship Grant Trainees

Fellowship grant trainees are not University employees. They include National Institute of Health (NIH) and National Science Foundation (NSF) fellows at the post doctoral, graduate and undergraduate level, and should be appointed as fellowship grant trainees (class code #009991). The employee type will be TR, and the earnings type will be TRG.

Fellowship grant trainees may be appointed for a period of up to 3 years, and should be appointed whether or not compensation is paid. If no compensation is involved, only the Graduate Assistant Personnel Action Data Form, clearly marked "No Payment", should be forwarded to the Human Resource Services Department.

Leaves and Other Benefits

Fellowship grant trainees are not eligible for paid time off such as vacation, sick leave or paid holidays. They may elect to enroll in the Student Health Insurance Plan however, and are eligible for workers compensation insurance. They are not covered by unemployment insurance.

Personnel Actions and Data Forms Required

New hire personnel actions are initiated by the department through the Oracle Personnel/Payroll System for electronic approval. Required forms must be submitted to the Human Resources Department before final approval of an action can be made. Data submitted should be kept current

to ensure proper reports and pay. Refer to Section 11: Forms and Related Instructions for copies of forms and additional information.

1. Graduate Assistant Appointment / Certification form (GAAC form) – Used for Graduate Assistants Only

This form is printed from the Oracle Personnel/Payroll System for new hires and reappointments once the Personnel Action has been submitted for electronic approval. The form should be signed by the Graduate Assistant and filed with the employing department.

2. Graduate Assistant Personnel Action Data Form – Used for Graduate Assistants

The Graduate Assistant Personnel Action Data form is the appointment document and provides primary data input to the Oracle Personnel/Payroll System. The top section of the Personnel Action Data form is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Oracle Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Oracle Personnel/Payroll System for approval as well.

Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.

3. Post Doctoral Fellow and Other Salaried Employees Personnel Action Data Form – Used for Veterinary Residents and Fellowship Grant Trainees

The Post Doctoral Fellow and Other Salaried Employees Personnel Action Data form is the appointment document and provides primary data input to the Oracle Personnel/Payroll System. The top section of the Personnel Action Data form is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Oracle Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Oracle Personnel/Payroll System for approval as well.

4. Payroll Disposition Action Form

The Payroll Disposition Action Form should be prepared to indicate desired disposition of the employee's pay. Individuals should contact their department to obtain this form which is included in a packet of forms required to be completed by all new employees. Departments should request forms through the Payroll Office and have them available for all new employees.

5. Withholding Exemptions

Form W-4, Employee's Withholding Allowance Certificate, must be completed by an employee to determine the amount of Federal and State income tax to be withheld. Exemption W-4 certificates are valid for one year only and must be completed by February 15th of each year.

When an employee is working out of state, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

Individuals should contact their department to obtain this form, included in a packet of forms required to be completed by all new employees. Departments should request the forms from the Payroll Section of the Human Resource Services Department to have them available for new employees.

6. Employment Eligibility Verification Form I-9.

The I-9 Form must be completed within three days of commencing work.

7. Policy on Rights and Responsibilities Related to Creative Works

Employees must complete a Policy on Rights and Responsibilities Related to Creative Works as a condition of employment.

8. Oath of Allegiance

Employees are required by state law to execute a State Loyalty Oath.

APPENDIX 12

Graduate Assistant Contract Information

Name: _____ SSN#: _____

Advisor: _____ Advisor's Signature: _____

Fall Semester 2009

Year of study (usually 1st-3rd) _____

Type of Assistantship (GRA or GTA) _____

If GTA, for what class(es): _____

½ time _____ ¼ time _____ Other _____

Appointment start date: _____

Appointment end date: _____

Monthly stipend: \$ _____ Stipend account: _____

Tuition paid by a University
account or paid by the student? _____

Spring Semester 2010

Year of study (usually 1st-3rd) _____

Type of Assistantship (GRA or GTA) _____

If GTA, for what class(es): _____

½ time _____ ¼ time _____ Other _____

Appointment start date: _____

Appointment end date: _____

Monthly stipend: \$ _____ Stipend account: _____

Tuition paid by a University
account or paid by the student? _____

Copies to: _____ John _____ Barb _____ Julie

APPENDIX 13

Graduate Student Performance Evaluation
Semiannual Evaluation for 200X/20XX school year
Department of Agricultural and Resource Economics
Colorado State University

Employee Name: _____ RA_____ or TA_____
Supervisor Name: _____

Supervisor Rank: Assistant Professor ☐ Associate Professor ☐ Professor ☐

Evaluation Period: Fall ☐ Spring ☐

Rating:

☐ Satisfactory – No comments required.

☐ Provisional – (Provide comments below) Employee is performing as expected for a provisional period but will be expected to perform at a higher level in the future.

☐ Unsatisfactory – (Provide comments below) Employee is performing below expectations.

Comments

APPENDIX 14

Hiring Procedures for Hourly Employees

HUMAN RESOURCES SERVICES MANUAL

SECTION 5: Student Employees

Program Administration

The University's student employment program is administered by Student Employment Services, a section of Student Financial Services.

Definition of a Student Employee

An eligible student employee is described as an undergraduate or graduate, accepted for enrollment as a regular certificate/degree-seeking student at Colorado State University, carrying at least 1 RI credit per term during the academic year. The student must be registered by the census date for each term. (GUEST students are not eligible). The student must also be in good standing and able to demonstrate eligibility to work by completing Form I-9.

Graduate students who are "continuously registered" may be employed as student employees, but are subject to withholdings for the Student Employee Retirement Plan (See Section 1: General Provisions). Continuous Registration must be completed before the census date for both fall and spring terms in order for the individual to be employed as a student. An undergraduate Work-Study student employee must be enrolled for at least 6 credits a term; a graduate Work-Study student employee must be enrolled for at least 5 credits.

During the summer, students are not required to register for credits if they were registered the prior spring and are registered for the coming fall, or are admitted for fall.

International students at Colorado State University with employment eligibility questions should contact International Student Services at <http://www.international.colostate.edu>.

Employment Policy

To be eligible to work as a student employee on campus, a student must:

1. Be currently enrolled at Colorado State University (see "Definition of Student Employee" above).
2. Be in good standing.
3. Must be able to demonstrate eligibility to work (see Employment Eligibility Verification Form-I-9).

If an employee does not meet the eligibility requirements stated above, he or she must be hired as an employee type other than a student, such as: non-student hourly, state classified or administrative professional.

Since departments may directly hire student employees, it is essential that department personnel fully comply with the University's nondiscrimination policy outlined in Section 1, General Provisions.

University Work-Study Program

1. A work-study employee must be carrying at least 6 credits each term if an undergraduate and 5 credits each term if a graduate.
2. A student may be employed at only one work-study job at a time.
3. A job must be located within the 1st four weeks of the term for which the award is made or the award is subject to cancellation.
4. A work-study student's change in eligibility may necessitate changes in the work-study allocation amount or withdrawal of the work-study award.
5. Hiring departments should confirm that the student has a valid work-study award. The student should be able to show proof of award or employers may contact Student Employment Services.
6. Students will be compensated at an hourly rate which is commensurate with their duties and responsibilities.
7. Student work-study earnings should be monitored by both the employing department and the student to ensure that earnings do not exceed the work-study allocation. Work-study students are not eligible for overtime.
8. Work-study students may work during the fall semester break provided that they are enrolled at least half-time spring and have an academic year award. *They may not earn more than 50% of their total work-study allocation before spring semester starts.* Fall semester only work-study awards end the last day of fall term.
9. All work-study students are subject to the Student Financial Services Satisfactory Progress Policy.
10. Work-study allocations range from \$2200 to \$2500 per academic year. The Work-Study Allocation Table (Appendix 9) lets the employer and student determine the average number of hours necessary to work per semester, at a determined pay rate, to earn the allocation. Students will be paid only for the amount of the allocation that is earned. Increased work-study allocations are subject to available funding.
11. Federal work-study recipients are funded seventy percent by the Department of Education and thirty percent by the University employer. State work-study recipients are funded seventy percent by the Colorado Commission on Higher Education and thirty percent from the University employer.

12. It is most important that the employer not allow the work-study student to exceed his/her allocation, as the employer's University account will automatically be charged 100% for all earnings in excess of the individual's allocation via the Human Resource/Payroll system.
13. State work-study students whose match is being paid out of federal funds or projects need to be identified when hired.
14. The student may not work more than 40 hours per week and may not average more than 20 hours per week during the award period. Work-Study students cannot work during their scheduled class times. A minimum of 90% of the total allocation should be earned during the award period. The student is only paid for the amount of the allocation that is earned. It is the hiring department's responsibility to provide sufficient hours to enable the student to earn his/her work-study allotment. If there is trouble meeting this requirement, or if the student wishes to reduce or decline the award, Student Employment Services must be contacted within the first four weeks of the term.
15. Usually, need-based work-study students can only change jobs between semesters. Merit Work-Study jobs are job-specific; therefore, students holding these positions cannot change jobs. Declined work-study awards will usually not be reinstated; reinstatements will be contingent upon availability of funds.

