3.1.5 Employee ID Cards

Policy Statement
University ID cards are broadly used and generally required for building access via a security system, to be worn as identification badges, or for other University purposes. The employing unit may determine whether to use University funds to pay for ID cards for employees, both for the original card and for any replacement cards.

Reason for policy
The purpose of this policy is to define the allowable methods of paying for employee ID cards using University funds.

Procedures
Employees should contact their department's business office to learn whether their department will pay for employee ID cards. Department personnel should contact the UGA Card office to have the payments processed via an intra-university charge. With proper departmental approvals an employee can be reimbursed for the purchase of an ID card via an expense report in the Financial Management System.

Additional contacts
UGA Card Office
Phone Number: (706) 542-9226

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President for Finance
Policy Owner: Accounts Payable
Policy Contact: Westley Bargo
Phone Number: (706) 542-2786

Record Retention
Research Grant Records
Number 0472-09-006
These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.
Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

Accounting Records
Number 0472-03-001
This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expense records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts and invoices.
Retention: Monthly and quarterly reports: 1 year. All other records: 5 years.
Multiple training resources for expense report processing are available in the OneSource Training Library:

- Creating an Expense Report for a Non-Travel Expense
- Creating an Expense Report as a Delegated User
- Submitting an Expense Report
- Submitting an Expense Report Prepared by a Delegate
- Reviewing the Status of an Expense Report
- Editing and Resubmitting a Sent Back Expense Report

### Policy Dates

**Effective Date:**

Date Last Updated: 04/17/2020

Date of Last Review:

Date of Approval: 4/17/2020

Previous Version of Policy: