

Chicago-Kent College of Law

ILLINOIS TECH

Administrative Manual for Faculty and Staff

28th Edition

Office of Administration and Finance
Latest revisions (02/2024) made by:
Ariana T. Monroe, Senior Director of
Administration, Finance, Event Planning
and Continuing Legal Education

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Accounts Payable

Accounts Payable is located at the Mies Campus. The department handles all vendor invoice payments and processes reimbursement expense claims. Vendor payments go out twice a week; reimbursements are paid biweekly on the Payroll schedule.

Alcohol Service Requests

The alcohol service policy for Chicago-Kent is in compliance with the Illinois Tech General Counsel's Policy and Procedure No. c.4, [Serving of Alcohol](#), at the Conviser Law Center campus.

Alcohol CANNOT be:

- Served to minors (under legal age of 21 years old)
- Sold
- Self-served
- Served before 4:00pm
- Served inside academic classrooms

Approved service of alcohol includes:

- Meeting budget criteria
 - No alcohol will be allowed at events/programs that are not revenue generating or donor funded
 - No alcohol can be purchased with student activity fees
- Submitting an [Alcohol Service Request Form](#) for approval
- Serving beer and wine only, no spirits or liquor
- Served by a certified, licensed bartender
- Served in an approved area on campus

Audio Visual (AV) Requests

All requests for AV services must be made online using the online [Audio Visual Request Form](#). Please do not send requests to AV via email or by phone, they will not be given priority. The minimum requirement for AV requests, equipment and services, is 48 hours.

Equipment and services available include:

Easels	Flip Chart w/Markers
Laptop	LCD Projector w/Screen
Microphones	PA System
Technician	Tripods
Voice Recorder	Webcams
Whiteboards	Zoom, live virtual meetings and recordings

If you have a special request for AV services or equipment, contact a member of the department via email at AudioVisual@kentlaw.iit.edu for assistance.

Auto Insurance for Rental Cars

Students, staff and faculty who need to operate a rental vehicle in connection with a law school sponsored trip or otherwise on official university business must follow the Illinois Tech [Driving Privileges](#) Procedure No. T.2. This includes completing a Motor Vehicle Report Consent Form and providing a copy of your valid driver's license. If the General Counsel's Office approves your vehicle report, you will receive a copy of the university's auto insurance card. For more information or to receive a consent form, contact Ramona Lewis.

Barnes & Noble Campus Virtual Bookstore

The campus bookstore by Barnes & Noble is [virtual](#) for online purchases only.

At BNC Virtual, students can purchase course textbooks and participate in BNC promotional student offers and discounts.

For faculty, if you need a Course Pack printed for your class, please contact the College Service Center for assistance.

Bicycles

All faculty and staff with a personal office are allowed to bring their bicycle into the building. Entry/Exit must be through the Quincy Street rear service door and the bicycle brought into the office using the freight elevator.

Staff without a personal office are not permitted to bring in a bicycle, unless arrangements are made and approved in advance by Administration and Finance for proper storage.

Book Purchases

If you want to purchase a book from Amazon, please contact the Library via email at research@kentlaw.iit.edu, which can order it tax-exempt with a purchase order from the university's Amazon Business account. Your budget FOP account will then be charged for the cost of the purchase.

If you want to purchase a book from another supplier/vendor, please refer to the list of approved Suppliers in the Buy It eMarketplace purchasing platform.

Do not purchase books personally and submit a reimbursement expense claim for any supplier that is available in Buy It. The Illinois Tech Controller's Office will not reimburse staff/faculty for personal out-of-pocket expenses that could have been transacted with a university Purchase Order.

Budget Queries and Available Balances

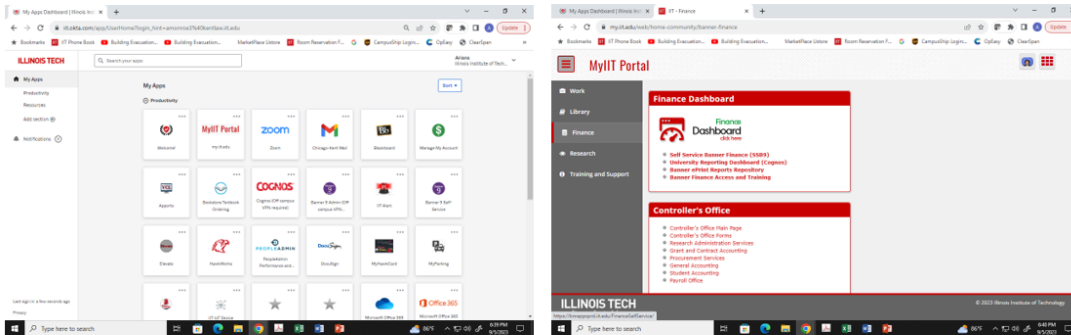
Department heads, budget managers or staff with authorization for Banner Finance access can query budget transactions and available balances online. If you do not have access to an approved, designated contact Ariana Monroe.

