CODE OF ETHICS

Institutions of higher education are entrusted by society with great resources and commensurately great responsibilities for creation, dissemination, and preservation of knowledge. To guide business officers in setting and practicing high standards of ethical conduct, the University System of New Hampshire (USNH) has devised the following code of Ethics. USNH embraces the values expressed in this Code and advocates their observance by the members of the USNH community.

- Accord respect to self and others;
- Preserve honesty in actions and utterances;
- Give fair and just treatment to all;
- Accept intellectual and moral responsibility;
- Aspire to achieve quality;
- Refuse conflict, or the appearance of conflict, between personal and institutional interests; and
- Engender forthright expression of one’s own views and tolerance for the views of others.

Act with competence and strive to advance competition, both in self and in others

Communicate to institutional colleagues the content of this Code of Ethics and strive to ensure that the standards of professional conduct contained therein are met.

In discharging his or her duties in accordance with this Code of Ethics, the business officer should enjoy the following rights:

- The right to work in a professional and supportive environment;
- Within scope of his or her authority and policy, the right to exercise judgment and perform duties without disruption or harassment; and
- Freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

EXPENDITURE HIGHLIGHTS

- Spend Restricted $ First (a USNH Policy)
  - Restricted = Grant & Gift Funds
- Be prudent & weigh student impact before spending
- Some costs are centralized: telecom, postage, ecommerce charges (more to come)
- Some budget lines are managed centrally or special handling:
  - Faculty and Adjunct Faculty (i.e. TL) Positions
  - Student Labor positions
  - Longevity (related to OS positions)
  - Professional and Technical (PAT) and Operating Staff positions (OS)
- Budget Lines Departments have control to move around freely:
  - Over-time
  - Adjunct Staff (hourly, non-benefited)
  - Goods
  - Services
  - Internal Allocations
- Employees must be on Payroll before starting work.
- Department must approve invoice before it’s paid
- Business Purpose is critical for non-personnel expenses - who, what, when, where, & WHY
  - Ex. Chemicals for lab in support of chemistry and biochemistry programs
  - Ex. Tent rentals for homecoming and family weekend
- Identify funding source (in words) or (code if known)
  - Ex. General Budget, Art Dept. course fee fund, NASA grant fund

BUDGET/FINANCE 101

Introduction to Budget & Financial Management/Operations

https://www.usnh.edu/usnh-financial-services-policies-and-procedures/02-002-business-officers-code-ethics

Finance Fundamentals
Financial Service Centers’ Two Cents

IMPORTANT FISCAL YEAR-END INFORMATION

- Fiscal Year 2019 (FY19) is July 1, 2018 – June 30, 2019
- Fiscal Year 2020 (FY20) is July 1, 2019 – June 30, 2020
- June 7 is the suggested last day for the purchase of goods and services via a requisition/purchase order for FY19.
- June 19 is the last day to submit a direct pay request to your FSC.
- Purchase orders (PO) for the current fiscal year (FY19) will not roll to FY20 (except for those associated with plant and grant funds). If you do not receive the goods or services by June 30, you will need to work with your FSC to establish a new PO.
- For goods/services procured via PCard or requisition:
  - Cost of goods and services received by June 30, 2019 and invoiced/paid by July 12, 2019 will be booked to the current fiscal year (FY19) budget.
  - Cost of goods and services received July 1, 2019 or later will be booked to FY20 budgets (regardless of when you placed the order).
  - For any items received near the end of June, please communicate with your vendor to let them know we must receive their invoice in time to process payment by July 12. Invoices processed after July 12 will be booked to FY20, regardless of when the goods/services were received.
- Between now and June 30, you may only purchase goods and services needed during this fiscal year. Do not purchase items for use in the next fiscal year with this year’s budget dollars. If you must place an order now to receive goods or services at the beginning of FY20, please work with your FSC so that they know to code the transaction for FY20.
- Travel reimbursements for expenses occurring at the end of FY19 (late June) must be submitted to your FSC no later than July 8 in order to allow adequate time for processing by July 12. Please be sure all required documentation is clear and complete in order to avoid a delay in processing.
- Any checks/cash received between now and the end of June must be deposited with Student Financial Services within 24 hours or by Noon on June 28, 2019, whichever comes first.
- If you anticipate any type of FY19 revenue or refund to arrive on or after July 1, please notify your FSC.

💰 We are all an important piece of the University’s financial stewardship! 💰

Financial Service Center: Academic & Administrative  psu-fsc-aa@plymouth.edu
Financial Service Center: Facilities & ITS  psu-fsc-fit@plymouth.edu
Financial Service Center: Student Services & Athletics  psu-fsc-ss@plymouth.edu
Financial Services Website – Resources & Forms  https://campus.plymouth.edu/financial-services/