International Students

1. On-campus Employment
 - A. Student Visa, F-1
May be employed on a limited basis (not to exceed 20 hours per week during the academic year) provided that working does not have a negative effect on their academic work.
 - B. Exchange Student Visa, J-1
May be employed on a limited basis provided they have the approval of their sponsor.
2. Off-campus Employment
Students should contact International Student Services.

Compensation of Student Employees

1. The base hourly wage rate is determined by the job classification which must be commensurate with the duties and responsibilities of the position. The employers must then value the skills and abilities that the individual brings to the job. There are ten levels of pay within each pay grade. Each level, denoted as a step (1 through 10) is distinguished by degrees of performance; there is a 2.5% pay differential between each step. Employers may hire students at any step that is appropriate based on skills and experience.
2. Meals and lodging may be included as partial compensation for hourly student employees. Student hourly rates are included in the University compensation plan and are available on the Student Financial Services website at <http://www.sfs.colostate.edu>

3. Student employees may receive merit pay increases at the discretion of the employer. Initiate the change through the HR/Payroll system.
4. Student employees may be promoted any time at the discretion of the employer. Initiate the personnel action through the HR/Payroll system.
5. Student government officers and students employed by student organizations and other approved departments for a predetermined amount or on a commission basis, are not subject to the State's employment rate and hour rules, but must maintain authorizations for payment and back up for payment including applicable time sheets, sales records, etc.
6. Employers' costs for student employees are as follows: 100% of gross earnings for student hourly employees 30% of gross earnings for work-study student employees

Payments to Student Employees

1. Student employees must be paid on an hourly basis whenever a department employer/employee relationship exists. Students will be paid biweekly according to the schedule shown in Appendix 2. Possible exceptions to the biweekly schedule may occur during holiday periods when there may be three week pay periods. See Section 11: Forms and Related Instructions, General, for hourly payroll procedures and a copy of the Hourly Payroll Timesheet. All student employee wages are subject to taxation.
2. Students will generally be compensated at the rate of time-and-a-half for any overtime (more than 40 hours per week). Work-study personnel are not eligible for overtime. Refer to Section 1, General Provisions, for a complete discussion of overtime.
3. Student employees are not eligible for compensatory time.
4. Student employees are not eligible for shift differential or call back pay.
5. Scheduled meal periods are discretionary, and are not counted as work time. Work breaks are discretionary, can be up to twenty minutes and are considered work time.

Evaluations

Supervisors are strongly encouraged to prepare a formal, written evaluation of their student's work performance at the conclusion of the employment period, or at any applicable time. This is generally at the end of a term or academic year for most student employees.

A comprehensive student evaluation form may be obtained from Student Employment Services or from the departmental student employment coordinator. This evaluation is a useful device that benefits all parties to the employment. Supervisors should advise their employees that they will be evaluated and that a copy of this report will be enclosed in their employment file in Student Employment Services. The supervisor must complete and sign

the report. The report must then be shared with the person being evaluated. The employee must acknowledge the evaluation by dating and signing the report. The student's signature does not necessarily mean that he/she agrees with the evaluation. The original report is enclosed in the individual's employment file while a copy should be given to the student. The Student Employee Evaluation Report is shown in Section 11: Forms and Related Instructions, Student Employees.

Name and Address Changes

Name and address changes must be made at the Registrar's Office.

Terminations

Students who withdraw from school or fail to register for the minimum number of credits to qualify as a student employee will have active assignments automatically suspended by Student Employment Services. Students who have graduated will have active assignments automatically terminated by Student Employment Services after the conferred degree list is finalized by the Registrar's Office. Under normal circumstances, it is suggested that the employer or employee give a minimum of two weeks' notice of intent to terminate.

Students with foreign addresses must notify the Payroll tax person in the Human Resource Services Department of their correct addresses before they leave the University. Work-study students and student hourly employees are not eligible for benefits, nor for time off (paid or unpaid) such as vacation, sick leave or paid holidays. Possible exceptions may apply for jury duty and medical leave. Student employees are covered under Workers' Compensation. They are not entitled to State Unemployment Insurance through Colorado State University.

Leaves and Other Benefits

Work-study students and student hourly employees are not eligible for benefits, nor for time off (paid or unpaid) such as vacation, sick leave or paid holidays. Possible exceptions may apply for jury duty and medical leave. Student employees are covered under Workers' Compensation. They are not entitled to State Unemployment Insurance through Colorado State University.

Sexual Harassment Policy

Colorado State University does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. For further information, visit the Office of Equal Opportunity & Diversity at <http://www.oeod.colostate.edu> .

Employment Concerns

The University is committed to providing an environment that is conducive to hiring and retaining productive student workers. Student employees are “employees at will” and their employment is subject to termination at any time.

Student employees should resolve employment issues with their supervisor with a discussion regarding any concerns or problems. If there are concerns after this discussion, these issues should be directed to the supervisor’s supervisor. Student

Employment Services or the Ombudsman’s Office may be contacted for the following purposes:

- Student Employment Services can assist with ideas on how to talk to supervisors. They can also provide information on open positions elsewhere on campus and in the community.
- The Office of Conflict Resolution and Student Conduct Services considers all sides of a question in an objective and impartial manner then determines how best to help bring about a non-adversarial solution. Where appropriate, the Ombudsman can facilitate communication between parties who find themselves in a dispute.

Complaints of a discriminatory nature (e.g. race, age, color, religion, national origin, gender, veteran status or disability) and complaints of sexual harassment should be directed to the Office of Equal Opportunity.

Data Forms Required

To work on campus, all student employees must meet the eligibility criteria and have completed the Student Employee New Hire Form, Section 11: Forms and Related Instructions, Student Employees. The employing department should use the information on this form for data entry on the HR/Payroll system. This form is not sent to Student Employment Services. The University is obligated to request certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.

The following forms should be completed and returned to Student Employment Services since they must be submitted and processed before any student is paid. Refer to Section 11: Forms and Related Instructions, General for copies of these forms and additional information.

1. Employment Verification Affirmation Form
The Employment Verification Affirmation Form must be completed within three days of commencing work and must be submitted to Student Employment Services with accompanying documents and I-9 Form.
2. Employment Eligibility Verification Form I-9

The I-9 Form must be completed within three days of commencing work and must be submitted to Student Employment Services with Employment Verification Affirmation Form.

3. Payment Disposition Action Form

The Payment Disposition Action Form designates the bank to which an employee's pay will be deposited. Blank forms may be obtained from the Payroll Office, Human Resource Services and returned to the Payroll Office.

4. Employee's Withholding Exemption Certificate (W-4)

Form W-4, the Employee's Withholding Exemption Certificate, designates the rate at which Federal and State income taxes will be withheld from an employee's pay. Exemption W-4 certificates are valid for one year only and must be completed by February 15 of each year.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

Blank certificates may be obtained from the Payroll Office and returned to the Payroll Office.

5. Hourly Timesheet

The Supervisor should record all hours worked on the Hourly Timesheet.

APPENDIX 15

MONTHLY LEAVE REPORT

<http://dare.colostate.edu/intranet/downloads/MonthlyLeaveReport.pdf>

APPENDIX 16

Request for Leave

College of Agricultural Sciences

Date: _____

Name: _____

Department: _____

Leave: Date: _____ Time: _____

Return: Date: _____ Time: _____

Total number of hours: _____

Phone number in case of emergency: _____

☐ Vacation Leave

☐ Sick Leave

☐ Administrative Leave

☐ Consulting

☐ Funeral

☐ Workers Comp Leave

☐ Comp Time

☐ Other (please explain) _____

☐ With pay

☐ Without pay

☐ Leave

Comments:

Employee: _____ Date: _____

Approved By: _____ Date: _____

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 entitles all eligible employees to 12 work-weeks of leave during a 12-month period for: (1) the birth and first-year care of your child or the placement of a child with you for adoption or foster care; (2) your serious health condition; (3) a serious health condition of your spouse, child, or parent.. The full FML policy for all University employees except state classified can be found in Appendix 3 of the Academic Faculty and Administrative Professional Manual.

<http://www.facultycouncil.colostate.edu/files/manual/appendic.htm#Appendix%203>

Contact the Benefits Section of the Human Resources Services Department whenever an employee may be eligible for FML for current procedures and forms.

NOTE: State classified employees are covered by the State of Colorado FMLA policy. Refer to Section 3, State Classified Personnel, for the specific provisions of that policy.

