



Faculty Interview Budget Procedures

- Transfer \$2,300 per a tenure track position and \$1,600 per a temporary faculty position to the department's budget (fund center) based on their request. Submit one (1) for each position number.
- The Search Chair will complete a Faculty Search Funds Request Form and have it approved by their respective Dean.
- Forward this form to the Provost Office once the interview pool has been certified by social equity. The Provost Office will verify the certification with Social Equity, and request the Budget Office to transfer the funds to the specific department accordingly.
- The Department agrees to utilize the funds for search expenses for a minimum of three candidates. These funds do not include the expenses for advertising the position, but only the expenses for the actual interview process.
- Reimbursements to candidates will be processed via the electronic [Accounts Payable Direct Pay Requisition form](#) completed by the department. Travel reimbursement follows Kutztown University's travel policy and Expenditure of Public Funds Guidelines. Refer to the Accounts Payable webpage – Candidate Reimbursement for more details. <https://www.kutztown.edu/about-ku/administrative-offices/financial-and-business-services/accounts-payable/candidate-reimbursement.html>.
- Payments to the entities (such as hotels) will be generated through purchase requisitions by the Department using their fund center via SourcePoint.
- The Purchasing Department will convert the purchase requisition into a PO. Once the PO has been created, the department will forward the invoice to the Accounts Payable department at apinvoice@kutztown.edu for payment. The PO# and the approval for payment must be included on the invoice.
- Reimbursements to employees will be processed via the electronic [Accounts Payable Direct Pay Requisition form](#) completed by the employee. The Dean must approve all reimbursements to the Department Chairperson. Reimbursement follows Kutztown University's Expenditure of Public Funds Guidelines.
- The Department Chair approves the Accounts Payable Direct Pay Requisition via the KU Electronic Forms approval process, and the purchase requisition is approved in SourcePoint. The Dean approves any expense greater than \$1000.00.



Faculty Search Funds Request

THIS FORM MUST BE SUBMITTED IN ORDER FOR FUNDS TO BE TRANSFERRED TO THE DEPARTMENT'S FUND CENTER

- **Please submit one form per position.**
- Submit this request to the **Department Dean** and the **Provost's Office** after the interview pool has been certified by Social Equity.
- The department agrees to utilize the funds for search expenses for a minimum of three (3) candidates. The funds will be transferred to the department's cost center. All search related expenses will be coded to the department's cost center.

This form is due to the Provost's Office prior to any candidate's arrival to campus for interviews.

POSITION INFORMATION (*REQUIRED FIELDS)

* Department: _____

Nature of position: ☐ **Tenure Track position** ☐ **Temporary position**

Amount to be transferred: ☐ **\$2,300 Tenure Track** ☐ **\$1,600 Temporary**

* Position Title: _____

Position #: _____

DEPARTMENT INFORMATION

Search Committee Chairperson: _____

Number of Candidates: _____ Date Submitted: _____

Requested by: _____ * Phone: _____

* Cost Center: 4511 Request Amount: _____

AUTHORIZATIONS

Committee Chairperson's Name (PRINT) Committee Chairperson's Signature Date: _____

Department Chairperson's Name (PRINT) Department Chairperson's Signature Date: _____

Dean's Name (PRINT) Dean's Signature Date: _____

(OFFICIAL USE ONLY)

Certified with Social Equity:

Date _____

Transfer From/To:

To: _____

Transfer Completed:

Date: _____

Initial: _____