To perform a budget query:

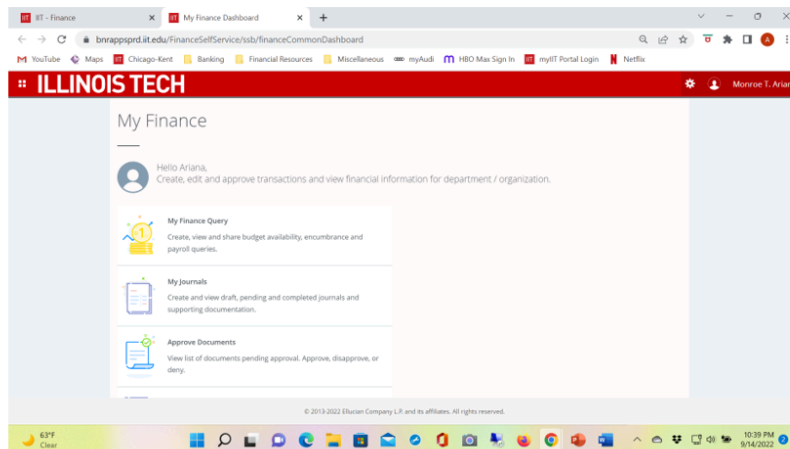
Banner 9 Budget Queries

From your Okta homepage, click on the myiIT Portal app

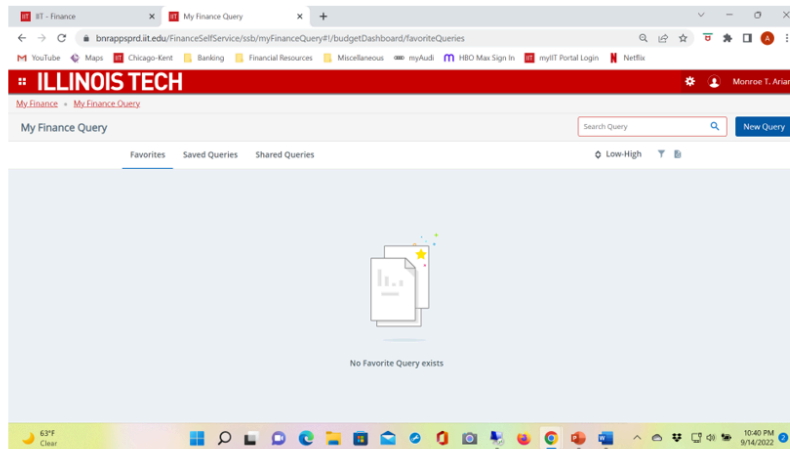
Then click Finance, Finance Dashboard



Select My Finance Query



Select New Query



Query entries

- To complete a budget query, enter the following information:
 - Query Type is Budget Status by Account
 - Chart is 1
 - Enter your fund number
 - Enter your organization number
 - Account is 7%
 - Leave the program code blank
 - Commitment type is All
 - Fiscal Year is 2024 and Fiscal Period is 14
 - Operating Ledger checkmarks

Budget query example from FY22

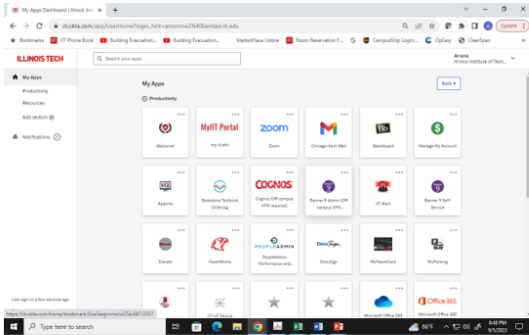
The screenshot shows a web browser window with the URL bnrappsprd.it.edu/FinanceSelfService/sbs/myFinanceQuery#1/budgetDashboard/accountQuery. The page header includes the Illinois Tech logo and the user name 'Monroe T. Ariana'. The main content area displays a table titled 'Query Results' for 'CK Law Review - 2598'. The table has the following columns: Account, Account Title, Health, FY22/PD14 Adjusted Budget, FY22/PD14 Year to Date, and FY22/PD14 Available Balance. The data rows are as follows:

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Available Balance
7183	Telecom Charges	●	\$100.00	\$0.00	\$100.00
7331	Catering	▲	\$0.00	\$2,119.60	(\$2,119.60)
7382	Software Licenses or Maintenance	●	\$50.00	\$0.00	\$50.00
7412	Alcohol Purchases	▲	\$0.00	\$1,090.75	(\$1,090.75)
7453	Print Production	●	\$6,050.00	\$2,402.72	\$3,647.28
7481	Other Expenses	▲	\$0.00	\$1,200.54	(\$1,200.54)
Report Total (of all records)			\$6,200.00	\$6,813.61	(\$613.61)

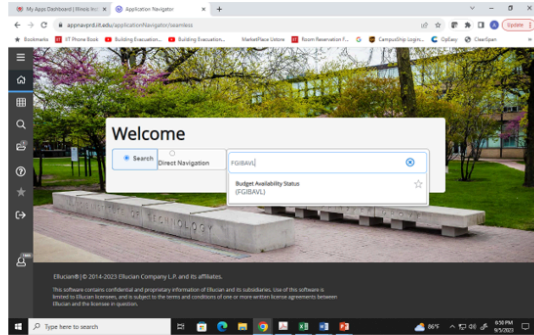
To check an operating budget's available balance:

