



Administrative Policy #9
July 27, 2006

Regarding: College Purchases and Time Sheets

This past fiscal year ended with numerous unrestricted operating budgets in an overdrawn status. In limited cases, funds from other sources were identified to cover the deficit and this is perfectly acceptable. In other cases, this simply reflects poor fiscal management by the College and the individual budget manager. The following two policies are designed to better manage our resources and are effective immediately.

College Purchases above \$500:

Commitment of College resources above \$500 without a completed purchase order and proper authorization in advance of the commitment may result in disciplinary action including termination. The College is currently notifying all current vendors that Tusculum College purchases that exceed \$500 must be accompanied by either an approved purchase order or purchase order number. If such purchases are not accompanied by either a purchase order or number, the vendor should reject the purchase.

Fraudulent Time Sheets:

The following statement will appear on the timesheets for all student employees:

“As the direct supervisor of this student employee, I certify that this time sheet accurately reflects the actual time that this student has worked. I further understand that if I certify time for which the student has not worked, this is considered fraud and may result in disciplinary action toward me that could include suspension or termination.”

The following statement will appear on the timesheets for all College employees:

“As the direct supervisor of this College employee, I certify that this time sheet accurately reflects the actual time that this employee has worked. I further understand that if I certify time for which the employee has not worked, this is considered fraud and may result in disciplinary action toward me that could include suspension or termination.”