

CLEMSON UNIVERSITY RESEARCH POLICIES MANUAL

Electron Microscope Facility Inter-Departmental Orders (IDOs) Policy

Effective: June 1, 2009

Statement:

The Electron Microscope (EM) Facility is well-equipped with state –of-the-art equipment and supported by a competent staff. The reasonable cost, superior equipment, and timely response makes the facility very attractive to on and off-campus researchers. Experienced microscopists are available to assist customers. Rates are determined by regular market review, accounting for the increased cost for service contracts and supplies associated with the operation and maintenance of the new equipment.

Purpose:

The purpose of this document is to establish a policy to enable the Electron Microscope Facility to bill and process payment for on-campus services in a timely manner.

Discussion:

Consistent with Generally Accepted Accounting Principles (GAAP) IDOs must be processed in a timely manner. Delays in processing IDOs may result in the inability to collect charges made to grants or projects that have already closed or have insufficient funds. The EM Facility has installed a new system for all University users which will allow them to process all billing in a timely manner.

Policy:

In order to utilize the EM Facilities, all users must have 1) a signed IDO (with a unique Document Number) on file; 2) an appropriate account (project number) **and 3) a departmental default number**. Incomplete IDOs will be returned and must be completed before any services will be provided. Journal entries will be processed at the beginning of the month immediately following the month in which the services were provided. All journal entry errors that are a result of insufficient funds or an invalid project number will be corrected to the departmental default number as soon as possible, but within less than three working days.

Inter-Departmental Orders (IDOs) Procedures

The IDO must be completed and approved prior to the time the facility services are required. The fully executed IDO will allow the user to gain access to the EM Facilities. The IDO is an official document and is considered authorization to submit a Journal Entry for payment of services rendered.

1. The completed IDO must be on file before a username and password will be issued. A University user will not be able to reserve microscope time without an IDO, a University user ID, and a password.
2. Usernames and passwords will be removed the last day of the month unless a valid IDO is on file for the next month.
3. IDOs for services provided will be processed at the beginning of each month by a Journal Entry into CUBS.
4. All Journal Errors will be corrected to the departmental default account by a staff member in the Office of the VP for Research and Economic Development as soon as possible (within 3 working days) to eliminate delays in the processing of the Journal Entry.
5. An incomplete IDO will be returned to the University user to complete and return. A completed IDO must be on file before access will be granted.