<http://www.hrs.colostate.edu/manual/Section%2003%20-%20State%20Classified.pdf>

APPENDIX 17

GPA Congratulations Letter

Date:

Dear:

The faculty of the Department of Agricultural and Resource Economics takes this opportunity to congratulate you on your excellent academic record that you have accumulated so far at Colorado State University

Keep up the good work!

Sincerely,

**Stephen P. Davies
Chair**

SPD:dkd

APPENDIX 18

SPRING 2010

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

COURSE OFFERINGS

COURSE #	TITLE	SEC	INSTRUCTOR	CRN#	CAP	BUILDING	TIME	DAY
AREC 202	Ag. & Res. Econ.	1	Kroll	13164	122	113 Natural Res.	11-11:50	MWF
		2	Deisenroth	13166	112	A101 Chemistry	12-12:50	MWF
AREC 240/	Issues in Envrn. Econ.	1	ECON-Iverson (ECON #)	13385	20	201 Glover	2-3:15	TR
ECON 240			(AREC #)	13169	20			
AREC 240/	Issues in Envrn. Econ.	2	ECON-Kling (ECON #)	17199	20	5 Eddy	9-9:50	MWF
ECON 240			(AREC #)	17202	20			
AREC 305	Ag. & Res. Enterprise Analysis	1	Frasier	13170	37	201 Glover	11-11:50	MW
		L01		16194	37	218 Shepardson	10-11:40	F
AREC 310	Agricultural marketing	1	Costanigro	13176	70	A-204 Clark	3:30-4:45	TR
AREC 335/ ECON 335	Intro. To Econometrics	1	C. Bond (AREC #)	13177	18	D-102 Engr.	9:30-10:45	TR
			(ECON #)	13437	18			
		2	ECON-Cutler (ECON #)	13438	20	C108 Aylesworth	11-12:15	TR
			(AREC #)	13181	20			
		3	ECON-Chisesi ECON #	15091	20	W9 Plant Sci.	12-12:50	MWF
			(AREC #)	15092	20			
AREC 340/ ECON 340	Intro-Econ.-Nat. Res.	1	C. Bond (AREC #)	13189	20	C-250 Clark	12:30-1:45	TR
			(ECON #)	13439	20			
AREC 375	Ag. Law	1	Dalsted	13193	50	C-142 Clark	11-12:15	TR
AREC 405	Ag Production Mgmt.	1	Frasier	13201	38	C-146 Clark	9-9:50	MW
		L01		13204	38	218 Shepardson	8-9:40	F
AREC 408	Ag Finance	1	Thilmany et al.	13207	40	146 Gifford	2-3:15	TR
AREC 428	Ag. Business Mngt.	1	J. Bond	13208	35	120 Shepardson	10-10:50	MWF
AREC 442	Water Resources Econ	1	Goemans	16465	5	205 Animal Sci.	9:30-10:45	TR
AREC 460	Econ of World Agric.	1	C. Arndt	13212	40	A-205 Clark	3:30-4:45	TR
AREC 478	Ag. Policy	1	Graff	13213	35	5 Eddy	9:30-10:45	TR
AREC 484	Supv. College Teaching	1		13214	20		Hrs. Arr.	
AREC 487	Internship	1		13215	20		Hrs. Arr.	
AREC 495	Independent Study	1		13216	20		Hrs. Arr.	
AREC 496	Group Study	1	TBA	13217	30		Hrs. Arr.	
AREC 510	Ag Product Marketing	1	Pendell	13218	20	C-213 Clark	11-12:15	TR
AREC 541/ ECON 541	Environ. Economics	1	Kroll (AREC #)	13220	10	104 Eddy	9-9:50	MWF
			(ECON #)	13487	10			
AREC 542	Adv Water Res Econ	1	Goemans	16195	20	205 Animal Sci.	9:30-10:45	TR
		L01		16196	20	218 Shepardson	3:30-5:40	R
AREC 581A2 MECH 581A2	Sustainable Technology	1	Graff (AREC #)	17900	20	1 Eddy	2-4:50	T
	Entrepreneurship		(MECH #)	17899	20			
AREC 678	Ag Policy	1	Hoag	13224	15	119 Eddy	2-3:15	TR

AREC 695	Independent Study	1		13226	20		Hrs. Arr.
AREC 699	Thesis	1		13227	30		Hrs. Arr.
AREC 735/ ECON 735	Economic Theory II	1	Costanigro- & Cutler	AREC # ECON #	15630 13514	10 10	112 Animal Sci. 12:30-1:45 TR
AREC 784	Supv. College Teaching	1		13231	20		Hrs. Arr.
AREC 795	Independent Study	1		13234	20		Hrs. Arr.
AREC 799	Dissertation	1		13235	20		Hrs. Arr.
EDTC 420	Ag Exper&Adult Educ	1	Enns	14643	20	2 Education	4-6:50 M
EDTC 485	Student Teaching	1	Enns	14645	50		Hrs. Arr.
EDTC 492	Seminar-Prof.Relations	1	Enns	14652	20		Hrs. Arr.

NOVEMBER 18, 2009


SPRING 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am-8:50am	8:00am-9:15am	8:00am-8:50am	8:00am-9:15am	8:00am-8:50am
9:00am-9:50am AREC/ECON 541 - Kroll AREC 405 - Frasier AREC/ECON 240 #2 Econ	9:30am-10:45am AREC 478 - Graff AREC 442 - Goemans AREC 542 - Goemans AREC/ECON 335 #1 -Bond	9:00am-9:50am AREC/ECON 541 - Kroll AREC 405 - Frasier AREC/ECON 240 #2 Econ	9:30am-10:45am AREC 478 - Graff AREC 442 - Goemans AREC 542 - Goemans AREC/ECON 335 #1 -Bond	9:00am-9:50am AREC/ECON 541 - Kroll AREC/ECON 240 #2 Econ
10:00am-10:50am AREC 428 - J. Bond		10:00am-10:50am AREC 428 - J. Bond		10:00am-10:50am AREC 428 - J. Bond
				10:00am-11:50 AREC 305 LAB - Frasier
11:00am-11:50am AREC 202 #1 - Kroll AREC 305 - Frasier	11:00am-12:15pm AREC 375 - Dalsted AREC 510 - Pendell AREC/ECON 335 #2 - ECON	11:00am-11:50am AREC 202 #1 - Kroll AREC 305 - Frasier	11:00am-12:15pm AREC 375 - Dalsted AREC 510 - Pendell AREC/ECON 335 #2 - ECON	11:00am-11:50am AREC 202 #1 - Kroll
12:00pm-12:50pm AREC 202 #2 -Deisenroth AREC/ECON 335 #3 - ECON	12:30pm-1:45pm AREC/ECON 340 - C. Bond AREC/ECON 735 - Costanigro Cutler	12:00pm-12:50pm AREC 202 #2 -Deisenroth AREC/ECON 335 #3 - ECON	12:30pm-1:45pm AREC/ECON 340 - C. Bond AREC/ECON 735 - Costanigro Cutler	12:00pm-12:50pm AREC 202 #2 -Deisenroth AREC/ECON 335 #3 - ECON
	2:00pm-3:15pm AREC 678 - Hoag AREC/ECON 240 #1- ECON AREC 408 - Thilmany et al. AREC/MECH 581A2 - Graff (2 to 4:50 pm)		1:00pm-2:40pm AREC 405 LAB - Frasier	
	3:30-4:45pm AREC 310 - Costanigro AREC 460 - Arndt	3:00pm-5:00pm Hold open for faculty meetings.	2:00pm-3:15pm AREC 678 - Hoag AREC/ECON 240 #1- ECON AREC 408 - Thilmany et al.	
			3:30-4:45pm AREC 310 - Costanigro AREC 460 - Arndt	
			3:30-5:40pm AREC 542 LAB	

APPENDIX 19

Grade Change Authorization

USE BALLPOINT PEN!
PLEASE WRITE FIRMLY

STUDENT NAME _____		CSU ID# _____
LAST	FIRST	INITIAL
STUDENT MAJOR _____		STUDENT IS ... { GRADUATE <input type="checkbox"/> UNDERGRADUATE <input checked="" type="checkbox"/>
COURSE SUBJECT CODE _____	NO. _____	CRN _____
TITLE _____		
CREDITS _____	TERM AND YEAR OF COURSE REGISTRATION _____	ORIGINAL GRADE _____ NEW GRADE _____
REASON FOR GRADE CHANGE _____		
INSTRUCTOR'S SIGNATURE _____		DEPT ADDRESS - CAMPUS DELIVERY # _____ DATE _____
GRADE CHANGE APPROVED BY _____		DATE _____
DEPARTMENT HEAD OF INSTRUCTOR		
Grade change accepted only at Registrar's Office when delivered by personnel with authorizing document and photo ID.		
		RECORD UPDATED _____
		RECORD CHECKED _____
		DATE RECEIVED _____
GRADE CHANGE AUTHORIZATION		