Checking your operating budget's available balance

Select the Banner 9 Admin app



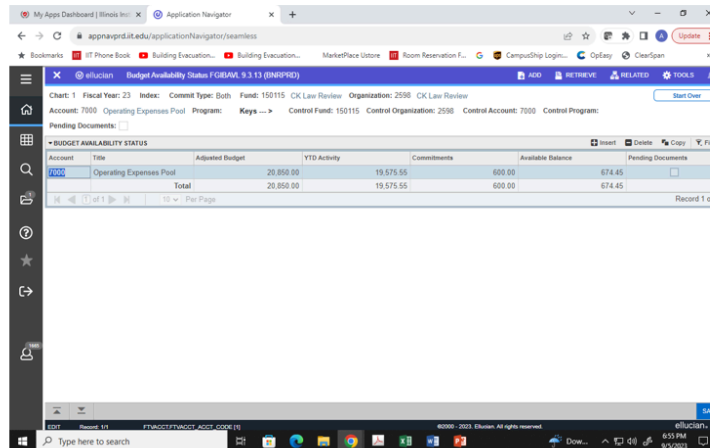
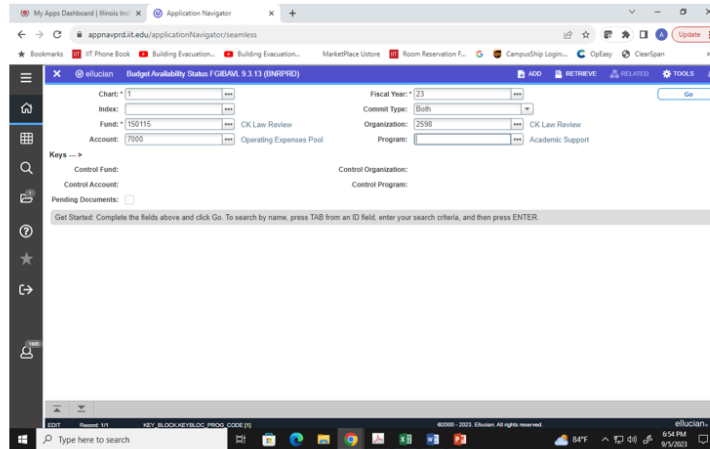
Enter FGIBAVL



Enter fields to return balance information

- Chart is 1
- Fiscal Year is 24
- Index is blank
- Commitment Type is Both
- Enter your fund number
- Enter your organization number
- Account is 7000
- Leave the program code blank

Example query



Building Hours

Building hours for the Conviser Law Center are updated several times a year. Each department receives a copy of the newest building hours in their mailboxes, an email announcement is sent to all staff & faculty (and students) and copies are available in the front lobby at the Public Safety desk.

For your greatest convenience, current building hours are always [available online](#) from the Office of Administration & Finance webpage..

Cafeteria

The cafeteria, aka The Spak, is located on the third floor of the Conviser Law Center with a Micro-Market self-checkout operation during normal building hours. There are also vending machines located in the Game Room on the fifth floor.

If the payment kiosk is out of order or not working properly:

- Call or text 847-238-2856 to file a report and
- Notify Public Safety

If the Farmer's Fridge vending machine is not working properly or is out of order:

- Call 312-229-0099 to file a report and
- Notify Public Safety

Dining areas are located on the second, third and sixth floors.

Campus Directory

[Click here](#) to view the alphabetical CLC employee list and departmental directories.

Capital Equipment Acquisition

Per the Illinois Tech policy, an item whose individual cost is \$2,500.00 or more is considered capital equipment, e.g., furniture. You should obtain a minimum of two (2) vendor quotes or estimates for the item. Once a vendor has been selected, you must attach a copy of all quotes and estimates to a requisition in Buy It for a purchase order. If the vendor you selected is not a supplier in Buy It, refer to the New Supplier section.

Once you have received your equipment, you must retain all packing slips that were shipped with the equipment, as well as a record of serial and model numbers, if applicable.

If you need capital equipment that is a PC/laptop or other computer equipment, contact the ITS [HelpDesk](#).

If you need to replace a desktop printer, copier or scanner, contact [Sue Jadin](#) in the College Service Center.

Catering

The Conviser Law Center's campus catering service provider is Fooda, Inc. Students, staff and faculty may browse the catering restaurant options online at [Fooda.com](#) to have food delivered to CLC for events, meetings, etc. Once you have selected your restaurant and food items, or have a general idea of your catering preferences, submit the [Catering Request & Notification Form](#). A member of the Event Planning team will place the order and the invoice will be charged to the designated budget FOP account.

Fooda, Inc. offers a wide variety of catering options, such as individual boxed lunches, specialty ethnic cuisines, buffets, reception hors d'oeuvres, desserts, continental breakfast items and more.

Please note that Fooda is the preferred vendor for campus catering at CLC and ***catering orders cannot be placed directly with restaurants that are available within Fooda's consortium of restaurants***. However, if it is justifiable for event catering without using Fooda and using an external caterer or food delivery/dropoff service, a [Catering Request & Notification Form](#) is still required.

If your catered event includes catering staff servicing your event on campus, e.g., passing hors d'oeuvres, bartending beer/wine, two additional forms are required:

- [Catering Rider](#)
- [Certificate of Insurance](#)

A Rider and COI are not needed for food deliveries/dropoffs.

Certificate of Insurance

Any vendor or supplier coming onto the Conviser Law Center premises to perform work or services must have a certificate of liability insurance on file with Administration & Finance, and in some circumstances, also on file with Procurement Services at the Mies Campus. This includes but is not limited to caterers, contractors, bartenders, service workers, photographers, videographers, etc.

If you plan to have a vendor on campus, please provide them with the [COI Instructions](#).

Change Orders

A change order must be submitted in Buy It to any open purchase order whenever the final invoice received for payment is in excess of the (remaining) encumbrance. This excludes freight or shipping charges. Once the change order is processed by Procurement Services, you will receive a new Purchase Order PE#.

If a final invoice is less than the (remaining) encumbrance, submit the invoice to Accounts Payable (refer to Invoices section) and request to “Close the PO” after the invoice is paid.

Closing purchase orders is very important because it releases encumbered funds back into your department budget. Otherwise, you may risk your budget being flagged as NSF for future expenditures.

College Service Center (CSC)

Room 260 on the 2nd floor

collserv@kentlaw.iit.edu

(312) 906-5095 or extension 65095

(312) 906-5280 Fax

9:00AM - 4:30PM, Monday through Friday

The CSC provides services on USPS mail, UPS/FedEx shipping, courier service, photocopy print jobs, poster making (full color and black & white), general office supplies, and faxing, etc. These services are available during business hours.

