

USC School of Architecture

RTPC Teaching and Administrative Support Fund Guidelines

Background of the use of Teaching and Administrative Support Funds in the USC School of Architecture:

These funds provide non-taxed capital to help underwrite expenses associated with faculty teaching and to help support administrative costs associated with enrichment and development, which will positively impact the USC School of Architecture.

University auditors have requested guidelines be established to define the scope and breadth of funding and to comply with established university guidelines for reimbursement, expenditure, accounting, and, in certain instances, state and federal taxation procedures. Attached are the USC School of Architecture's teaching and administrative fund procedures and parameters of acceptable and allowable expenses.

Fund for Academic Year 2016-2017: To spend beginning July 1, 2016 through May 31, 2017.

Approval is required *prior to* incurring any expenses. Any items acquired without written approval or outside of university guidelines will be reimbursed at the discretion of the Assistant Dean for Finance and Administration. Please submit the below request via email (copy and paste into email, complete first two sections) to ryarber@usc.edu for approval.

FACULTY FUND REQUEST

Business purpose:

Estimated cost: \$

If includes travel provide breakdown:
i.e. air, lodging, meals, ground transportation, registration, etc

DECISION: will be provided via email

_____ Approved
_____ Request supporting documents and/or additional information
_____ Other / comments

I. Faculty teaching is defined as:

- Activities that serve your continuing growth as a teacher, scholar, and contributor to a world-class university such as USC.
- Activities that support teaching, develop new teaching materials and methods, or help develop new skills and expertise (consistent with USC's academic mission).
- Activities that support faculty development and institutional excellence, enhance teaching effectiveness, enrich scholarly endeavors, strengthen and develop academic programs.
- Intellectual achievement through study, research, writing, and travel.
- Academic development activities that involve teaching, research, service, and/or creative endeavors.

II. Conditions on the use of these resources are as follows:

May be used only for legitimate scholarly expenses, including (but not limited to) equipment, travel for field research, books, videos or other scholarly materials, academic memberships and subscription renewals, technical or consulting services such as video-taping, laboratory analysis, etc.; attendance of architecture-related symposia, or computing expenses. The review criteria for purchasing and/or reimbursement shall be based, in part, upon the following criteria:

- The significance of the project to achieving the school's mission and goals.
- How well the project is conceived, defined, articulated, and organized.
- The feasibility of the project.
- The ability of the recipient to complete the proposed project.

Non-allowable expenses include those of any personal nature without a clear business purpose and relevance to Architectural research or instruction. Such items include, but are not limited to: architecture license for one's private practice, furniture, computers for private practice, personal and or family usage, household goods, clothing and any travel for leisure purposes, etc. Also not permitted are multiple purchases within two years of tangible items, such as computer equipment or cameras.

III. Guidelines for processing of payments:

Certain expenses require payments be made directly by the Business Office. Before purchasing any items, the business office should be consulted on the best way to proceed.

Computer purchases: Computers must be purchased via departmental requisition through the USC Bookstore or purchase order through Apple Corporate Office. All other items must be purchased through approved University vendors.

- Required educational discount.
- Required to be purchased with an encryption solution. Details about the policy are found on the following website: www.usc.edu/purchasing/secureyourlaptop.
- Software purchases, when available, must be purchased via departmental requisition and/or purchase order (PO). IT Director (Enrique Barajas ebarajas@usc.edu) can assist.
- Will be tracked by USC Architecture as university owned property.
- Equipment, software & peripherals cannot be sold/transferred to other parties.
- Old equipment cannot be disposed without prior written approval from the University - please contact the Arch Budget Office for details.

Office supplies, when available, must be purchased via PO. Front office can assist.

Travel, including air and hotel, should be booked and billed via internal requisition to STA Travel and/or Crown. If purchased with personal funds, the reimbursement cannot be processed until **after** the completion of the trip. Note: only economy class airfare or equivalent allowed for air travel.

Printing is considered a service that must be paid for directly by the university using a preferred vendor. There are various strict guidelines in place for the purpose of protecting the University's graphic identity.

If items cannot be purchased directly and a **reimbursement** is in order the following is required:

- Prior approval. Confirmed via email from the Assistant Dean for Finance and Administration.
- Must be in compliance with university guidelines and deemed allowable. If you require further details regarding these guidelines, please check with the Business Office in advance.
- Original itemized receipts. Credit card chits ONLY are not acceptable. Invoices must be marked "paid" or have other proof of payment attached i.e. cc statement, credit card chit.
- Receipts taped down to 8 ½ x 11" sheets of paper, non-overlapping, double-sided ok.
- No per diem rates, under any circumstances, will be accepted in lieu of receipts.
- If submitting a travel reimbursement, proof of travel is required.

IV. Additional guidelines to review:

An inventory log for all tangible pieces of equipment will be kept by the department's information technology office. The log will include all faculty signatures for all equipment purchased through the program; this includes but is not limited to computer equipment and accessories.

If property is lost, stolen or destroyed the following procedures must be followed:

- The employee must report the theft to the Los Angeles Police Department and or the USC Department of Public Safety within 24 hours of theft/loss/destruction.
- Notify the Architecture Business Office in writing (by e-mail or mail) within 48 hours of the theft/loss/destruction. A copy of the incident report must also be submitted to the Business Office within this time frame.

Note: all items purchased are considered the responsibility of the faculty member. If lost, stolen, or destroyed, it is the responsibility of the individual to replace.

Sale or transfer of teaching equipment is strictly prohibited. The faculty member is required to return the old teaching equipment that is out of commission, out of order, or no longer meets needs, to the information technology office. The faculty member will receive a receipt and the inventory log will be updated.

Funds are for the sole use of the recipient; no other individual may share or directly benefit from funding.

Items purchased with school funds must be used for their intended purposes and have legit scholarly or teaching and administrative related purposes.