0052G-31-3/08

APPENDIX 20
DEPARTMENT OF AGRICULTURAL & RESOURCE ECONOMICS

AREC 487 – INTERNSHIP

General Requirements and Policies

1. The internship may be taken only with the approval of the department chairman (see Item 7).
2. It is preferable that following the experience, the student have one or more semesters remaining on campus to complete a degree.
3. A maximum of 9 credits applied to the elective block is permitted for internships. Executive Committee approval is required to substitute internship credits for other block requirements or for a required course.
4. Credit will be given only for those internships that will enhance the educational experience of the student.
5. Grading will be on a pass/fail (satisfactory/unsatisfactory) basis only.
6. Only students with junior standing or above and with a CSU cumulative grade point average of 2.0 or above will be eligible to undertake the internship program.
7. Before a program is formally established, a completed memorandum of agreement must be evaluated and signed by the student, the student's advisor, the cooperator and the department chairman.
8. Normally, no credit will be granted to a student working on his/her home ranch or enterprise, or any related family business.
9. Students must register and pay normal CSU tuition during the term they participate in their internship.
10. Student participation in an internship outside a 100-mile radius of CSU will be exempt from paying general fees during that particular term. However, normal tuition rates will be assessed for credits received.
11. The University does not pay for student's insurance while on internship in this Department. The student should develop a clear understanding with the institution providing the internship regarding insurance and liabilities.

APPENDIX 21

Internship – Memorandum of Agreement College of Agricultural Sciences Colorado State University

Name _____ CSU ID# _____

Local Address _____ Major _____

_____ # of Credits _____

Phone _____ On-Campus Supervisor _____

Dates of Internship: _____ to _____

Responsibilities – Intern (brief description of program)

Cooperator Name _____ Address _____

Phone _____

Responsibilities – Cooperator (benefits, salary, etc.)

Workmen's Compensation is the responsibility of the (check one)

Cooperator (if intern is paid) _____

University (if intern is unpaid) _____ (complete attached form)

Student Date

Cooperator Date

On-campus Supervisor Date

Program Coordinator Date

Department Head Date

This contract is bound by the laws of Colorado.

APPENDIX 22

Liability Waiver

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE COLORADO STATE UNIVERSITY, ITS GOVERNING BOARD, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE UNIVERSITY WHICH MAY ARISE FROM SUCH ACTIVITIES EVEN IF THEY RESULT FROM NEGLIGENCE.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER

PARTICIPANT'S FULL NAME: _____
DATE OF BIRTH (MO/DAY/YR): _____
ADDRESS: _____
LOCATION OF ACTIVITY(IES): _____
DATE(S) OF ACTIVITY(IES): **START DATE:** _____ **END DATE:** _____
Check one: ☐ **CSU STUDENT** **OR** ☐ **NON-STUDENT**
DESCRIPTION OF ACTIVITIES: _____

INSURANCE INFORMATION:

IF STUDENT: I am aware that as a student of Colorado State University, I can purchase accident insurance, either through Colorado State University (*if available*) or through another insurance carrier or agent, and (*check one*) ☐ have ☐ have not exercised my right to do so.

NAME OF INSURANCE CARRIER: _____ **POLICY NUMBER:** _____

I, the undersigned participant, exercising my own free choice to participate voluntarily in the activities described above, and promising to take due care during such participation, hereby acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage that I may sustain through my participation in normal or unusual acts associated with the above-named activities, regardless of whose fault may be the cause of my injuries or damages, **EVEN IF CAUSED BY CARELESSNESS OR NEGLIGENCE**, so long as the conduct which caused the injuries or damages was not grossly negligent, or willful and wanton.

Further, I hereby indemnify and hold harmless The Board of Governors of the Colorado State University System and Colorado State University, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, of any person who suffers any injury, disability, death or other harm, to person or property or both, as a result of my participation in and/or presence at the above listed activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS THIS _____ DAY OF _____, 20____.

Signature of Participant whose printed name appears above:

Signature (date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness

If participant is under the age of 18, his or her parent or legal guardian must also sign:

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document, and acting on behalf of the participant, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release From Responsibility, Assumption of Risk, and Waiver as authorized pursuant to C.R.S. section 13-22-107.

Signature of Parent or Legal Guardian (date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness

APPENDIX 23

1/08

Department of Agricultural and Resource Economics Colorado State University

Independent Study

The Department of Agricultural and Resource Economics policy in taking Independent Study, will be as follows:

A student must produce a one-page description of the project he/she will be working on. The student's adviser must indicate approval by signing the prospectus and submitting it to the Department Chair to be recorded. The prospectus should include:

1. Description of the project
2. Scope of the project
3. Number of credits
4. The form of the final report

The maximum allowed credits for EA495V is six credits.

If formal approval is not received by the front office by the end of the add/drop period, the student will be automatically dropped from the course.

APPENDIX 24

INDEPENDENT STUDY AGREEMENT

AREC 495, AREC 695, or AREC 795:

Student Name:

Term:

CSU ID No.:

Number of Credits:

Address:

Major:

Phone:

Professor:

Location:

PURPOSE:

METHOD:

RESULTS:

Student_____ Date_____

Professor_____ Date__

APPENDIX 25

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

COURSE NO. _____
SECT. _____
CRN. NO. _____

[illegible]

APPENDIX 26

Ag Business Email Letter for Prospective Students

Dear Prospective Student:

The Department of Agricultural and Resource Economics at Colorado State University is proud of our major in Agricultural Business. We appreciate your interest in the major and are eager to answer your questions regarding the major and the University.

The major is a blend of courses in business, agriculture, economics, communications, computer applications, and ag economics. In addition, the University Studies Program (general studies) requires all Colorado State Students to take courses in math, English, arts and humanities, and social and natural sciences.

Majors in Ag Business are recruited for positions in ag finance, ag marketing and sales, and management. Recent graduates have taken positions with companies such as Farm Credit Services, John Deere, Purina Mills, American Cyanamid, ConAgra, and Cargill. Employment opportunities for Ag Business majors are good, but as is always the situation, students with a balance of activities and academics, good communication skills, and computer literacy have more opportunities in both strong and weak economic conditions.

You can find more information about our programs at our website: <http://dare.colostate.edu>. The checksheets on the website detail the course requirements. Please contact me (970-491-6071) if you have any questions regarding the major or Colorado State.

Sincerely,

W. Marshall Frasier
Professor
& Undergraduate Coordinator
Department of Ag & Resource Economics
Colorado State University
B331 Clark Building
(970) 491-6071

APPENDIX 27 UNDERGRAD BROCHURE

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS



Agricultural Business



The modern food and fiber industry requires a variety of businesses to distribute, process, package, and market agricultural commodities as

well as service farming. The Agricultural Business major at Colorado State University teaches you the operating techniques and business skills used in the food and fiber industry.

You do not need a farm or ranch background to major in Agricultural Business. In fact, many of our students are from urban areas. Business-oriented students from all backgrounds have found careers in agriculture's highly diverse industry.

If the current trend toward additional food processing and farm services continues, the demand for agribusiness personnel will remain strong, especially in sales, services, and purchasing agent positions.

With a bachelor's degree in Agricultural Business, you may find a career with agricultural business firms in production, management, or sales. Opportunities include farm real estate appraisal, agricultural finance, commodity brokerage, commodity merchandising, mortgage brokering, food brokering, landscape contracting, feedlot management, and farm input sales.

Recent Agricultural Business graduates have taken positions with Purina Mills, Cargill, John Deere, American Cyanamid, Continental Grain, Farm Credit Services, ConAgra, Inc.,



and Monfort. Both the University and the College sponsor fall and spring career fairs and have career centers.

Your studies will include required classes in accounting, agricultural law, principles of marketing, finance, and economics, as well as basic biological and physical sciences. You may also take advanced courses in business subjects for more specialized study. If you are considering continuing on to graduate studies, this major prepares you for further training in agricultural economics and business administration, as well as other related fields.

You will study businesses that provide farm inputs such as capital, fuel, machinery, fertilizer, and management services. Some examples include Farm Credit Services, commercial banks, farm management companies,



farm supply cooperatives, feed mills, machinery dealers, and fertilizer and seed companies. In addition, you will study businesses that distri-

ute, process, and retail agricultural commodities including grain elevators, slaughterhouses, farm real estate firms, bakeries, egg processors, canners, trucking companies, breweries, fresh produce centers, food distribution centers, food wholesalers, food retail companies, and restaurants.

Agricultural Economics

Agriculture, like other businesses, has its producers, distributors, and consumers — all interdependent links in the market system. Another less obvious yet still vital role in agriculture is the agricultural economist who analyzes these areas to predict trends and foresee future needs.

