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<td>19</td>
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<tr>
<td>Building Address</td>
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</tr>
</tbody>
</table>
Introduction

Welcome to the Department of Horticulture!

This handbook has been written to help new and current graduate students become familiar with Department of Horticulture policies and procedures. This handbook covers departmental procedures for making purchases on and off campus, and also includes samples of forms you will need to complete. This handbook includes information regarding processing out of state travel authorizations and travel reimbursement requests, as well as other general departmental policies.

For policies related to your academic program, please review our graduate student handbook on our website (http://www.hort.iastate.edu/graduate-experience/student-handbook/).
Procedures for Making Purchases On and Off Campus

Paperwork must be acquired from the Main Office prior to making most purchases. Following is a list of policies related to different types of purchases. Please submit your order for purchases one-half day in advance to allow time for processing and obtaining required signatures.

On-Campus Purchases

An intramural request form (page 6) is required for all purchases at the following locations: Bookstore, Information Technology, Printing Services (Copy Center), and Postal and Parcel. Purchase forms are available in the Main Office, 106 Horticulture or on the H-Drive in the Faculty/Staff Internal info folder (Forms & Templates). Please complete all requested information on the form. **There is an authorization signature line on the bottom of each form that must be signed by the faculty member or manager who is responsible for the account number that is being used.** Each line item must also be initialed by the person who signs the authorizing signature line. You will need to plan your purchases in advance to give the office staff time to prepare the intramural. After completing the purchase form, return it to the Main Office and a member of our office staff will type up an intramural and return it to you. If there is not an authorized signature on the form, the intramural will not be prepared. The intramural can be taken to the appropriate center to pick up your item(s). All receipts must be returned to the Main Office immediately. Changes cannot be made to the order without an authorized signature. There are no exceptions to this policy.

Signature Authorization Forms

A signature authorization form (page 8) is used to allow faculty members to delegate defined purchasing authority to graduate students, research associates, or co-workers for the purchase of necessary supplies, etc. both on and off campus and without the approval signature of the faculty member on the preliminary paperwork. This form is available in the main office. Completed forms are filed in the main office of the department.
CyBuy

CyBuy is a program that has been designed to allow for the procurement of supplies and equipment from contracted vendors in a streamlined online marketplace available through AccessPlus.

Before placing a CyBuy order, your major professor must complete a Signature Authorization Form (see pg 8) delegating you purchasing authority on an account(s). If the main office does not have this form on file, your CyBuy order will not be able to be processed.

So as to not delay your order, please check with the main office staff after you have completed your first CyBuy order to make sure that it is being routed through the system correctly. After your first order has been processed you will be set up correctly.

Central Stores and Chemistry Stores orders can be completed through AccessPlus using ISU’s CyBuy system. Both of these campus entities deliver the orders to the Horticulture building. Central Stores will deliver orders to 106 Horticulture and Chem Stores will deliver orders to the loading dock. If you would like to pick up an order, please indicate “will pick up” in the Fund Acct/Notes box when placing the order.

The following off-campus vendor purchases can be completed using ISU’s CyBuy system which is accessed through AccessPlus. Vendors that are currently available on CyBuy that are used frequently by Horticulture faculty and staff include:

<table>
<thead>
<tr>
<th>Bio-rad</th>
<th>Fisher Scientific</th>
<th>WW Grainger</th>
<th>Integrated DNA Tech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Depot</td>
<td>Qiagen</td>
<td>VWR International</td>
<td>Carolina Biological</td>
</tr>
<tr>
<td>Sigma-Aldrich</td>
<td>B&amp;H Photo</td>
<td>CDW</td>
<td>Promega</td>
</tr>
<tr>
<td>Roche Diagnostics</td>
<td>Dell</td>
<td>HP</td>
<td>Eppendorf</td>
</tr>
<tr>
<td>Perkin Elmer</td>
<td>Rainin Pipetting</td>
<td>Complete Books</td>
<td></td>
</tr>
</tbody>
</table>

The instructions on the following pages show how to access and use the CyBuy system. When a CyBuy order has been received, please remember to turn the packing slip into the main office as proof that the order has been received and can be paid.

