


VICE CHANCELLOR FOR FINANCIAL
AND ADMINISTRATIVE AFFAIRS

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE

MEMORANDUM

TO: All Campus

FROM: David Wesse, Ph.D. 
Vice Chancellor for Financial and Administrative Affairs

SUBJECT: Annual Reminder

DATE: June 17, 2014

1. OUTSIDE ACTIVITIES & CONFLICT OF INTEREST DISCLOSURE STATEMENTS

All requests for permission to engage in outside activities and conflict of interest disclosures approved for 2013-2014 will expire at the close of the fiscal year June 30, 2014. If the activity will continue, or if this is a new activity or conflict of interest, a request must be submitted. The following link on the Human Resource web page: *Reportable Outside Activity Electronic Form* will allow you to review the policy on Conflicts of Commitment and Reportable Outside Activities (III.B.1) to determine when and what outside activities should be disclosed. If disclosure is necessary, you may submit a form from that site.

2. TEMPORARY OFF-CAMPUS USE OF UNIVERSITY EQUIPMENT

Staff members intending to use university capital equipment, valued at \$5,000 or more, away from campus must fill out a Property Management Form POC, *Request for Use of University Property Off Campus*, that may be found on the Accounting Services web page. The Form POC should be processed through the appropriate department head and submitted to Accounting Services in advance of the proposed use. Approval given for 2013-2014 will expire at the close of the fiscal year June 30, 2014. For equipment that continues to be used off-campus after June 30, 2014, a new Form POC must be submitted. Such off-campus use is limited to university-related business only.

3. SECURITY & CONFIDENTIALITY OF PERSONAL INFORMATION

All employees of IPFW are reminded that we are required by Federal law (Gramm-Leach-Bliley Act) to ensure the security and confidentiality of personal information. For the purposes of this Act, personal information is defined as any record containing nonpublic personal information whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the university. Examples include: social security number; account numbers; name, address, and phone numbers when collected with financial data; and any financial transactions.

4. SABBATICALS

Faculty members who have been on a sabbatical leave for all or part of the 2013-2014 year need to submit the sabbatical report, which may be found on the Academic Affairs web site under Faculty Affairs. The report should be submitted to and signed by the department chair and school/college dean, who then sends it to the Vice Chancellor for Academic Affairs.

5. DEPARTMENTAL TRAVEL POLICY

University policy requires that each department develop and maintain written guidelines for travel by its faculty and staff, including requirements for prior approval and limits on payment and reimbursement of travel expenses. These guidelines should be reviewed annually and revised if necessary to reflect changes in departmental staffing and priorities. Additional information on this policy may be found in the Travel Management section of the Accounting Services web site.

6. SIGNATURE DELEGATIONS

Departments should update their signature delegations to reflect current staffing and administration. This may be done by contacting the Business Manager for your area. If you do not have a Business Manager, please contact Senior Business Manager Diana Jackson.