

# Graduate Student Departmental Policy Handbook 2024

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## **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 spend authorizations, a required form to be submitted prior to travel, and travel reimbursement requests, as well as other general departmental policies.

For policies related to your academic program, please review our Graduate Student Academic Policy Handbook on our website (<http://www.hort.iastate.edu/graduate-experience/student-handbook/>).

### **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 Workday.

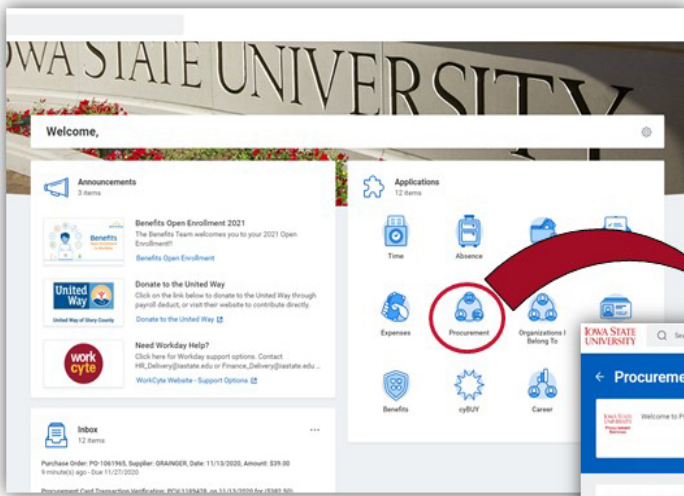
Central Stores and Chemistry Stores orders can be completed through Workday using ISU's CyBuy system. Both of these campus entities deliver the orders to the Horticulture building. Central Stores will deliver orders to 106 Horticulture and Chem Stores will deliver orders to the loading dock. If you would 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 Workday. Vendors that are currently available on CyBuy that are used frequently by Horticulture faculty and staff include:

Bio-rad	Fisher Scientific	Grainger	New England BioLabs Inc.
Office Depot	Qiagen	VWR International	Carolina Biological
Sigma-Aldrich	B&H Photo	CDW	Promega
Roche Diagnostics	Dell	Eppendorf	Rainin Pipetting
Perkin Elmer	Storey Kenworthy		

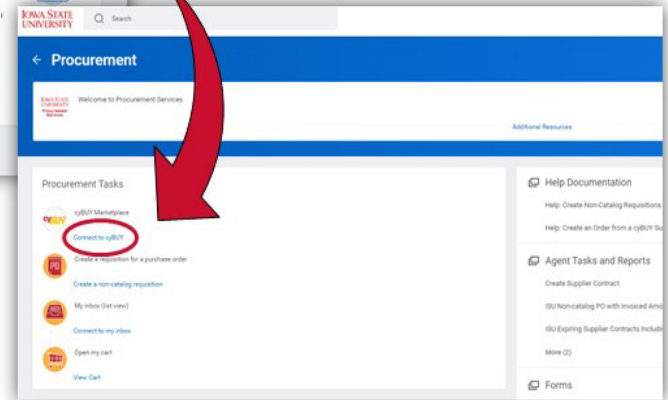
The instructions on the following pages show how to access and use the CyBuy system. When a CyBuy order has been received, please remember to turn the packing slip into the main office as proof that the order has been received and can be paid.

# Quick Reference: cyBUY Ordering



**1** Open Workday and click on the Procurement App.

**2** Click "Connect to cyBUY" located in the left column.

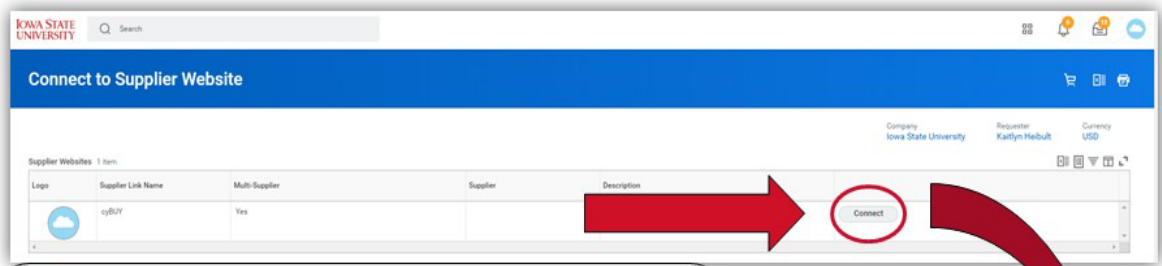


**3** Review the information listed below to assure that it is correct.  
Information that is not listed below will not impact the order.

- Requester:** Confirm that this is the correct requester (it will auto-populate with the name of the individual who logged in).
- Ship to:** Confirm that this address includes your room our suite number (it will auto-populate and will likely need to be changed).  
If it does not, search by your 4 digit room or suite number (example: for room 200 you would type 0200) and find the address that contains your room or suite number and your building street address so that your order will reach you.
- Worktag Information:** Enter the necessary Worktag information to identify where this order should be charged.
 