If an item(s) is not available from a CyBuy vendor, a purchase requisition will need to be submitted to make the purchase. (See page 7, purchases outside the Ames area).
How to Place an order with CyBuy

The following link has 4 short training videos that will show you how to place an order though CyBuy: [http://www.purchasing.iastate.edu/cybuy/](http://www.purchasing.iastate.edu/cybuy/). The titles of the videos are as follows:

1) Shopping in the ISU Marketplace  
2) Searching Across Multiple Catalogs  
3) How to Shop Internal Stores (Central Stores & Chemistry Stores)  
4) Non-Catalog Item entry (Central Stores & Chemistry Stores only)

Once you have watched these videos, you may proceed with placing an order in CyBuy using the following steps:

- Sign into AccessPlus  
- Click on the uBusiness tab on the far right-hand side  
- Click on the CyBuy link on the left-hand side  
- Click on the CyBuy logo in the main window (see below) and click on the vendor that you would like to order from.

![CyBuy Logo](http://www.purchasing.iastate.edu/cybuy/logo.png)  
Click on the graphic above to go to cyBUY. This will open a new browser window. Please remember to close it when you are done.

- When you have added all your items to your cart and you click “cart” at the top of the window, be sure to include the Business Purpose in the appropriate box and also the Account number in the Fund Account/Notes box. If you are picking up the order from Central Stores or Chemistry Stores (rather than having it delivered), please note this in this same box.  
- The order will then route to Deb in 106 Horticulture for approval.  
- Once the order has been sent onto the vendor, you may receive a confirmation email. However, not all companies send a confirmation email.  
- Once your order has been received, pass the packing slip onto Deb. This serves as confirmation that the order has been received and payment can be made.
Purchases to Vendors Off Campus (For items not available on CyBuy)

If an item from an off-campus vendor is not available on CyBuy, a purchase requisition form (see page 7) must be completed. The form must include the date, vendor name and complete address, quantity and description of items to be purchased, and a cost estimate per item. Please include the name of the person the order should be shipped to and the account number that should be charged. These forms also require an authorization signature from the person that is responsible for the account. Please submit your order to the Main Office for processing. When you receive the order, please turn the packing slip in to the Main Office. If an invoice is mailed or emailed to you, please pass that on to the main office.

Standing Orders

Some faculty members have chosen to set up standing orders at various vendors on campus. A standing order is an authorized form that is submitted to the vendor designating individuals authorized to charge on a specified account number without obtaining additional paperwork from the department. Your major professor should be informed of any purchases made on a standing order. All accompanying paperwork should be returned to the Main Office immediately after the purchase is made. Please visit with your major professor regarding any standing orders he/she may have set up, or you may check with the main office staff.
Intramural Request

Intramural Request to:

- ☐ Bookstore
- ☐ Information Technology (IT)
- ☐ Postal and Parcel
- ☐ Printing Services
- ☐ Other

(Person authorizing this purchase **must** place **initials** after each line.)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Price</th>
<th>Initials</th>
</tr>
</thead>
</table>

Account #: ________________________________

Authorization Signature: ___________________________ Date: _____________________

Special Instructions for Processing: ______________________________

**Business Purpose**

Why item/service is being purchased:

How/Where it will be used:

This is to certify that if the above is being charged to a sponsored project, the items purchased is an allowable expense and will be used 100% on the sponsored project that incurred the cost.

Faculty Signature: ___________________________ Date: _____________________
P-card Orders and Orders Outside the Ames Area

P-Card Orders and Orders Outside the Ames Area

- Off-Campus Purchase Requisition
- ISU Credit Card Purchase

Pcard holder ______________________

Date __________________________
Fund Account ______________________
Authorized Signature for Acct ______________________

Vendor Name ______________________
Address1 ______________________
Address2 ______________________
City, State ______________________
Phone ______________________
Fax Number ______________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Unit</th>
<th>Catalog No / Description</th>
<th>Unit Cost</th>
<th>Ext Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>FOR CONFERENCE REGISTRATIONS PLEASE INCLUDE THE DATE AND LOCATION OF THE MEETING</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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<td>5</td>
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<td>6</td>
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<td>0.00</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL 0.00

BUSINESS PURPOSE

Why item/service is being purchased: ______________________
How/Where it will be used: ______________________

HOSPITALITY INFORMATION

Date of Event ______________________ Location of Event ______________________

Names of ISU Employees (include grad students):

Names of Non-ISU Employees (include undergrad students):
Signature Authorization Form

