UNC | SCHOOL OF GOVERNMENT

Office of Business and Finance

INFORMATION AND PROCEDURES

Contents

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How to Get a Hotel Contract Signed

Overview: When a hotel requires a contract to reserve a block of rooms, rent meeting space, or any other services, the contract must be signed by an appropriate University Official.

Step by Step Process:

At least 45 days before the event:

1. Once you have the contract from the hotel, review to make sure that all of the details are correct and complete. The contract must include an accurate quote from the vendor.

2. Collect additional information, which includes:

You provide:

- ☐ Draft agenda or course announcement
- ☐ Draft participant list (if available)

If the contract is for more than $5,000, also complete:

- ☐ Sole Source Justification Letter (signed by Faculty)
- ☐ Waiver of Competition form (signed by Faculty)

Hotel Provides:

- ☐ Contract
- ☐ IRS Form W-9
- ☐ ACH Form
- ☐ HUB Form

3. Submit contract and all completed forms to the Business office via the Business Office Ticketing System. In the description area of your ticket, please provide any additional relevant details or special requests. The ticket should also include the appropriate Course Code and/or Program Code related to the event.

Note: ***Please do not submit the W-9 and ACH forms via the ticketing system or email****. These forms contain sensitive private information and should be handled with care. After submitting your ticket, please direct clients and vendors to submit their paperwork via one of these secure methods.*

Once the Business Office has received the request and paperwork, within 2-5 business days we will:

1. Review the paperwork and let you know if any additional information is needed.
2. Submit the paperwork to the University Purchasing office for approval. If we receive feedback from the University that more information is needed, we will let you know. Once it approves the submission, the University will sign the contract and send it back to the SOG. *Note: Because all contracts are reviewed and signed centrally, the time it takes for the University to review and sign a contract can vary significantly. You should plan for a timeline of up to 3 weeks for University review.*
3. We will send you the signed contract via the ticketing system. You should then return the signed contract to the hotel.

After the event and services are complete, within 10 business days, you should:

1. Submit an itemized invoice to the Business Office for Payment, along with the final agenda and participant list.
2. Include in your submission the relevant Course and/or Program codes.
3. The Business Office will submit the invoice for payment within 2 business days.

More Information:

- University Policy: [How to Purchase at UNC-Chapel Hill]
- Questions? Contact Anitra Jones at ajones@sog.unc.edu

HOW TO ARRANGE CATERING SERVICES FOR A COURSE OR OTHER EVENT

Overview: When a catering order is greater than $5,000 and requires a contract, the contract must be signed by an appropriate University Official. When the catering order is less than $5,000, a P-Card may be used, or the caterer can provide an invoice to be paid after the event. The School's preferred caterer for on-campus events is Carolina Catering; when using Carolina Catering, a contract is not required.

Step by Step Process:

For more information about Carolina Catering, visit: https://catering.unc.edu

For catering orders less than $5,000 (not through Carolina Catering):

1. To pay by credit card, contact your Team Lead (or the Business Office, if not related to a SOG course) to use a P-card to pay for the order. You will need to collect an itemized receipt from the caterer for p-card reconciliation.
2. If you cannot pay by credit card, ask the caterer for an invoice. Submit the invoice through the Business Office Ticketing System within 10 days of the event. Include the relevant Course/Program/Project Codes associated with the order. In addition, please include the final agenda and participant list.

For catering orders greater than $5,000 (not through Carolina Catering), the Business Office will need to create a Purchase Order. At least 30 days before the event:

1. You will need to gather and complete all the necessary paperwork (described below) for the caterer that is to be hired:

You provide:

- ☐ *Agenda or course announcement*
- ☐ *Participant* List (if available)

If the contract is for more than $5,000, also complete:

- ☐ Sole Source Justification Letter (signed by Faculty)
- ☐ Waiver of Competition form (signed by Faculty)

Caterer Provides:

- ☐ Contract
- ☐ IRS Form W-9
- ☐ ACH Form
- ☐ HUB Form

Note: Please do not submit the W-9 and ACH forms via the ticketing system or email. These forms contain sensitive private information and should be handled with care. After submitting your ticket, please direct clients and vendors to submit their paperwork via one of these secure methods.

2. Submit contract and all completed forms to the Business office via the Business Office Ticketing System. In the description area of your ticket, please provide any additional relevant details or special requests. The ticket should also include the appropriate Course Code and/or Program Code related to the event.