There is also a Self-Service Area open during off hours accessible by ID card tap on the door reader during closed hours with a copy machine for staff and faculty use.

Computer Supplies

To procure computer supplies, equipment and software, please contact the ITS HelpDesk via email at helpdesk@kentlaw.iit.edu to open a support ticket. Personal purchases of computer supplies, equipment and/or software and submitted for reimbursement will not be approved.

Consultants

A consultant is a person or company who provides professional services to the law school for payment. To use a consultant, the following are required:

- An executed Illinois Tech Agreement for [Consulting Services](#)
- A Purchase Order

Contracts

All contracts for the Law School must be sent to [Ariana Monroe](#) as an editable MS Word document for cursory review, approval processes with the General Counsel's Office and signature by Assistant Dean Dawn Rupcich (primary signatory) or Dean Anita Krug for major contracts. **Students, staff and faculty are not allowed to sign contracts.**

Please allow approximately one to two weeks for contracts from existing vendors to be signed and returned, or two to four weeks for contracts from new vendors.

Contracts, for example, are used for:

- Events at off-campus venues (hotels, restaurants, museums, etc.)
- Consultants
- Capital equipment/furniture
- Shuttle Services
- Catering
- Bartending
- Software maintenance agreements
- Print Projects
- Branded Merchandise
- Facility Rentals

No commitment can be made to a vendor until a contract has been approved by Administration and Finance and General Counsel.

The final executed contract must be attached to the purchase order in Buy It.

Defibrillator

The Conviser Law Center has an installed Automated External Defibrillator (AED) for cardiac emergencies. The AED is located at the front lobby desk where it is readily accessible to

emergency responders. The CLC engineering and public safety staff are also trained for operating an AED and CPR (Cardio-Pulmonary Resuscitation).

What is Sudden Cardiac Arrest (SCA)?

Sudden cardiac arrest can happen anywhere, to anyone, at any time, without warning, without symptoms, and regardless of age or health. SCA is most often caused by an electrical malfunction that makes the heart quiver ineffectively. Defibrillation, an electrical shock across the heart, is the only effective treatment for this malfunction. It stops the ineffective quivering and allows a coordinated heart rhythm to resume. Surviving SCA is largely dependent on how quickly the patient is defibrillated.

What to do if SCA occurs

Every minute counts when sudden cardiac arrest strikes. If you believe a person is experiencing SCA, please call 911. Then, contact Public Safety at extension 65030.

The AED is specifically designed to be used by virtually anyone. It actually walks the user/responder through the process with verbal instructions and other commands during the entire process. The unit has a safety feature that analyzes the patient before allowing an electric shock to be administered. In an emergency situation and in the absence of a trained user, an AED user who acts in good faith and without compensation is protected from civil liability under Illinois' Automated External Defibrillator Act, except for willful and wanton misconduct.

Typical Indications of SCA

- An abnormal or racing heart beat
- Feeling faint or dizzy due to loss of blood flow
- Abnormal breathing
- Loss of blood pressure and pulse
- Loss of consciousness
- Unresponsiveness

E-Fax Service

Chicago-Kent participates with the University's email based fax service, provided by a third-party vendor. There are no operating, physical fax machines on campus.

For those departments with their own unique fax number, refer to the [Concord user's guide](#) for instructions on how to send/receive faxes via email.

For all other departments, the College Service Center will handle sending or receiving faxes on behalf of a CLC staff or faculty.

For personal faxes, there is an administrative charge of \$1.00 per page.

Emergency Building Evacuation

Each floor has at least one volunteer floor marshal who will assist with evacuating your floor and the building, in case of an emergency. **Get to know your floor marshals!**

Floor	Marshal(s)
Concourse	Public Safety Officer
1st - Inside 1st - Outside sidewalk	Ariana Monroe Aaron Ruffin David Townsend
2nd	Sue Jadin Nicole Vilches
3rd	Erin Crist Tristan Kirvin
4th	Justine Grant Chris Perry
5th	Rudi Buford Paul Holly
6th	Keli Change Tracy Kish Michael Oakes
7th	Roberta McLaurin
8th	Rosa Mustari
9th	Emily Barney Eric Neagle Jean Wenger
10th	Engineering Staff

The following information is an excerpt from the CLC [Emergency Evacuation Plan](#).

Department Responsibilities:

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

Evacuation Procedure:

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

1. Never Assume It Is A False Alarm!
2. Leave your office, classroom or area closing and locking office doors and/or suite doors.
3. Proceed to the nearest Stairwell - Do Not Use The Elevators. Floors 7, 8 and 9, go through the gates in the stairwell. Do Not Stop.
4. Quickly and calmly descend to the first floor and exit the building through the closest exit point.
5. Continue Away From The Building. Do not stop/stand on the sidewalks in front/back/side of the building. Failure to move away from the building can result in preventing others from exiting the building and prevents fire/police/medical personnel from entering the building. It will also place you in risk of harm if you do not move away from the building. Do Not Cross The Street Into Traffic. Go To The Corners(s) To Cross safely.
6. Do Not return to the building until instructed to do so by the Evacuation Coordinator(s) or Emergency Personnel (fire-fighters/paramedics/police).

Evacuation Procedure for the Disabled:

1. If possible, immediately go to a house phone, located across from the water fountain on each floor. CALL SECURITY AT 6-5030 OR 312-906-5030.
2. Tell the Security Officer your Name, the Floor you are on and the Stairwell you can be found in; then proceed immediately to that stairwell. Remain in the Stairwell with the stairwell door shut until someone helps you.

It is highly recommended that you use the SOUTHEAST STAIRWELL, if possible.
However, any stairwell will provide safety.