Department of Horticulture Purchases

Valid for FY __________

This is to authorize ________________________________

to sign for purchases not to exceed $ __________________
detailed as follows: ________________________________

Please specify Account Numbers:

________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________

Please check one of the following:

☐ All orders, including purchase orders to outside vendors
☐ Campus orders only i.e. Bookstore, CyBuy, IT, Postal and Parcel, Printing, etc.
☐ Purchasing Card Transactions – Purchases made off campus –
☐ Other, please specify; ________________________________

________________________________________________

Authorized User Signature Acct Administrator Signature

_________________________ ___________________________
Date Date
Employee Reimbursement Form

- Used to process a reimbursement to ISU employee for an emergency cash purchase.
- Itemized receipts must be attached.

(Person authorizing this purchase must place initials after each line.)

Name of person requesting reimbursement:

Vendor Name:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Price</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account #: __________________

Authorized Signature: __________________

All purchases made by graduate students must be approved by major professor prior to submitting.

Major Professor Signature: __________________ Date: __________________

**BUSINESS PURPOSE**

Why item/service is being purchased: __________________

How/Where it will be used: __________________

If being reimbursed for a hospitality charge, please provide the following:

Event Location __________________ Participants __________________
Travel Policies and Reimbursement

The Department of Horticulture requires out-of-state travel authorizations for all out-of-state travel (page 11) be completed and approved prior to your travel. This form includes a business purpose, an estimate of your expenses, and the funding source that these expenses will be paid from. This form needs to be signed by your major professor and submitted to the main office for processing.

If you will be traveling by air, ISU travelers can order air tickets from an ISU contracted agency. Our departmental office staff process air tickets by sending a copy of an Air Ticket Requisition form as payment, and our department is billed intramurally. Please come to the main office for assistance with purchasing an air ticket.

There are very detailed university policies regarding allowable and unallowable travel expenses and the documentation required for reimbursements. Please see a staff member in the main office prior to your travel to go over these policies.

A travel expense reimbursement will be processed after your trip for reimbursement of allowable expenses.
### Iowa State University of Science and Technology

**Out-of-State Travel Authorization**

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank or Title</td>
<td>University No.</td>
</tr>
<tr>
<td>Office Phone</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Date of Departure</td>
<td>Date of Return (Last Day of Travel)</td>
</tr>
</tbody>
</table>

#### Place or places to be visited with expected visiting dates

**Business Travel Dates** & **Personal travel (vacation) Dates**

*If you choose to drive rather than fly, a comparison airfare quote is required and must be submitted with your travel authorization. Exceptions can be made if any of the following situations apply:

1. The traveler was on an extended trip (e.g., > 30 days) that made it more economical to have a personal car than a rental car.
2. Multiple people were traveling in the car, thereby making it more economical than purchasing multiple air tickets.
3. Specialized equipment must be hauled in the vehicle, which would have been impractical to take on the plane.
4. The destination was within a 400 mile radius (e.g., Chicago).

#### Justification of trip:

(State fully—do not use initials for organizations)

---

#### Signature of Traveler

Travel expenses to be paid by: [ ] Iowa State University [ ] Self [ ] Other (Name of other payer) ________

Indicate estimated expenses if expenses are to be paid solely or in part by University:

<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>Transportation</th>
<th>Type of Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Paid by P-Card</td>
<td>$ ______</td>
<td>• Train or bus</td>
</tr>
<tr>
<td>• Reimbursable by travel expense voucher</td>
<td>$ ______</td>
<td>• Car</td>
</tr>
<tr>
<td>• Paid by ISU check (Voucher)</td>
<td>$ ______</td>
<td>• University</td>
</tr>
<tr>
<td>• Paid by self or other</td>
<td>$ ______</td>
<td>• Private</td>
</tr>
</tbody>
</table>

#### Subsistence

- Reimbursable by travel expense voucher
- If traveling with ISU personnel, list names and person in charge:

| LODGING | $ ______ |
| FOOD | $ ______ |
| Paid by self or other | $ ______ |

---

<table>
<thead>
<tr>
<th>Name of Account</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Account</td>
<td>Account Number</td>
<td>Amount</td>
</tr>
<tr>
<td>Name of Account</td>
<td>Account Number</td>
<td>Amount</td>
</tr>
<tr>
<td>Name of Account</td>
<td>Account Number</td>
<td>Amount</td>
</tr>
</tbody>
</table>