Once the Business Office has received the request and paperwork, within 2 business days we will:

1. Review the paperwork and let you know if any additional information is needed.
2. Submit the paperwork to the University Purchasing office for approval. If we receive feedback from the University that more information is needed, we will let you know. Once it approves the submission, the University will sign the contract and send it back to the SOG. *Note: Because all contracts are reviewed and signed centrally, the time it takes for the University to review and sign a contract can vary significantly. You should plan for a timeline of up to 3 weeks for University review.*
3. We will send you the signed contract via the ticketing system. You should then return the signed contract to the caterer.

After the event and services are complete, within 10 business days, you should:

1. Submit an itemized invoice to the Business Office for Payment. Please include the finalized agenda and participant list with your submission.
2. Include in your submission the relevant Course and/or Program codes.
3. The Business Office will submit the invoice for payment within 2 business days.

Relevant University Policy: How to Purchase at UNC-Chapel Hill

Questions? Contact Anitra Jones at ajones@sog.unc.edu

HOW TO HIRE AN OUTSIDE SPEAKER OR INDEPENDENT CONTRACTOR

Overview: Independent Contractors are individuals who provide services for the University; an independent contractor is someone who does not work for a separate company and is paid as an individual, rather than a business. They are most commonly used in the School of Government for individuals hired to teach or present in a course, but independent contractors are also used to provide consulting and advising services. The University has a very involved process to review and approve independent contractor arrangements, as the University has to make a determination on if the individual should be considered an employee of the University rather than just a contractor. Fines and penalties can result from not complying with the guidelines.

Note: if the Independent Contractor is an employee of the UNC system or another state agency, please contact us to determine if the contractor can be paid via dual employment.

Please note that work cannot be started by an independent contractor until the University approves it. The paperwork needs to be received by the business office at least 30 days prior to the begin date. If the contractor will have access to sensitive data or is to have a continuous relationship with the University, the University requires a background check. Please try to submit information for these individuals sooner than 30 days before the work begins, as a background check adds at least two additional weeks to the process.

Step by Step Process:

1. You should gather and complete all the necessary paperwork (described below) for the independent contractor who is to be hired:

You provide:

- [ ] Independent Contractor Determination Form
- [ ] Agenda or course announcement
- [ ] Participant List
- [ ] Speaker's email address for background check

Speaker Provides:

- ☐ IRS Form W-9
- ☐ ACH Form
- ☐ HUB Form

If the contract is for more than $5,000, also complete:

- ☐ Independent Contractor Services Agreement form
- ☐ Statement of work
- ☐ Sole Source Justification Letter (signed by Faculty) (Examples)
- ☐ Waiver of Competition form (signed by Faculty)

2. Submit contract and all completed forms to the Business office through the Business Office Ticketing System. In the description area of your ticket, please provide any additional relevant details or special requests. The ticket should also include the appropriate Course Code and/or Program Code related to the event.

Note: ***Please do not submit the W-9 and ACH forms via the ticketing system or email.*** *These forms contain sensitive private information and should be handled with care. After submitting your ticket, please direct clients and vendors to submit their paperwork via one of these secure methods.*

Once the Business Office has received the request and paperwork, we will:

1. Review the paperwork and let you know if any additional information is needed.
2. Submit the paperwork to the University Accounting office for approval. If we receive feedback from the University that more information is needed, we will let you know. Once it approves the submission, the University will sign the paper and send it back to the SOG. *Note: Because all contracts are reviewed and signed centrally, the time it takes for the University to review and sign a contract can vary significantly. You should plan for a timeline of up to 3 weeks for University review.*
3. We will send you the signed contract via the ticketing system. You should then return the signed paperwork to the speaker.

After the event and services are complete, within 10 business days, you should:

1. Submit an itemized invoice to the Business Office for Payment.
2. Include in your submission the relevant Course and/or Program codes.
3. The business office will submit the invoice for payment within 2 business days.

More Information:

- **Relevant University Policy:** Independent Contractors
- **Questions?** Contact Anitra Jones at ajones@sog.unc.edu

HOW TO ORDER SUPPLIES

Overview: The Business Office coordinates purchasing of all office supplies related to the School's activities. The University's preferred office supply vendor is Staples, but supplies can be ordered from most retailers like Amazon, Walmart, etc. Personal reimbursements for supplies are not permitted.

