**DEPARTMENT OF SURGERY**

**POLICY and GUIDELINE LIBRARY**

\*\*\*Draft\*\*\*

<http://www.columbiasurgery.org/connect>

***Background:*** *In May 2015, a group of selected key Division Administrators, Directors, and staff met as part of the newly formed Business Intelligence and Process Enhancement Committee (BIPEC). The goal of BIPEC is to enhance the current processes governed by University Policies at the Departmental level. Its mission is to improve, inform, and set policy and guidelines for the Department. Below are the outcomes of the meetings.*

1. **Policy: Incomplete/Non-responsive Request in SurgFin Queue**

***Purpose: To ensure that all requests are closed, non-responsive requests for additional info will be archived as incomplete after three weeks****.*

Procedures:

1. One week from first email request, SurgFin staff sends a second email reminder to the requestor, payee, and Division Administrator.
2. Two weeks from first email request without acknowledgement, SurgFin staff sends a final reminder email to the requestor, payee, Divisional Administrator, and Finance Director.
3. After three weeks of non-response, request will be archived as incomplete and removed from SurgFin queue.

*Helpful Tips and Guidance*

1. **Policy: Missing Receipt Thresholds**

***Purpose: To ensure timely submission of reimbursements, reduce manual paperwork process, and minimize departmental and institutional supplemental approvals for small dollar expenses without receipts.***

Procedures:

1. The department will reimburse only up to $25 per meal and $75 for all other expenses without a receipt (please note - $0 for hotel per University policy).
2. Receipt not itemized (e.g. no segregation of alcohol and non-alcohol) is considered missing receipt and must submit a Missing Receipt Worksheet along with Supplemental Approval Form.
3. Division Administrator has discretion to submit or deny request prior to CFO consideration.
4. CFO has discretion to approve or deny Supplemental Approval Form.

*Helpful Tips and Guidance.*

1. **Policy: Purchase of Computers, Software, and Network Devices through CompOps**

***Purpose: To ensure security and network compliance with CUMC information technology policy, and to maintain complete inventory of purchases and disposal of assets, CompOps is the sole authority for placing orders for IT hardware and software, specifically if the asset is networked, licensed, or can in any way store or access PHI (Patient Health Information).***

Procedures:

* 1. Submit a ticket request via <https://portal.surgery.columbia.edu/help/>
	2. All IT related hardware and software will be specified by Comp Ops to ensure standardization, timely installation, and compatibility with institutional systems.
	3. All requests are subject to approval based on available funding and business justification.

*Additional info available at* [*https://portal.surgery.columbia.edu/help/*](https://portal.surgery.columbia.edu/help/)*.*

1. **Policy: Cell Phone**

***Purpose: To define shared costs related to cell phone usage between the Department and employee.***

Procedures:

1. All wireless services and devices must be part of the Department shared accounts with the selected approved carrier(s) – preferred carrier is Verizon Wireless.
2. The Operations Coordinator is the single contact source for all cell phone requests.
3. The department will pay up to $200 towards a new device once every two year contract. Employees are responsible for the remaining costs of upgrade device and/or damaged phone replacement.
4. International roaming service must be requested prior to traveling dates – see policy details.

*See Full Policy Here*

1. **Guideline: Professional Membership Dues**

***Purpose: To minimize employee’s pre-payment of business related expenses and to ensure appropriate Divisional and Departmental support of employee’s professional growth and development.***

Procedures:

1. All membership dues should be paid via Divisional p-card or Departmental p-card instead of employee’s personal funds whenever possible.
2. If employee pre-paid for membership dues, reimbursement must be submitted within 10 days of the expense date.
3. Employees must adhere to Divisional dollar threshold and/or number of membership fees per fiscal year.
4. Excessive membership fees will require Division Chief’s memo justification upon request.

*Tips to avoid imputed income tax.*

1. **Guideline: License and Registration Fees**

***Purpose: To minimize employee’s pre-payment of business related expenses and to ensure appropriate Divisional and Departmental support of employee’s professional growth and development.***

Procedures:

1. All license and registration fees should be paid via Divisional p-card or Departmental p-card instead of employee’s personal funds whenever possible.
2. If employee pre-paid for license and registration fees, reimbursement must be submitted within 10 days of the expense date.
3. Employees must adhere to Divisional dollar threshold and/or number of license and registration fees per fiscal year.
4. Excessive license and registration fees will require Division Chief’s memo justification upon request.

*Tips to avoid imputed income tax.*

1. **Guideline: Capital Equipment Purchases**

***Purpose: To ensure fiscal responsibility as well as compliance with University capital equipment purchase policy.***

Procedures:

1. Obtain three quotes (single-sole source justification required if applicable).
2. Any capital equipment that exceeds $10,000, a cost-benefit analysis is required (Divisional Admin will work closely with Finance Office).
3. Equipment exceeding $50,000 will require a purchase vs. lease analysis (Division Administrator, Finance Office, and University Purchasing will work together to determine the best options).
4. CFO must approve all capital purchase prior to submission to SurgFin.
5. **Guideline: Social Events**

***Purpose: To minimize employee’s pre-payment of business related expenses and to adhere to University policy.***

Procedures:

1. Obtain quote and agreement.
2. Thirty days prior to event date, submit check request (or vendor creation as appropriate, 45 days) along with estimated 90% of venue amount.
3. Ensure check pick-up five business days prior to event.
4. Obtain final invoice of remaining balance or credit due for event close out.
5. Submit invoice for payment or employee’s TBER reimbursement (if final event settlement was done via personal funds) within five business days of event.

*Helpful Hints for A Successful Event.*

**OTHER POLICY FOR DISCUSSION**

1. **Travel Advance**
2. **Meeting & Events**
3. **Local Travel**
4. **Event Sponsorship / Contribution**