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

Employees - On and Off Boarding

The Office of Administration and Finance is a centralized passthrough at Chicago-Kent to help facilitate the process to on- and off-board employees for the Mies Campus departments, i.e., Human Resources and Payroll. In addition, both processes include several campus departments at the law school.

On-Boarding

In process

Off-Boarding

In process

Engineering & Building Maintenance

There is at least one engineer on duty during building hours, including weekends.

Please do not place requests via phone, unless it is an emergency, e.g., safety concern, water overflow, electrical danger. Otherwise, send your request via email to buildingmaintenance@kentlaw.iit.edu for assistance with:

- Heating/cooling problems
- Light bulb replacement
- Problems in washrooms
- Problems with elevators
- Door/Lock hardware problems
- Broken furniture
- Moving furniture in/out the building
- Hanging pictures, plaques, etc.
- Plants in common areas, e.g., hallways, lobby

Building Maintenance is also responsible for the Receiving Dock. You should notify engineering via email when you have a large delivery coming in, including catered events.

If you are experiencing equipment problems with your PC/laptop, printer or the network, refer to the ITS section and send an email to HelpDesk@kentlaw.iit.edu.

If you are experiencing problems with copier equipment, refer to the College Service Center section and send an email to collserv@kentlaw.iit.edu.

Entering the Conviser Law Center

Students, staff and faculty (including those from Mies) must tap their University Photo ID card each time they enter the building at either of the card readers in the front lobby, near the Public Safety desk.

If you do not have your University ID, the officer on duty will request another government issued photo ID, for example a state driver's license, then verify that you are a member of the community and will sign you in.

All visitors - including alumni - must provide the officer on duty with a government issued photo ID card and be signed in.

For large campus events, i.e., more than 10 visitors, please contact Event Planning for information on security procedures for your event.

Event Planning

The Event Planning and Continuing Legal Education team handles booking reservations for CLC spaces. If you are planning a large event on campus, an event with VIPs expected, an event for CLE credit or any other event type that requires more than standard support and accommodations, please visit the [Event Planning webpage](#) for information.

Otherwise, for general room bookings, refer to the Room Reservations section.

Expense Account Codes

Banner Finance expense account [Commodity Codes, 7xxx](#), can be searched for in Buy It, Banner Self-Service or found on the Controller's website. Most commonly used expense codes are:

Commodity	Description	Code
-----------	-------------	------

COMPSUP	Computer Supplies	7152
OFFSUP	Office Supplies	7151
POSTAGE	Postage	7171
DUES	Memberships	7361
HONORAR	Honorarium	7365
CATER	Catering	7331
EVESPACE	Event Rental Space	7334
HOTEL	Domestic Travel	7401
MEALS	Domestic Travel	7401
CONSULT	Consultant	7506
OTHSVCS	Other Professional Services	7511
ENTERTAIN	Business Entertainment	7409

Federal W-9 Form

Contact [Ramona Lewis](#) if you need a signed copy of the law school's current Federal W-9 Form.

Fiscal Year

The University's fiscal year is June 1 through May 31.

Floor Plans

Conviser Law Center floor plans can be found [here](#).

Human Resources

For general inquiries and support, the Human Resources liaison for Chicago-Kent is Melissa Munoz-Rush.

Contact Viktoria Rill for questions regarding employee benefits, leave of absences, retirement contributions, etc.

Information Technology Services (ITS)

Contact the ITS Help Desk at helpdesk@kentlaw.iit.edu to purchase any of the following electronic equipment and accessories:

Computer Laptop iPad/Tablet Electronic Pen	Printer/Copier Mouse/Mouse Pad Keyboard Software	USB Docking Station Thumb Drives Monitor
--	---	--

ITS has worked with vendors to negotiate special enterprise pricing and has a vendor list for equipment standardization. If you are unsure of specifications or equipment standards or have any questions, the ITS staff will assist you in finding the right equipment at the best price. If you purchase an item listed above without following this procedure, you may not be reimbursed for it.

Items explicitly excluded as permissible purchases include:

- Smartphones
- Hotspots
- Smartwatches
- Internet modems, routers, and wifi extenders

Invoices

Vendor invoices received for Standard and Blanket Purchase Orders should be sent via email to Accounts Payable at invoicing@iit.edu. Be sure to reference your PE# on the invoice. Payments are released by AP twice a week, on Tuesdays and Thursdays.

You are strongly encouraged to enroll your vendors in ACH to get payments electronically. Refer to the New Supplier section on how to enroll vendors in ACH.

Keys and ID Cards

To request office door keys and photo ID cards for new employees, please refer to the Employee On Boarding section.

Lost or stolen keys and/or ID cards must be reported immediately to Dawn Rupcich at drupcich@kentlaw.iit.edu and copy [Ariana Monroe](#). There is a \$5 refundable fee to replace each

office door key and \$25 refundable fee to replace a photo ID card. Cash payments are not permitted; online payments can be made in the College Service Center.

If you have a broken or malfunctioning key, please contact Dawn Rupcich for a replacement at no charge. If you have a broken or malfunctioning ID card, contact Sue Jadin via email at sjadin@kentlaw.iit.edu for a replacement at no charge.

Lactation Room

There is a mother's lactation room located on the eighth floor of the Conviser Law Center, internal to the law library. For access, please see the librarian at the circulation desk from the ninth floor main entrance.

Logos

Chicago-Kent logos are available to [download](#) from the Marketing & Communications website.

Lost & Found

For lost and found inquiries, please contact Public Safety/Security via email at security@kentlaw.iit.edu or by phone at 312-906-5030 or extension 6-5030.

Mail & Shipping

Please see the College Service Center section.