Step by Step Process:

1. A purchasing card can be used to order some supplies under $5,000. Please review the P-card policybefore purchasing an item with a P-card. If the item is an allowable expense, you may purchase the item. Be sure to keep receipts for your reconcilation.

2. If not using a P-card, select the item(s) you would like to order. Once you have selected your item(s), note the item number(s), link(s), and name(s) of the item(s).

a. Technology purchases should be approved by SOG IT. Please contact SOG IT for approval before ordering the item.

b. If the purchase will be greater than $5,000, the Business Office will need to make a Purchase Order. Please give at least 30 days' advance notice for these types of orders.

3. Submit a ticket through the Business Office Ticketing System, and include the information for the item(s) you would like to purchase.

After the Business Office has received the request, we will:

1. Place an order for the requested supplies. If the requested item is not available, we will help you find an alternative.
2. Notify you when the supplies have arrived, and deliver the requested supplies to your office or mailbox.

More Information:

- Relevant University Policy: How to Purchase at UNC-Chapel Hill
- Questions? Contact Missy Underwood at mwunderw@sog.unc.edu

How to purchase **goods or services** that will cost **more than $5,000**

Overview: When a service or good that needs to be purchased costs more than $5,000, a contract (purchase order) must be signed by an appropriate University Official.

Step by Step Process:

At least 45 days before the event:

1. Once you have the contract from the vendor, review to make sure that all of the details are correct and complete. The contract must include an accurate quote from the vendor.

2. Collect additional information, which includes:

You provide:

- [ ] Agenda or course announcement
- [ ] Participant List

Vendor Provides:

- [ ] Contract
- [ ] IRS Form W-9
- [ ] ACH Form
- [ ] HUB Form

If the contract is for more than $5,000, also complete:

- [ ] Sole Source Justification Letter (signed by Faculty)
- [ ] Waiver of Competition form (signed by Faculty)

3. Submit contract and all completed forms to the Business office via the Business Office Ticketing System. In the description area of your ticket, please provide any additional relevant details or special requests. The ticket should also include the appropriate Course Code and/or Program Code related to the event.

Note: Please do not submit the W-9 and ACH forms via the ticketing system or email. These forms contain sensitive private information and should be handled *with care. After submitting your ticket, please direct clients and vendors to submit their paperwork via one of these secure methods.*

Once the Business Office has received the request and paperwork, within 2 business days we will:

1. Review the paperwork for completion and accuracy, and let you know if any additional information is needed.
2. Submit the paperwork to the University Purchasing office for approval. If we receive feedback from the University that more information is needed, we will let you know. Once it approves the submission, the University will sign the contract and send it back to the SOG. *Note: Because all contracts are reviewed and signed centrally, the time it takes for the University to review and sign a contract can vary significantly. You should plan for a timeline of up to 3 weeks for University review.*
3. We will send you the signed contract via the ticketing system. You should then return the signed contract to the vendor.

After the event and services are complete, within 10 business days, you should:

1. Submit an itemized invoice to the Business Office for Payment.
2. Include in your submission the relevant Course and/or Program codes.
3. The Business Office will submit the invoice for payment within 2 business days.

More Information:

- Relevant University Policy: How to Purchase at UNC-Chapel Hill
- Questions? Contact Anitra Jones at ajones@sog.unc.edu

How to be reimbursed for work related Travel Expenses

Overview: When an employee travels for University related business, all receipts of expenses incurred during travel should be submitted to the Business Office for reimbursement. Meals are reimbursed at a per diem rate established by the University.

Step by Step Process:

After travel is completed, within 10 days:

1. Submit travel receipts into the Business Office Ticketing system (excluding receipts for meals, which are reimbursed at a per diem rate).

2. Collect and submit additional information, which includes:

   - [ ] Travel Reimbursement Form (see example)

3. In the description area of your ticket, please provide any additional relevant details or special requests. The ticket should also include the appropriate Course Code, Program Code, or Project ID related to the event.

Once the Business Office has received the request and paperwork, within 2 business days we will:

1. Review the paperwork and let you know if any additional information is needed.

Within 5 business days we will:

1. Enter travel reimbursement into the University's Travel System and print a Traveler's Acknowledgement form.
2. We will send you the traveler's acknowledgement form via the ticketing system. You should then return the signed form (either electronically or you can print, sign, scan) back to Business Office via ticketing system.
3. The business office will submit the invoice for payment within 2 business days of receiving the form.

