

# Communication and Events Team Procedures

## **Budgets and Expenses**

Before expending any funds, the CAE Team must provide Library Administration with a worksheet of proposed expenses. Library Administration will evaluate the proposed expenses for appropriateness and will allocate funds to be used by the team. CAE Team members may not approve or contract with any campus or outside vendor or individual for the purchase of materials or services to be provided.

### **All expense requests**

- must be approved by the team sponsor
- must be justifiable
- must follow normal Library procedures
- must allow sufficient time for proper handling

### **Food orders from UMD Catering and outside vendors**

- CAE Team selects the food that will be ordered and completes a Library food order form. (See the Forms page of the Admin portion of the libstaff page)
- Team sponsor must approve the form.
- Liz will provide a CUFS number.
- Library Administration staff places the order with Catering or the outside vendor using appropriate methods. A CAE Team member's name will be given as the contact for the event.

### **Payments to speakers, musicians, performers, etc.**

- CAE Team selects the speaker.
- CAE Team, in consultation with team sponsor, determines the honorarium amount and what other expenses will be paid for the speaker such as mileage, meals, lodging, etc.
- CAE Team writes proposal to speaker including all of the information above.
- Library Administration staff reviews proposal before it is sent to the speaker.
- Speaker replies in writing accepting terms indicated in written proposal.
- CAE Team provides copies of this correspondence to Library Administration staff.
- Library Administration staff completes and mails a PVC form to the speaker. This form is the official contract between the speaker and the Library/University and must include the honorarium amount and **all** expenses that will be paid for by the Library.
- The speaker must sign and return the contract.
- Library Administration staff sends the form to Payroll for processing.

### **Purchases (Supplies, posters, flowers, balloons, certificates, paper, etc.)**

- CAE Team completes a Supply/Equipment Order Request Form.
- Team sponsor must approve form.
- Liz provides CUFS number.
- Library Administration staff purchases the item using appropriate methods

### **Services (Advertising, printing, mailing, etc.)**

- CAE Team must provide a written estimate from vendor/service provider to Library Administration for any services they would like to utilize.
- Library Administration staff will contract with service providers.

### **Winner and honorable mention payments**

- CAE Team determines the winner and honorable mention
- CAE Team, in consultation with team sponsor, determines the amount of the awards
- CAE Team provides the names and addresses of winner and honorable mention as well as the award amount for each to Library Administration staff
- Library Administration staff complete PVA forms to request checks
- Library Administration staff request that checks be routed to Library and not mailed to the individual
- Library Administration staff hold the checks until close to the time of the event, then gives them to CAE Team

### **NEMBA plaques**

- CAE Team provides a written copy of the exact wording for the plaques to Library Administration
- CAE Team recommends the style, size, color, etc. of the plaques
- Library Administration staff selects the vendor
- Library Administration prepares a purchase order and sends it to the vendor

### **Other**

#### **Rotunda Room Reservations**

- CAE Team completes the online Room Reservation form for use of Rotunda available from the Library homepage.
- Liz will approve the use of the room and forward to Jane and Carly for scheduling.
- Liz will also forward the approval to the CAE Team along with a CUFS number that can be used if there will be charges from Facilities Management for furniture arrangement.
- CAE Team is responsible for creating and posting signage for their events following established UMD campus and Library policies for posting.

#### **Non-Library Room Usage**

For the use of non-Library rooms, such as the concourse outside of the Library, CAE Team must contact Liz to make arrangements with Facilities Management for use of the space.

#### **Grants and Co-Sponsorships**

The University has specific rules and regulations regarding grants and co-sponsorships. CAE Team must consult with Liz prior to taking any action to form a co-sponsorship relationship or completing grant applications.