Naloxone (Narcan) Inhaler

The application to dispense a Narcan naloxone inhaler may be performed by CLC Public Safety Officers for instances where they may encounter individuals experiencing **opioid overdose effects**.

A Narcan naloxone kit is secured inside the AED case, next to the CLC lobby security desk.

New Suppliers/Vendors

If you are working with a vendor or supplier for the first time, you must complete a New Supplier Request Form in Buy It before you can open a Purchase Order. To your request, it is best to attach the vendor's W-9 Form and if applicable, a Certificate of Insurance.

Office Supplies

Contact the College Service Center at collserv@kentlaw.iit.edu or go to Suite 260 to purchase specialty office supplies—that is, supplies that are not already in the CSC’s standard inventory. The CSC will charge these supplies to your department budget FOP.

Payroll

The Payroll Office is located at the Mies Campus. Student and staff employees are paid on a [biweekly schedule](#), with an approved timesheet. Faculty are paid on a [monthly schedule](#).

Photocopy Machines

Most Chicago-Kent departments have a photocopy machine in their office or suite. Faculty have access to photocopy machines on the 7th and 8th floors. The College Service Center also has copy machines for self-service use.

For large copy jobs, the CSC staff will produce them upon request; please provide at least five (5) business days of advance notice.

Supplies (paper, staples, ink, etc.) for copy machines should be ordered through the CSC. The College Service Center will also handle service calls for repairs to copy machines.

Posters, Flyers and Advertisements

Commercial advertising is **NOT** permitted inside the Conviser Law Center. Any commercial advertising found will be immediately removed and disposed of.

Paper Flyers

Flyers or other notices from Chicago-Kent departments or programs and from the Student Bar Association can be placed in the following areas:

- Door clips outside classrooms, offices and suite doors
- Display rack in fifth floor elevator bank
- Spak bulletin boards on the third floor
- Display table in third floor elevator bank
- Concourse elevator bank bulletin boards
- Display rack in Concourse, under the stairs

Areas where flyers or notices are **NOT** permitted includes:

- Taped to first floor lobby glass windows
- Taped to any glass surface or glass cases inside the building
- Taped to front lobby security desk or left on top of the desk
- Taped to any walls, elevators, lockers, washroom doors or mirrors, or whiteboards

Digital Flyers

Flyers for Chicago-Kent departments or programs and for the SBA to advertise events or information can be digitally displayed on the monitors in the front lobby. Please send your flyer via email to Ariana Monroe as a PDF.

Posters

Posters for events or special announcements for Chicago-Kent departments or programs and for the SBA can be displayed according to the following guidelines:

- Displayed one (1) hour before an event start time in the lobby or first floor elevator bank for events in Morris Hall, Auditorium and/or Lobby
- Displayed one (1) hour before an event start time in the tenth floor elevator bank for events in Morris Hall
- Displayed for one (1) week for other notices or announcements in the lobby
- Displayed outside the third floor Spak with special approval from Ariana Monroe

Send your poster via email to the College Service Center as a PDF and print specifications, e.g., full-sized, half-sized, color, black & white, etc.

Procurement Cards (PCard)

Procurement cards are Illinois Tech credit cards issued, subject to IIT's Budget Office approval, to a limited number of staff and faculty. PCards are managed by the Procurement Office at the Mies Campus. The Pcard is a PNC Bank Visa credit card. Users are given a monthly limit to charge for expenditures where a Purchase Order is not an option, Foremost Travel cannot be used and/or for university spending emergencies. The PCard's statement must be reconciled each monthly billing cycle.

To receive a PCard, send your request via email to Dawn Rupcich. If approved, new staff and faculty PCard holders are required to complete an online training course, pass an assessment test and sign a Cardholder Agreement.

Professional Development

Illinois Tech Office of Human Resources encourages all employees to seek out and partake in professional development. There is a wide variety of opportunities and materials to assist in achieving employees' goals. Visit the [Professional Development](#) webpage to learn more.

Public Parking Discounts

Information on proprietors offering the CLC community discounted daily or monthly parking rates can be found on the Administration and Finance [webpage](#).

Public Safety

There is at least one uniformed public safety officer on security duty when the building is open, including weekends. The security desk can be reached at 312-906-5030, extension 65030 or by email at security@kentlaw.iit.edu.

Purchase Orders

Purchase orders are opened in Buy It eMarketplace as a purchase requisition and encumbers funds against a budget. POs must coincide with the fiscal year.

Blanket Orders

A Blanket Order is used when multiple invoices are expected to be paid within the fiscal year. Examples include utilities, monthly subscription payments, installment payments, e.g., a deposit.

Retrofit Orders

A Retrofit Order is used when there is already an invoice for goods or services that have already been received. Retrofit Orders are also used for payments that are not for goods or services. Examples include registration fees, honoraria, reimbursements/refunds to external individuals. Retrofit Orders should be avoided as much as possible.

Standard Orders

A Standard Order is used whenever an order is opened based upon an estimate or quote and a single invoice is expected as payment against the order. Orders placed with Amazon Business, print production vendors, catering requests, and computer supplies are examples of Standard Orders.

Receiving Dock

The entrance to the receiving dock is on Quincy Street directly behind the building. For reasons of safety and security, only authorized personnel are permitted on the receiving dock.

The dock's operating hours are Monday - Friday, 8:00AM - 11:30AM and 1:00PM - 3:30PM.

All receipt of and shipment of goods must be handled from the dock. **This includes caterers.** No shipments may come through the front lobby doors unless they are small packages easily hand carried through the revolving doors. No hand carts are allowed through the front doors.