More Information:

- Relevant University Policy: How to Travel at UNC-Chapel Hill
- Questions? Contact Missy Underwood at mwunderw@sog.unc.edu

HOW TO REIMBURSE A NON-UNC EMPLOYEE FOR TRAVEL EXPENSES

Overview: When a non-employee travels, all receipts of expenses incurred during travel should be submitted via ticketing system. Meals are reimbursed at a per diem rate established by the University.

Step by Step Process:

After travel is completed, within 10 days:

1. Collect travel receipts from the non-employee.

2. Collect additional information from the non-employee, which includes:

- [ ] Travel Reimbursement Form
- [ ] IRS Form W-9
- [ ] ACH Form
- [ ] HUB Form

3. Submit all receipts and forms via the Business Office Ticketing System. In the description area of your ticket, please provide any additional relevant details or special requests. The ticket should also include the appropriate Course Code, Program Code, or Project ID related to the event.

Note: Please do not submit the W-9 and ACH forms via the ticketing system or email. *These forms contain sensitive private information and should be handled with care. After submitting your ticket, please direct clients and vendors to submit their paperwork via one of these secure methods.*

Once the Business Office has received the request and paperwork, within 2 business days we will:

1. Review the paperwork for completeness and accuracy, and let you know if any additional information is needed.

Within 5 business days we will:

1. Enter travel reimbursement into the University System for reimbursement.
2. Once approved by the University, the traveler will receive payment directly to his or her bank account.

More Information:

- Relevant University Policy: How to Travel at UNC-Chapel Hill
- Questions? Contact Anitra Jones at ajones@sog.unc.edu

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How to provide TRAINING OR ADVISING SERVICES to a local government or other outside group

Overview: When an outside group asks for the training or advising services of a School of Government faculty member or Entrepreneurial Initiative, the School has the ability to sign a service agreement with that group. Service agreements are important tools used to increase impact and generate revenue for the School. In most cases, service agreements are signed by the Dean and managed by the Business Office. When an agreement is needed for services that last longer than one year or for a contract amount greater than $100,000, they must be reviewed by the UNC Finance Office.

Step by step process:

For simple service agreements, such as for one-day speaking or advising engagements, the SOG uses a one-page agreement. This type of work is billed at a standard daily rate for faculty/staff time, plus applicable travel expenses, if any. Before the work begins:

1. Submit a ticket through the Business Office Ticketing System with the following information:
   - Name of funding organization and contact information, including the name, title, and address of your contact and the person signing the agreement.
   - Dates and length of the engagement and agreed upon fee for services. The Business Office can help you determine an appropriate fee, if desired.

For long-term, complex, or on-going services, the SOG uses a longer agreement template. This type of work is billed according to the estimated cost of providing services, plus overhead costs. Before the work begins:

1. Negotiate with the outside group or funder to determine what services will be provided and the length of the contract. In partnership with the Client, create a Scope of Work. The Business Office can provide examples and assist in determining an appropriate amount to bill the Client, if needed. The Scope of Work should include:
   - Relevant background information, if any
   - Deliverables/tasks to be performed
   - Dates of service and timeline of activities
   - Budget
   - Billing schedule

2. Submit the Scope of Work, name of the funding organization and contact information, including the name, title, and address of your contact and the person signing the agreement, through the Business Office Ticketing System.

For all service agreements, once the Business Office has received the materials, within 2-5 business days we will:

1. Review the paperwork for completeness and accuracy, and let you know if any additional information is needed.
2. Submit a draft agreement to the client for review and signature. We will copy you on all correspondence with the Client.
3. After the Client has returned the partially signed agreement, the Dean will sign on behalf of the School of Government. In cases of agreements longer than one year or greater than $100,000, we will coordinate review and signature by the UNC Finance Office.
4. We will return the fully executed agreement to you and the Client and assign a unique program code to track expenses. Work can begin.
5. We will send invoices to the client according to the schedule laid out in the Scope of Work. However, we will always check with you before sending an invoice.

After services are complete, within 10 business days, you should:

1. Submit any travel or other associated expenses to the Business Office for payment.
2. Include in your submission the relevant Program codes.

More Information:

- Questions? Contact Traci Forchette at forchette@sog.unc.edu