(* Airline tickets charged by a contracted travel agency will be charged as entered on the Air Travel Requisition system.*)
Instructions for Travel Reimbursement

Log On to AccessPlus
Click Employee Tab
Click Employee Reimbursements

Out of State Reimbursement

1. To search for your rmbrs number enter your name (last name first with no commas).
2. Click Start/Cont Travel menu option to the left.
3. Click on Prev Rmbrs and a list of the 15 most recent Rmbrs #s for the traveler will appear.
4. Click on the Rmbrs # and then click on the Enter Expenses menu option.
5. Enter the information (i.e. Amount for Breakfast, Lunch, and Dinner, lodging, mileage, and misc. expenses).
6. Click Update/Refresh then go to continue next day
7. Select Allocate Expenses – after you have entered each day’s expenses.
8. New menu shows the amount, go to Reimb. Request.
9. Click Confirm or Reject
10. An email will be generated to Deb Cochran to alert her that there is a reimbursement to process.
11. Submit all original receipts to Deb Cochran.

Tips:

• Entering the correct Depart Time and Return Time on the daily expense panels determines both the allowable amounts for meals
• The update/refresh button allows you to check for errors and save your work.
• Clicking on Continue to Next Day save your work and allows you to enter the next day’s expenses. You will only be allowed to enter expenses for the date range specified on the Travel Dates/Purposes screen.
• Clicking Continue same Day allows the entry of multiple trips on the same day. However, you need to enter a Return Time for each trip, as the system will default to Overnight unless otherwise specified.
In State Reimbursement

To create a reimbursement number:

1. Enter name (last name first with no commas)
2. Click on **New Rmbrs** to the left of the selected payee name
3. Will an airline ticket be purchased through a contacted agency? **Click No**
   a. Does the trip require an authorization? **Click No**
   b. Does the trip have reimbursable expenses? **Click Yes**
4. Click on **Travel Dates/Purpose**
5. Enter Information
   a. **Course Coverage Needed** should be NO
   b. **Persons Providing Coverage leave blank**
   c. Click **Update/Save** then click **Continue**
6. Enter your **Account Number** and **Amount** Change **ENCN** from Yes to **No**
   a. **Click Update**
7. Click **Reimb. Request**
8. Click **Go To Confirmation Screen**
9. Click **Confirm**
10. An email will be generated to Deb Cochran to alert her that there is a reimbursement to process
11. Submit all **original** receipts to Deb Cochran
Policies Related to Use of Equipment and Materials in the Main Office

The Main Office will provide you with a copy code number to operate the copy machine in the work room of the horticulture building for official business purposes. The Main Office does a monthly count of the number of copies per person. Personal copies are $.10/copy payable in the Main Office.

Coffee is available in the main office at a cost of $.25 per cup.
Departmental Computer Hardware, Software and Related Policies

Department of Horticulture Computer Support Model
The Department of Horticulture is associated with central Information Technology for computer hardware, software and support. Included in this support is a part-time ITS professional housed in the Horticulture building and an elevated support model that allows Horticulture graduate students to call the Solution Center at 4-4000 and receive additional help on supported hardware and software. When calling the Solution Center, be certain to reference the ITS support tag that is found on the front of computer hard drives and printers. Hardware and software is tracked by an inventory system so do not move hardware or software without contacting the departmental IT professional.

Getting Started
Information found on the IT [http://newtoisu.it.iastate.edu/students](http://newtoisu.it.iastate.edu/students) provides a quick start guide to ISU’s technology and will provide you with the information you need to get started at ISU.

File Storage
CyBox is Iowa State’s implementation of Box.com cloud storage. CyBox provides storage and collaborative tools for sharing files within and external to Iowa State. CyBox includes an unlimited quota of cloud-based file storage and sharing for all students with a valid Iowa State Net-ID. Files stored on CyBox can be synched between multiple devices, and accessed from anywhere, including on mobile devices with the Box.com app for iOS and Android.

The Department of Horticulture also has a local storage service called \MyFiles.iastate.edu\hort$ that is for faculty/staff/graduate students. Files saved in this location can be accessed on campus and can be shared within the department. You will need to talk to your major professor to get access to this file server.

These files can be accessed off campus by using the VPN [https://www.it.iastate.edu/howtos vpn](https://www.it.iastate.edu/howtos vpn).