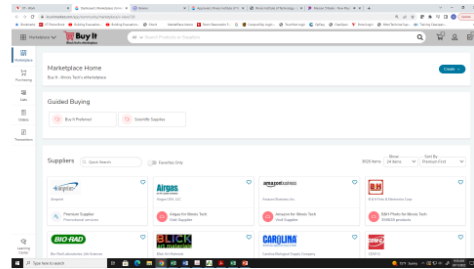
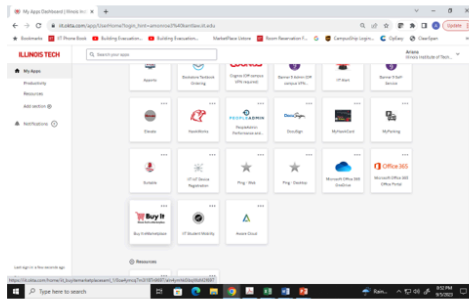
A building maintenance staff member is assigned to accept all shipments at the dock. After the shipment is signed for, it will be brought to the College Service Center and the staff/faculty/department that the shipment is for will be notified via email.

Reimbursement Expense Claims (Employees)

Staff and faculty can request reimbursement with an online Buy It Expense Claim. Before an expense claim can be processed, the payee must complete a [New User Registration Form](#) for access to Buy It.

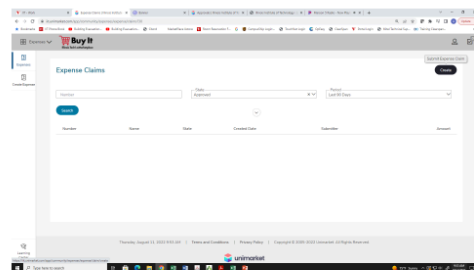
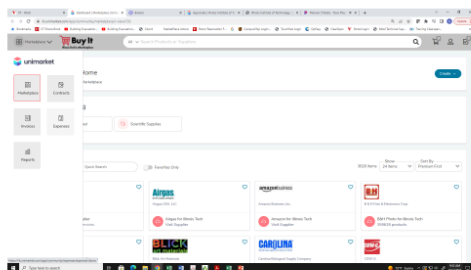
Buy It Expense Claims for Reimbursement

- Open the Buy It app from the Okta homepage
- Buy It eMarketplace homepage



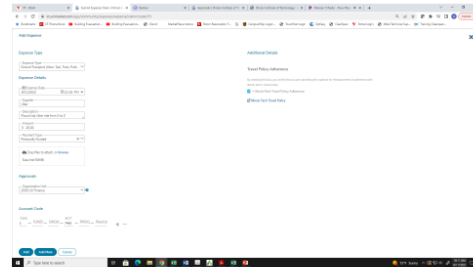
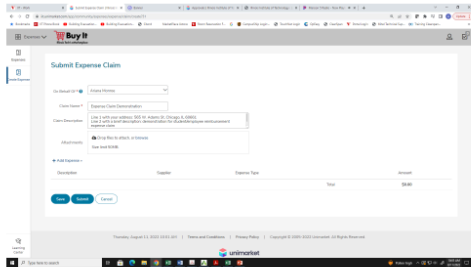
Navigate to Expense module

- Select Expense from Marketplace menu
- Click Create for a new request



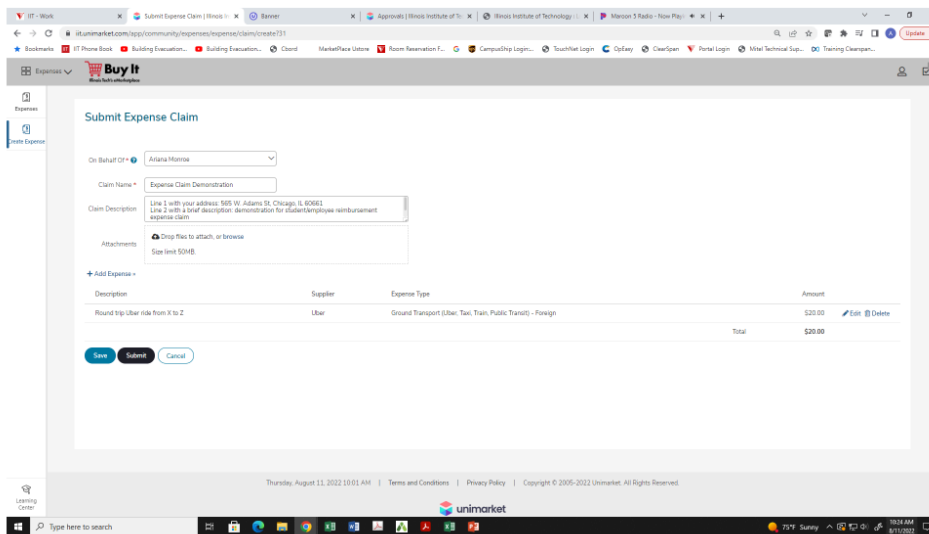
Starting the Claim and adding Expense Types