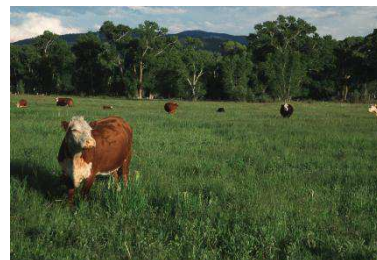
The Agricultural Economics major at Colorado State University will prepare you for a career as an agricultural economist or a natural resource economist. In addition, if you plan to pursue graduate studies in agricultural and natural resource economics, you should strongly consider the Agricultural Economics major. Your course work in agriculture, natural resources, agricultural economics, economic theory, mathematics, statistics, and computer applications will provide you with essential training for advanced studies in agricultural and natural resource economics.

Your best career opportunities in agricultural economics are positions as agricultural statistician, crop and price forecaster, farm credit analyst, and commodity analyst.

If you choose an undergraduate concentration in natural resource economics, you will be qualified for jobs including energy analysis, land use planning, water analysis, and recreation planning.

If you choose an undergraduate concentration in farm and ranch management, you may choose from positions in administration, management, and financial advising including jobs as agricultural credit officer, commodity broker, and farm loan inspector.

Finally, you will find numerous career opportunities should you complete graduate studies. Graduate-trained economists may find the most opportunities in administration, management, and financial advising. Other jobs include market price forecaster, post-high school teacher, and natural resource analyst. Current prospects with government agencies such as United States Department of Agriculture, Economic Research Service, are also good.



Concentrations

Your curriculum in agricultural economics will vary somewhat depending upon the concentration you choose within the major. Three concentrations and their corresponding course work are outlined below:

■ Agricultural Economics

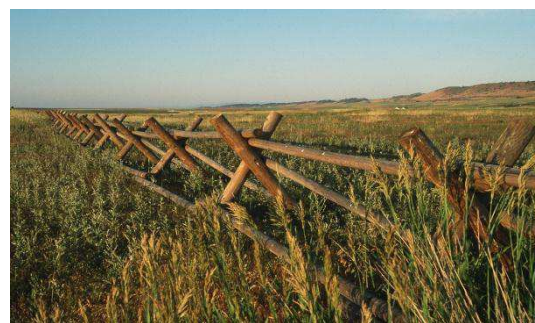
Your course work in this concentration includes classes in agricultural economics, physical and biological sciences, and technical agriculture during your first two years. During your junior and senior years, you will select courses in advanced agricultural economics, mathematics, statistics, and economic theory.

■ Natural Resource Economics

During your first two years in this concentration, you will take classes in agricultural and natural resource economics, physical and biological sciences, and social sciences. Your junior and senior year course work will include advanced classes in natural resource economics, economic theory, statistics, and mathematics.

■ Farm and Ranch Management

Your classes in this concentration include farm management, ag marketing, ag finance, accounting, economics, business operations, farm and ranch record analysis, biological and physical sciences, and technical agriculture. In addition, you will study problem solving in farm and ranch businesses to learn to make sound management decisions.



CLUBS

The Agri-Business Association (ABA) is the undergraduate student organization in the Department of Agricultural and Resource Economics. The Club is open to all students, provides leadership opportunities for its members, and complements their academic program with business and industry contact. The College of Agricultural Sciences also hosts many other student organizations that may be of interest.

FOR MORE

If you would like more information about our majors in agricultural business or agricultural economics, please write or call:

Department of Agricultural and
Resource Economics
Colorado State University
Fort Collins, Colorado 80523-1172
Phone: (970) 491-7307
Fax: (970) 491-2067
email: denise.davis@colostate.edu
Web: <http://dare.colostate.edu/>

Colorado State University is an equal opportunity affirmative action institution and complies with all Federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements. The Office of Equal Opportunity is located in Room 101, Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

APPENDIX 28

PETITION FOR SUBSTITUTION OR WAIVER OF DEPARTMENTAL REQUIREMENTS

College of Agricultural Sciences
Colorado State University

Student _____

Major _____

To be processed prior to registration
for the term in which degree require-
ments are to be completed.

Concentration _____

Expected Graduation Term _____

Career plans: _____

Required course or core requirement to be substituted or waived			Indicate “waive” or list substitute course		
Course No.	Title	Cr.	Course No.	Title	Cr.

Reasons for substitutions/waivers:

Student’s signature Date

Adviser’s signature Date

Department Head’s signature Date

IMPORTANT NOTE: APPROVAL OF THESE
SUBSTITUTIONS AND/OR WAIVERS OF
DEPARTMENTAL REQUIREMENTS DOES NOT
RELIEVE THE STUDENT OF ANY UNIVERSITY
STUDIES PROGRAM REQUIREMENTS.

APPENDIX 29



Reset Form

Print Form

Exception Form Notification of waiver or substitution of degree requirements (Cannot be used for AUCC requirements)

Student Name: Last, First _____ CSUID _____ Date _____

Apply to: Program/Concentration or Minor or Interdisciplinary Code: _____

Requirement Code and Name: (Example: MECH-BS 2 - Sophomore Year) _____

☐ Required Course _____ Substitute _____ Term Taken _____ Credits _____ Title, if transfer course _____

☐ Required Course _____ Substitute _____ Term Taken _____ Credits _____ Title, if transfer course _____

Transfer Institution _____ Optional Explanation _____

☐ Waive Required course or credits or requirement _____

Optional Explanation _____

Requirement Code and Name: (Example: MECH-BS 2 - Sophomore Year) _____

☐ Required Course _____ Substitute _____ Term Taken _____ Credits _____ Title, if transfer course _____

Transfer Institution _____ Optional Explanation _____

☐ Required Course _____ Substitute _____ Term Taken _____ Credits _____ Title, if transfer course _____

Transfer Institution _____ Optional Explanation _____

☐ Waive Required course or credits or requirement _____

Optional Explanation _____

Authorized Departmental Signature _____ Print Name _____ Phone Number _____ Additional Signature (if required by department) _____

Please print and send the completed form with signature to the Registrar's Office for processing.

Colorado State University * Registrar's Office - Degree Section

1063 Campus Delivery, Fort Collins CO 80523-1063 * 970-491-7159 * Fax 970-491-2283 * www.registrar.colostate.edu

Authorized Departmental Signature _____ Print Name _____ Phone Number _____ Additional Signature (if required by department) _____

Please print and send the completed form with signature to the Registrar's Office for processing.

Colorado State University * Registrar's Office - Degree Section

1063 Campus Delivery, Fort Collins CO 80523-1063 * 970-491-7159 * Fax 970-491-2283 * www.registrar.colostate.edu

APPENDIX 30

Textbook Order Form

DATE: September 15, 2009
TO: DARE Faculty
FROM: Denise
SUBJECT: Call for **SPRING, 2010** Textbook Orders

REMARKS: The bookstore has requested that all **SPRING SEMESTER 2010** textbook orders be placed on or before **OCTOBER 15, 2009**. It is important that the forms be returned by the date indicated in order for the bookstore to work the requests and prepare the "Buy-Back Lists," since used books cannot be purchased from the students unless information as to continued use on this campus is available. The bookstore also needs this information to determine what books to return to the publishers who permit return of overstock. Many publishers have limited policies or no return policies.

PLEASE USE THE FORM BELOW to submit your order. **Also indicate if you WON'T be using a text for your class.** Do not write "**Same as last semester**" on the order form. I need **ALL** of the information on the order form to insure that the proper book will be ordered for your course, including if you want a desk copy. Thank you.

Course: _____ Title: _____

Section: _____ Enrollment: _____ Instructor: _____

Book 1:

ISBN No.: _____ Author: _____

Title: _____

Edition (indicate edition number or latest edition): _____

Publisher: _____

Required: ☐ **YES**, all students **MUST** buy this book.
☐ **NO**, this book is **Optional** for the course.

Desk Copy: ☐ No, I don't need one.
☐ Yes, I need a desk copy.

Course: _____ Title: _____

Section: _____ Enrollment: _____ Instructor: _____

Book 2:

ISBN No.: _____ Author: _____

Title: _____

Edition (indicate edition number or latest edition): _____

Publisher: _____

Required: **YES**, all students **MUST** buy this book.
NO, this book is **Optional** for the course.

Desk Copy: No, I don't need one.
Yes, I need a desk copy.

OVER

Course: _____ Title: _____

Section: _____ Enrollment: _____ Instructor: _____

Book 3:

ISBN No.: _____ Author: _____

Title: _____

Edition (indicate edition number or latest edition): _____

Publisher: _____

- Required:**
- ☐ **YES**, all students **MUST** buy this book.
 - ☐ **NO**, this book is **Optional** for the course.

- Desk Copy:**
- ☐ No, I don't need one.
 - ☐ Yes, I need a desk copy.

APPENDIX 31

EQUIPMENT ACCOUNTABILITY CHANGE REQUEST

http://www.agsci.colostate.edu/abc/abc_forms.html

APPENDIX 32

EXCERPTS – CSU MAIL POLICIES

General

Campus mail service is limited to University business only.
No personal mail may be routed through Central Receiving.
There is a drop box in Lory Student Center for outgoing, personal mail.

Intra-Campus Mail

Intra Campus Mail should be directed as follows:

Name
Department or Activity (optional)
4 Digit Delivery Code
Room & Building (optional)

Outgoing Mail

This mail should be addressed legibly.
An Account Number should appear near the return address.
If sending airmail, FedEx, etc., indicate that on the envelope.

International mail may require customs or other documentation. (See Central Receiving website.)

Bulk mail requires the *Postage Accounting Form* (Appendix 33, Page 79)

For complete Mail Distribution Instructions, see:

<http://cr.colostate.edu/documents/MailServiceGuidelines.pdf>

Or call 491-6529 with questions.

APPENDIX 33

MAIL OUTPUT FORM

Date Mailed: _____

Account To Be Charged: _____

Department Name: _____ 4 Digit Mail Code: _____

Mailer Contact Name: _____ Campus Phone Number: _____

Project Description: _____

Mailing Instructions

- | | | |
|--|---|--|
| <input type="checkbox"/> First Class | <input type="checkbox"/> Priority | <input type="checkbox"/> Express |
| <input type="checkbox"/> Library Mail | <input type="checkbox"/> Media Mail | <input type="checkbox"/> Bulk Mail |
| <input type="checkbox"/> Parcel Post | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> International Express | <input type="checkbox"/> International Priority | <input type="checkbox"/> International First Class |

INSTRUCTIONS

Outgoing mail must be bundled together with a rubber band and have the appropriate charge slip attached. Large quantities of mail that cannot be secured by a rubber band may be placed in a mail tub or tray with the charge slip on top. Outgoing mail should be bundled with the addresses facing the same direction and international mail should be separated from domestic items.

<http://cr.colostate.edu/documents/MailServiceGuidelines.pdf>

APPENDIX 34

Ag Business Center (ABC) TRAVEL AUTHORIZATION FORM

PLEASE COMPLETE BEFORE YOU TRAVEL

Your Name: _____

Trip Destination: _____ Account #: _____

Purpose and Justification: _____

Date Leaving: _____ Date Returning: _____

Via: Personal Car Rental Car State Car Airplane No cost to CSU

Air Fare Cost: _____

Airfare Via: New Horizon Frosch Internet (attach proof of payment)

MEAL PER DIEM

Are you claiming meal *per diem*? (No receipts required.) Yes No

Daily per diem rate: _____ (Accounting can provide rate.)

- Find *Per Diem* rates at: http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm
- If the *Per Diem* location/rate is not listed, use \$39 as the daily rate.
- **Note:** First and last day of travel are reimbursed at 75% per diem rate no matter what time the travel begins or ends. Day trips, which start and end on the same day, are not eligible for meal reimbursement.

OTHER EXPENSES

Fill in the blanks with an estimated cost:

Mileage to DIA (150 mi @ .50 = \$75.00) _____	Registration Fee (ACARD) _____
Mileage Other (\$.50/mi) _____	Registration Fee (personal funds) _____
Parking (approx. \$12/day at DIA) _____	Road Tolls _____
Lodging _____	Taxi _____
Internet _____	Shuttle _____
Phone _____	Bus / Metro _____
Rental Car / Gas Expense _____	Other _____
Excess Baggage Fee _____	

You will need to complete the Post Trip Expenses form when you return from your trip.

form date: January 21, 2009

APPENDIX 35

Ag Business Center (ABC) TRAVEL EXPENSES

PLEASE COMPLETE AFTER TRIP

Your Name: _____

Trip Destination: _____ Account #: _____

Purpose and Justification: _____

Date Left: _____ Date Returned: _____

Via: Personal Car Rental Car State Car Airplane (Proof of payment
 required if purchased via Internet)

Are you claiming meal *per diem*? (No receipts needed.) Yes No

Daily per diem rate: _____ (Accounting can provide rate.)

- Find *Per Diem* rates at: http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm
- If the *Per Diem* location/rate is not listed, use \$39 as the daily rate.
- DO NOT claim meals covered under Hospitality or in Registration Fees.
- You can claim less than the maximum allowable *per diem* – NOT MORE.
- **Note:** First and last day of travel are reimbursed at 75% per diem rate no matter what time the travel begins or ends. Day trips, which start and end on the same day, are not eligible for meal reimbursement.

Date	Total Food Expense Per Day	
	List actual meal expenses by date. OR if claiming per diem, list meals to be reimbursed: B=Breakfast; L=Lunch; D=Dinner (no receipts needed).	

If more than one person per hotel room, list other person(s) _____

Are they claiming expenses? YES NO Comments: _____

If spouse was sharing room, was rate the same for 1 or 2 persons? YES NO

OTHER EXPENSES (list dollar amounts)

Airfare (purchased via Internet) _____	Lodging _____	
Registration Fee (ACARD) _____	Shuttle _____	
Registration Fee (personal funds) _____	Mileage*: _____ miles x \$.50 = _____	
Rental Car / Gas Expense _____	Road Tolls _____	
DIA Parking _____	Supplies _____	
Hotel Parking _____	Internet _____	
Taxi _____	Phone _____	
Bus / Metro _____	Other _____	
Excess Baggage Fee _____		

(*mileage from CSU to DIA = 150 miles; 150 x .50 = \$75.00)

form date: January 21, 2009

APPENDIX 36

POCKET GUIDE for TRAVEL

Visit the Travel Home Page at: <http://busfin.colostate.edu/trv.aspx>

- REMEMBER TO TAKE YOUR STATE TRAVEL CARD

GENERAL RULE

Travel charged to the University, regardless of the funding source, shall be for the benefit of the University and shall be completed using the most economical means available, which will satisfactorily accomplish the University's business.

STATE TRAVEL CARD

See the State Travel Card Pocket guide for the use of the State Travel Card.

AIR TRAVEL

Purchase airline tickets through one of the two approved travel agencies. Those agencies are knowledgeable of State airline contracts, available fares and billing requirements. Please refer to the internet ticket policy regarding purchase of Internet airline tickets. If vehicle travel is required due to nature of trip or items which must be transported, or because multiple travelers make vehicle travel the lowest cost, the traveler may be reimbursed for actual trip cost (mileage or rental car and gas). When a traveler chooses to drive, the traveler will be reimbursed the lower of actual mileage or rental car and gas OR the lowest obtainable 14-day advance restricted airfare plus transportation to and from DIA and destination ground transportation.

GROUND TRANSPORTATION

☐ Rental Cars – Use of the State contracted rental car agencies is mandatory. Car rentals must be paid with the State Travel Card when the employee has such card. The rental car contracts provide liability coverage in most cases. Use of the State Travel Card provides for most collision, damage and loss needs.

These agreements need to be used whenever the vendor is 1) located in an awarded city where the rental occurs; 2) has the category of vehicle necessary; and 3) honors the terms of the price agreement. **The BOA matrix on the STMP website provides the list of awarded rental car agencies as well as a list of awarded cities by vendor:**

http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/

☐ Personal Vehicles – Use of privately owned vehicles is allowed if justified and approved by your supervisor, and department head. Mileage allowances are paid at the state rate of \$0.50/mile and are deemed to cover all operational expenses including gas, maintenance and insurance.

☐ Transportation Services – Use University motor-pool vehicles whenever possible for University employees on business travel within the continental United States. **Motor Pool vehicles are covered by insurance for all off-road travel.** Contact Transportation Services 970-491-0016. Department can arrange payment with an IMO.

LODGING AND MEALS

Meal reimbursements are allowed for the actual cost of meals up to the maximum allowable per diem rate without receipts. Employees are allowed 75% of the applicable per diem rate on the first and last day of travel no matter what time the travel begins or ends. The university will use the per diem rates established by the state controller. **Day Trips (Single day travel) which start and end on the same day are not eligible for meal reimbursements.**

☐ Lodging-staying with family or friends – If you arrange private lodging (e.g., staying with family/friends) you can be reimbursed up to \$25/night for associated costs.

REQUIRED RECEIPTS

Receipts are required for all expenses over \$25.00 with these exceptions: 1. Airline charges made through an approved travel agent and charged to the University ghost card. 2. Registration (receipts required regardless of amount). 3. Rental Car (receipts are required for all rental car expenses regardless of amount). 4. Gas (receipts required regardless of amount). 5. Non-travel related expenses (i.e. supplies, internet, etc.) receipts required regardless of amount. 6. Internet airline ticket charges/Airline change fees (receipts – e-ticket/itinerary/passenger receipt required regardless of the dollar amount).