University Policy on the Acceptable Use of Information Technology Resources
Iowa State University provides information technology resources to a large and varied group, including faculty, staff, students, and guests. All members of this community are accountable for using these resources in an ethical and respectful manner that protects sensitive University information and follows the information technology policies and procedures listed at this website: [https://www.it.iastate.edu/policies/](https://www.it.iastate.edu/policies/)

Horticulture Computer Labs
The Department of Horticulture provides a computer lab in room 61 that is available to all Department of Horticulture students via an access code that will be provided to you by a staff member in the main office. This lab has dual monitors on each computer, Adobe Creative Suite software, printing on a networked printer and there is access to a scanner in the lab.
Benefits

You will receive a packet from Human Resources explaining your benefits. Please refer to this packet for detailed information.
Office Space for Graduate Students

Graduate students on assistantship are assigned desk space in an office or a laboratory depending on availability. Graduate students who are not on assistantship are provided desk space if space is available. The Department of Horticulture encourages graduate students be located close to one another to facilitate communication and interaction, if adequate space is available.
Building Keys

Building Security Systems is a unit within Facilities Planning and Management (FP&M) that provides keys and manages building access cards to university faculty, staff and students for all general university buildings.

Outside door access to Horticulture Hall is requested for new graduate students by office staff in 106 Horticulture and access will be added to your ISU ID card. To enter the building after hours you will use your ID card through the card reader system at all exterior doors of the building. Building keys are provided to graduate students for your assigned office space, greenhouse, and other rooms as requested by your major professor. Keys are ordered by main office staff and a signature sheet is provided to you, which is required to pick up your keys. Keys are available for pick up at the General Services Building, key issue desk. Key requests made by 4:45 p.m. during the academic year, 3:45 p.m. during summer, and winter holiday breaks, will be ready at 12:00 p.m. the next business day. Keys requested will be held at the Key Desk for 30 days from the date of the request. After 30 days, keys will be returned to stock, and will require a new key request to be initiated by the department key coordinator. There is a $25.00 replacement charge per key if lost or not returned.
Use of Campus Mail Service

Postal & Parcel Service, located in the General Services Building (often referred to as the Physical Plant), provides delivery and pickup of all U.S., International, and campus (interdepartmental) mail for major campus buildings. Outgoing U.S. and International mail is collected, and postage is metered and dispatched from Postal & Parcel Service. Personal, pre-stamped first-class mail is also picked up by the U.S. Postal Service from drop boxes located at various spots on campus.

The time of mail pickup in the Horticulture Department is approximately 9:30 a.m. Mail that has been delivered to our department will be sorted into individual boxes by 10:00 a.m. each day.

All outgoing mail -- Campus Mail / U.S. Mail / International Mail / UPS -- will be picked up once a day from the wire basket in our work room adjacent to the Main Office. Do not put personal mail in the dept outgoing mail as it will not be picked up.

Interdepartmental On-Campus Mail

Brown envelopes (they can be reused many times) can be found on the work table or in the supply cabinet near the copy machine. Simply address it with person’s name you are sending it to, name of department, and building name and room number. Then it can be placed in the wire basket on the ledge in front of our mailboxes for pickup.

Outgoing U.S. Mail

Metered postage is applied at the mail center for all outgoing university U.S. mail. All items sent to the Postal & Parcel Service for metering must have an official university return address. Packages, as well as letter mail, will be carried by Postal & Parcel Service carriers. Mailing instruction cards that indicate the type of service desired should be attached to each package. Mail Instruction Cards are available in the Main Office. Please attach a bar code label to the card, which is available from your major professor.

International Mail

Letters and parcels destined to foreign countries can be processed by the Postal & Parcel Service. As with U.S. mail, each letter or parcel must have a completed mail instruction card attached indicating the class of service desired. Parcels must have an official university return address. Please attach a bar code label to the card, which is available from your major professor.

UPS, FedEx, Airborne and other Special Services

If you have something that needs to be shipped by one of the above carriers, attach a mail instruction card indicating the service desired. The addressee’s name and address must be on the back of the card. These services cannot deliver to a post office box number. The address must contain a street listing or building name. Please attach a bar code label to the card, which is available from your major professor.
**Building Address**
Department of Horticulture
2206 Osborn Drive
Ames, Iowa 50011-4009

If you can include the addressee’s phone number, it would be beneficial.