- Claim name and description
- Add expense, attach receipt, insert budget FOP

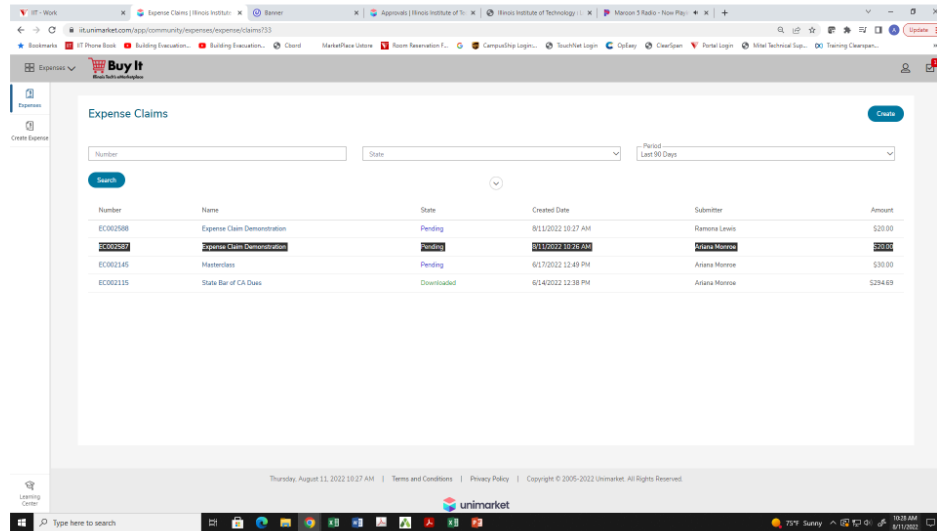


CRITICAL NOTE: *Do not* submit a reimbursement expense claim for someone else. Third-party reimbursements are strictly prohibited!

Add more expense and/or Submit



Receive Expense Claim Number



Final steps to payment

- Once you have successfully submitted your expense claim, it will be reviewed and approved first by Administration & Finance
 - If a claim was submitted *On Your Behalf*, you will receive an email notification that the claim is pending your approval in Buy It. Without your approval, the claim will not move forward in the process.
- The next level approval is with Accounts Payable at the Mies Campus
- Check your claim status for **Downloaded**, that is the final approval for payment
- Reimbursements are paid by AP on the same biweekly payroll schedule

Reimbursements/Refunds (Non-Employees)

See Retrofit Purchase Orders.

Revenue Account Codes

Banner Finance revenue account codes, [5xxx](#), can be found on the Controller's [website](#).

Removal Authorization

Students, staff or faculty are not permitted to remove large university owned or personally owned equipment, furniture, pictures, etc. from the building without a Removal Authorization Form. You may request the form from Ramona Lewis via email at rlewis7@kentlaw.iit.edu.

Complete the form and return it to Administration and Finance, Suite 265 for signature. Then, present the signed form to the Public Safety Officer on duty as you are exiting the building with the equipment. If you need to exit via the dock, Public Safety will contact an engineer to open the dock doors for you.

Room Reservations

To make a room reservation, submit the [Internal Room Request Form](#). To reserve space(s) for an event hosted at the Conviser Law Center, see the Event Planning section.

Restrooms

The Conviser Law Center has two gender-neutral restrooms on the Concourse level. There are gender-specific restrooms on the first through tenth floors.

Salary Account Codes

Banner Finance salary account codes, [6xxx](#), can be found on the Controller's [website](#).

Scooters

Faculty and staff (students, too) are prohibited from bringing scooters of any type into Illinois Tech premises, including the Conviser Law Center. They cannot be stored inside of lockers, offices, closets or with security at the Public Safety Desk.

If a member of the faculty or staff brings a scooter into the building, Public Safety will not allow entry and will ask that the scooter be secured outside the building.

Student Employment

For information on hiring student workers (community service, department assistants, research assistants, teaching assistants), please refer to the [Student Employment Handbook](#).

Tax Exemption

To receive a copy of the University's Illinois sales tax exemption and not-for-profit status, please contact [Ramona Lewis](#).

Telephones and Voicemail

Telephones throughout the Conviser Law Center are networked and operate using Voice of Internet Protocol (voip). There are also options available to use your Kent extension for making and receiving calls remotely using the PC Desktop and/or Mobile applications. The Mobile app is available for Android and iPhone devices. For more information on the remote apps, contact Ariana Monroe.

Voicemail messages are delivered via email with an attached .wav file that can be downloaded for playback using Windows Media Player. Emails with your voicemail messages will be sent from voicemail@sip.net.internet2.edu and are safe to open.

If you have any issues with your telephone operations or need a password reset, please open a support ticket with the ITS Help Desk.

Travel Policy

[Foremost Travel](#) Agency is the University's required supplier for approved law school business travel. Whenever possible, travel should be booked using the Foremost **Concur** Online Booking Tool. Through this online service, faculty and staff can *make their own travel arrangements* that are paid for directly from a law school budget, e.g., a faculty fund, a program fund, a department's operating budget, etc. and **\$0** processing fees are charged. Concur can be used for flights, railway, hotels and rental cars.

To gain access to Concur, new users are required to complete an online training and assessment. Click [here for instructions](#) or go directly to the [training site](#). After the assessment is completed, new users will be prompted to set up an account and profile from a Concur Registration link.

Your registration must include:

1. A User Name as it appears legally on your travel documents, e.g., Passport, Driver's License; and
2. Set your travel approval manager as Dawn Rupcich.

Booking travel without access to Concur and contacting Foremost Travel for assistance by an Agent may result in a longer processing time, fluctuations in pricing and availability, as well as a \$30.00 processing fee.

Concur and Foremost Travel *cannot* book an Airbnb.

If traveling internationally, outside of the United States, a [Travel Request Form](#) must be submitted to Administration and Finance at least 14 days before your departure date. The form will be approved with a signature and returned for your records. You must upload the signed copy as an attachment to any expense claim submitted in Buy It related to international travel for expenditure reimbursements. A Travel Request Form *is not required* for domestic travel.

UStores by Touchnet

For departments, programs or events - *excluding Continuing Legal Education programming* - that need to collect payments, registration fees, etc. a UStore can be created. A UStore is an online storefront where payments can be made with any major credit card, provided by the University's vendor, Touchnet.

Please note that UStores are not used for donations or gifts.

If you need a UStore created or an existing UStore revised, submit the [UStore Intake Form](#).