ALLOWABLE EXPENSES

The following expenses can be allowed for reimbursement when incurred as a necessary part of approved travel: ☐ Rental car costs (receipts required for all expenditures). ☐ Registration fees (receipts or other positive proof of payment required). ☐ Commercial transportation (receipts required for each ride over \$25). ☐ Parking fees (receipt required if over \$25). ☐ State Travel Card transaction charges and Travelers check charges (receipts required if TOTAL amount exceeds \$25 during any one trip). ☐ Toll road charges. ☐ Telephone, fax and any other similar charges (for official business only – receipts required for any single charge exceeding \$25). ☐ Camping site fees for a commercial, state or National campground (Receipt required if over \$25). ☐ Laundry services when trip is 7 days or longer. Receipts are required if over \$25.00

Off-road usage is **NEVER** covered by any insurance.

UNALLOWABLE EXPENSES

Some common unallowable TRAVEL expenses on University funds include: ☐ Alcohol & entertainment. ☐ Personal expenses (personal hygiene items, magazines, movie rentals, golf fees, child care, house sitters, etc.). ☐ Travel insurance: a. collision damage waiver/loss damage waiver for rental cars, b. supplemental liability insurance on rental vehicles (unless not covered by contract), c. value premiums on airline tickets, d. trip cancellation insurance, e. additional liability for rental cars, f. personal accident insurance on rented vehicles, g. supplemental life insurance for airline or common carrier travel. ☐ Traffic and parking fines ☐ Most costs from accidents, thefts, damage or losses. ☐ Personal, political, social or otherwise unofficial University business expense, or costs paid or reimbursed from another source. Should unofficial expenses occur in conjunction with official business, include sufficient documentation to define a clear and just separation and allocation of expenses. Generally, no costs may be paid from University funds for spouses, family or friends accompanying you. Any contracted State provisions cannot be extended to unofficial business travel or non-University employees not on official University business.

TRAVEL INFORMATION

Complete travel information, including applications for the State Travel Card can be found on the Business and Financial Services web page.

<http://www.colostate.edu/Depts/BusFin/>

Information is also available from the Travel staff:

Terri Bedan 970-491-6021 Supervisor

terri.bedan@colostate.edu

Connie Cooley

Connie.Cooley@colostate.edu

DON'T FORGET TO KEEP....

Lodging folio
Rental Car/gas receipt (s)
Registration receipt (proof of payment)
Ground transportation receipts (over \$25)

FOR ADDITIONAL INFORMATION CONTACT TRAVEL

JACKIE RIBA
Supervisor
970-491-1363
jackie.riba@colostate.edu

TERRI BEDAN
CTS Account Manager
970-491-6021
terri.bedan@colostate.edu

APPENDIX 37

POCKETGUIDE FOR THE USE OF THE STATE TRAVEL CARD

Visit the Travel Home Page at <http://www.colostate.edu/Depts/BusFin/trv.html>

Use of the State Issued Travel Card

Use of the US Bank VISA travel card is mandatory. Executive Order D 005 03 states: "...the State of Colorado will utilize the new state travel credit card to facilitate transactions regarding necessary and approved state employee travel. This card provides state travelers with a means of charging their official travel expenses while receiving a wide array of added benefits at no cost."

Cash Advances are typically not offered. If a traveler requires a cash advance to conduct business for the State of Colorado, the request must be made when the card is being requested. Information is on the USbank Visa Application – CSU form.

Credit Limits are typically set at \$3,500. The credit limit is for "retail" purchases including any cash advances. Cash advances are limited to 20% of the retail limit.

Official State Business Use is the only type of charge permitted on the cards. These purchases should be limited to travel related expenses like rental cars, hotels, meals and ground transportation.

Travelers are allowed to make internet airfare purchases on the individual travel card if all state and agency policies are followed.

Benefits

Convenience is offered to state travelers through a universally recognized and accepted VISA travel card.

Insurance provided by the US Bank travel card provides primary collision damage waiver (CDW) coverage on rental cars to the full value of the vehicle. The card will not provide CDW coverage

on vans with capacity for more than 8 passengers, cargo vans or trucks. With the US Bank travel card, any traveler renting an 8+ passenger van, truck, or cargo van must buy collision damage waiver insurance provided by the rental car firm. The US Bank travel card also provides up to \$500,000 in accidental death and dismemberment insurance on common

carriers—airlines, trains, limousines and shuttles. Travelers will also have lost baggage coverage up to \$1,250 for items lost by common carriers.

Lost Card Protection is afforded to cardholders and to the State. You will not be liable for unauthorized charges that occur after you notify US Bank, by phone and in writing, of the loss, theft or possible unauthorized use of the travel card. See Reporting Lost or Stolen Cards.

No Annual Fee is associated with the US Bank travel card.

Credit Activity and Bureau Notification

will not be reported in connection with the US Bank travel card unless the payment on the balance is more than 180 days late.

Access® Online US Bank AccessOnline is an exclusive web-based electronic management tool that provides state travel cardholders with quick access

to their complete account information enabling individuals to view their account activity and billing statements online.

TelePay is a convenient **FREE** service that allows account holders to pay US Bank statement from any touch-tone phone. Cardholders can decide the amount, time and day they want to pay. Once the cardholder has implemented TelePay, making payments is easy.

Simply call 800.344.5696, specify the payment amount and it will be applied. The next day the funds will be transferred from a designated checking or savings account. If the call is received before 6:00 pm CST, the payment will be posted that same day.

Responsibilities

Payment Terms provide that the cardholder will not incur a late fee if payment is made within 59 days. At 60 days, one percent interest is applied

to balances and the account is suspended until payment is received. If payment is not received by 90 days, the account is closed. The credit bureau is notified of all balances older than 180 days. If your card is suspended or closed you must notify Travel via email to have your card reinstated. Please be sure to provide the date the card was paid in full.

Cardholder Agreements must be signed prior to issuance; all cardholders are now required to sign a cardholder agreement. The agreement clarifies the responsibilities of cardholders in areas such as restrictions on use of the card to official travel, US Bank billing terms, and access to rules via internet links regarding applicable Procurement Code provisions, Fiscal Rules and Central Services Travel Rules.

Lost or Stolen Cards must be reported immediately by phone as required by the contract 800-344-5696.

Taxes differ by type of card and liability.

Individual travel card charges are NOT tax exempt. The individual cards have contingent liability. The State is liable for any official state travel not reimbursed to the traveler, but the State is not liable for any personal or fraudulent charges.

APPENDIX 38
State Travel Card Form



USbank VISA APPLICATION

State travel management rules require all regular full-time employees who travel on a regular basis (at least once per year) to use the USbank VISA card generally for all travel expenses. Specifically, it must be used for rental cars (to provide collision, damage and loss protection) and travel advances. The grace period is two billing cycles (two months) before late charges are assessed. No annual fees or credit checks apply. The card may only be used for official university business travel. Non-employees are not eligible. Temporary and/or part-time employees may obtain a card if the need is adequately justified and approved by the employee's supervisor and The University Controller's office.

Directions:

Please complete the rest of the University application below, and complete the Employee Applicant Information and Employee Understanding/Signature on the Usbank Visa application -- be sure the employee's departmental supervisor signs the approving manager signature/date as well.

Please print the following.

Applicant Name & CSU ID #: _____

email address (CSU preferred) _____

Departmental Supervisor Name: _____

Dept. # & Contact Name: _____

Applicant is a:

_____ Regular, full-time employee

_____ Part-time employee

_____ Temporary employee

If employee is part-time and/or temporary, please provide further explanation of the need for a USbank VISA card below:

Applicant needs ATM/Cash Advance option:

_____ Yes

_____ No

Business reason why this applicant needs an ATM/cash advance option:

State Travel Card Applicant Information Form



C O R P O R A T E C A R D

EMPLOYEE APPLICANT INFORMATION

Please print or type:

First Name Middle Initial Last Name

Agency Name for Embossing CSU

Social Security Number / Date of Birth

Preferred Billing Address (place X in appropriate box): Business ☐ Home ☐

Business Address - Street

City State Zip

Home Address - Street

City State Zip
() ()

Home Phone Business Phone Employee Number (If Applicable)

COMPANY INFORMATION

This section to be completed by authorized Travel Services Administrator:

Name of Company Requesting Issuance of Card

COLORADO STATE UNIVERSITY

6003 Campus Delivery FORT COLLINS CO 80523
Address of Company -- Street City State Zip

Processing: Company Division Department

Reporting/FirstTracSM:

Travel Services Approval Signature

EMPLOYEE UNDERSTANDING / SIGNATURE

Employee Applicant requests that he/she be issued a U.S. Bank Visa® Corporate Card. U.S. Bank may obtain credit information concerning Employee Applicant for the sole purpose of issuance, renewal and/or replacement of the U.S. Bank Corporate Card. In consideration of this issuance and the use of the U.S. Bank Corporate Card, the Employee Applicant agrees to be bound by the U.S. Bank Corporate Cardholder Agreement accompanying the card, as amended by U.S. Bank from time to time, for all charges incurred by the use of the card or the related account. Creditor is U.S. Bank National Association ND.

