September 22, 2011

TO: Faculty, Staff, and Students

FR: John H. Dawson

RE: The Department of Chemistry and Biochemistry’s University Purchasing Card and Background and Credit Check Policy

In order to ensure the Department of Chemistry and Biochemistry abides by the University’s policies on Background and Credit Checks, starting immediately the following is to be put in place.

1. No undergraduate student, non-postdoc temporary employees, or postdoc employees with less than an 11½ month appointment will be allowed to have a university purchasing card.

2. In order for a graduate student or postdoc to obtain a university purchasing card, their research advisor must submit a written request, via e-mail is fine, to the Grant Coordinator stating “I authorize (name of person) to have a University Purchasing Card. The default account to charge is (account/fund number).”

3. Graduate Students and postdocs who receive university purchasing cards will request and, if appropriate, receive approval from their research advisor to make specific purchases.

4. The research advisor will check the purchases at the end of the month to make sure that they comply with University purchasing rules and sign the credit card statement to indicate that the research advisor has reviewed the purchases they are within university policy.

5. All new research advisors and any permanent staff who will handle a University Purchasing Card will have to undergo a background and credit check prior to being hired. Current holders of University Purchasing Cards are grandfathered in.

6. Any personnel to include undergraduate and graduate students, temporary employees, permanent staff and faculty in the Department who will have access to personal information that can be used to cause harm to another student, faculty or staff will have to have a background check before being hired. Current workers are grandfathered in.