Employee Applicant understands that this card is to be used for business charges only and that Employee Applicant is totally responsible and liable for all expenses charged to the card. Employee Applicant understands and acknowledges that payment is due to U.S. Bank upon receipt of the statement. Employee Applicant further understands that if he/she fails to pay U.S. Bank for all undisputed charges his/her card will be permanently canceled.

Employee Applicant Signature/Date

Approving Manager Signature/Date

APPENDIX 40

COLLEGE OF AGRICULTURAL SCIENCES STUDENT TRAVEL GUIDELINES

THE COLLEGE OF AGRICULTURAL SCIENCES STIPULATES THAT THE FOLLOWING BE COMPLIED WITH FOR OFF-CAMPUS ACTIVITIES.

Off-Campus Activities

Sanctioned off-campus activities are those planned activities related to academic courses or team/field trips which require the student to leave the Colorado State University campus. All "sanctioned off-campus" activities shall be conducted under the direct supervision of a University employee. In order to be "officially sponsored" or "sanctioned," an off-campus activity must be approved in advance in accordance with this policy, otherwise it is an individual undertaking not sponsored or sanctioned by the University. These forms must be received for **EACH** activity.

The University employee shall be responsible for such items as, but not limited to the following:

1. **Obtain authorization.** "Request for Authorization for Off-Campus Activity" form is to be presented to the Dean's Office two days prior to the proposed trip along with the insurance waiver form. NOTE: You do not have authorization until the Dean's signature has been obtained on the above-mentioned student's form.
2. **Explain the consequences of not having medical insurance.** Participants should be aware that there is no medical coverage provided for students by the University. It is the student's responsibility to acquire medical insurance.
3. **Sign waiver forms.** A "Liability Waiver" form must be signed by each student going on the trip. Use ONE form for each student and have each student review and sign the form. The forms must be filed in the Dean's Office two days prior to the activity. Be sure to initiate this process with students early enough to meet the deadlines.
4. **Communicate to participants the expected standards of conduct.**
5. **Arrange for excused absences for participants.**
6. **Arrange transportation and itinerary.** Transportation may be provided via University vehicles. This will be permitted only to the extent consistent with the provisions governing the use of University vehicles which are available from the Motor Pool. Registered students, staff, faculty, or an authorized volunteer are allowed to drive state vehicles. An authorized volunteer is anyone driving at the request of, for the benefit of, and under the control of the University.

When students carpool to off-campus activities in individual cars, the insurance of the car owner is the only insurance in effect. Students are required to get to and from classes or activities on their own. The University claims no responsibility.

University employees who provide rides for students or others in their personal vehicle to off-campus activities should understand that their own car insurance is the primary coverage in the case of an accident. Colorado State University does provide excess coverage for University employees while traveling on University business. University employees should contact the Office of Risk Management if involved in an accident in their personal vehicle while on University business. **The University has no responsibility for student's transportation, except in connection with specific sanctioned events for which transportation is provided via state vehicle. Student organizations using a state vehicle outside of the Fort Collins area must be accompanied by a faculty or staff member. Earlie Thomas, Director of Environmental Health Services, has confirmed that a graduate student on the CSU payroll is considered faculty/staff and can go on the trip in question. (10/29/02)**

REMINDER: **Drivers need to refer to the "guidelines" regarding the use of state vehicles as published by the Motor Pool.**

NOTE: **Optional Health Insurance can be purchased through Duane Hartshorn Health Service. For more information, please contact 491-5118.**

Student Travel Guidelines
College of Agricultural Sciences

Student Internships

The course enrollment list acts as notification of intern status to the Dean's office.

At Colorado State University

1. **To qualify as an intern, students must be registered for internship credit at Colorado State University.**
2. If the intern is receiving any kind of remuneration (including room and board) from a program sponsored by Colorado State University, the student intern is covered by CSU'S workers' compensation so long as the student is not receiving remuneration from someone else.
3. There will be **no** workers' compensation coverage for on campus students involved in nonremunerated (e.g. not paid) internship, cooperative education, and practicum programs.
4. **Consequences of not having medical insurance should be communicated to the intern.** CSU does not carry medical insurance for students and "workers' compensation" is available only to CSU employees.

Off-Campus:

1. **To qualify as an intern, students must be registered for internship credit at Colorado State University.**
2. If the intern is receiving any kind of remuneration (including room and board) from the host employer, this information needs to be disclosed in the written internship agreement with CSU and host employer. Under Colorado statute, if an intern **IS** receiving remuneration from the host, they are **NOT** covered by CSU's workers' compensation, but are covered by the **host's workers' compensation or insurance**. This should be verified in the written internship agreement.
3. The State Division of Risk Management has indicated that University workers' compensation coverage will continue for student-enrolled interns not receiving any remuneration who are assigned to non Colorado State University agencies.
4. **Consequences of not having medical insurance should be communicated to the intern.**
5. **A liability waiver form should be signed by all participants.**

Summary

Type of Internship	Insurance Coverage
Receiving remuneration from CSU	Covered under CSU's workers' compensation
Receiving no remuneration from CSU	No workers' compensation coverage
Receiving remuneration by host employer	Host workers' compensation
Receiving no remuneration from host	Covered under CSU's workers' compensation

APPENDIX 41

Liability Waiver

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE COLORADO STATE UNIVERSITY, ITS GOVERNING BOARD, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE UNIVERSITY WHICH MAY ARISE FROM SUCH ACTIVITIES EVEN IF THEY RESULT FROM NEGLIGENCE.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK, AND WAIVER

PARTICIPANT'S FULL NAME: _____
DATE OF BIRTH (MO/DAY/YR): _____
ADDRESS: _____
LOCATION OF ACTIVITY(IES): _____
DATE(S) OF ACTIVITY(IES): **START DATE:** _____ **END DATE:** _____
Check one: ☐ **CSU STUDENT** **OR** ☐ **NON-STUDENT**
DESCRIPTION OF ACTIVITIES: _____

INSURANCE INFORMATION:

IF STUDENT: I am aware that as a student of Colorado State University, I can purchase accident insurance, either through Colorado State University (*if available*) or through another insurance carrier or agent, and (*check one*) ☐ have ☐ have not exercised my right to do so.

NAME OF INSURANCE CARRIER: _____ **POLICY NUMBER:** _____

I, the undersigned participant, exercising my own free choice to participate voluntarily in the activities described above, and promising to take due care during such participation, hereby acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage that I may sustain through my participation in normal or unusual acts associated with the above-named activities, regardless of whose fault may be the cause of my injuries or damages, **EVEN IF CAUSED BY CARELESSNESS OR NEGLIGENCE**, so long as the conduct which caused the injuries or damages was not grossly negligent, or willful and wanton.

Further, I hereby indemnify and hold harmless The Board of Governors of the Colorado State University System and Colorado State University, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, of any person who suffers any injury, disability, death or other harm, to person or property or both, as a result of my participation in and/or presence at the above listed activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS THIS _____ DAY OF _____, 20____.

Signature of Participant whose printed name appears above:

Signature (date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness)

If participant is under the age of 18, his or her parent or legal guardian must also sign:

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document, and acting on behalf of the participant, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release From Responsibility, Assumption of Risk, and Waiver as authorized pursuant to C.R.S. section 13-22-107.

Signature of Parent or Legal Guardian (date)

Witness over 18 years of age (Parent or Guardian must sign in the presence of the Witness)

APPENDIX 42

REQUEST FOR OFF-CAMPUS ACTIVITY (IES)

This request is to be presented to the Dean's Office two days prior to the proposed activity. The Dean's or Associate Dean's signature is required for Authorization.

DATE: _____

CLASS OR ORGANIZATION: _____

NAMES OF STUDENTS PARTICIPATING (List on reverse side of this form or attach list.)

DATE OF DEPARTURE : _____ DATE OF RETURN: _____

DESTINATION: _____

PURPOSE: _____

SPONSOR AND/OR CHAPERON: _____

MODE OF TRANSPORTATION: _____

AUTHORIZED VOLUNTEERS: _____

SUBMITTED BY: _____

APPROVED:

Department Head

Date

Dean / Associate Dean

Date

Student Travel Guidelines
College of Agricultural Sciences