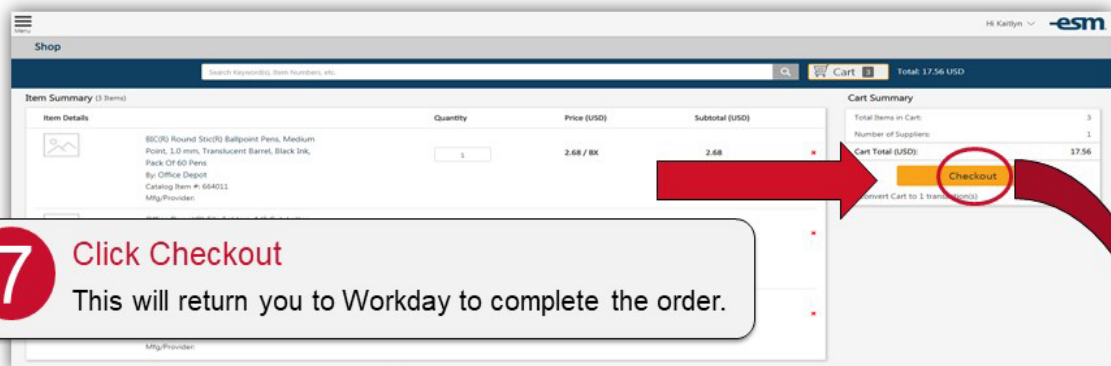
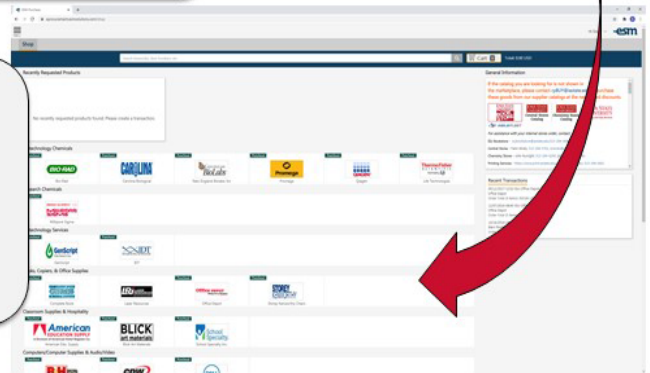
Grant: GR	Gift: EG or SG
Project: PR or CP or FSU	Department Detail: DD
Program: PG	Assignee

**4** Click the OK button when all information has been reviewed and is correct for this order.



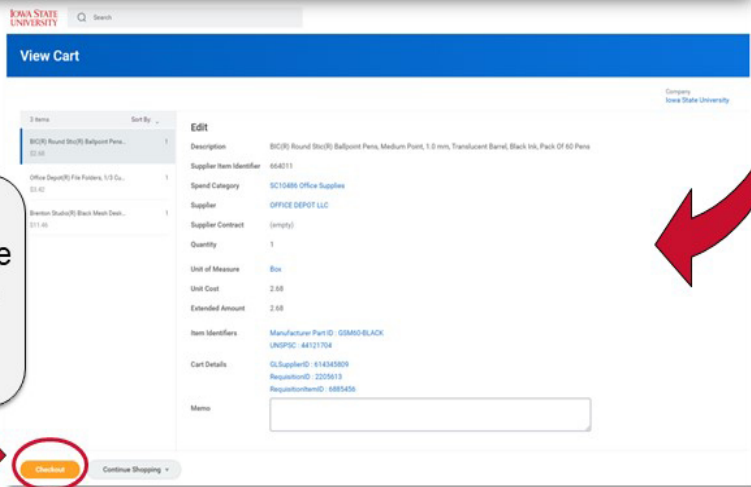
**5** Click **Connect**.  
This will open the cyBUY Supplier Marketplace (ESM) and allow you to see the contracted suppliers from which you can place an order.

**6** Select a Supplier  
Clicking on a supplier will take you to their catalog, allow you to add items to your cart, and click checkout.



**7** Click **Checkout**  
This will return you to Workday to complete the order.

**8** In Workday the items in your cart are now listed in the left column.  
Click **Checkout**.



**9** Review and add the information listed in red below.

Always choose a new Ship-To address that has a room or suite number along with the building street address. The Ship-To address can be changed on the first screen of the Requisition or by clicking on the three dots at the bottom of the Checkout screen and choosing Edit Address.

**Shipping Address**  
 Delivery To: ASB - Administrative Services Building - 1342 ASB - Administrative Services Building  
 Ship-To Address: 1342 Admin Serv Bldg, 2271 Hawks Daley Dr, Ames, IA 50011-1054, United States of America

**Requisition Information**  
 Request Date: 11/18/2020  
 Currency: USD  
 Submitted By: Kaitlyn Mathis  
 Memo to Suppliers: [Red Arrow points here]  
 Internal Memo: [Red Arrow points here]

**Goods**

Item	Item Description	Special Category	Quantity	Unit Code	Extended Amount	Ship To Address	Ship To Contact	Supplier	Supplier Item Identifier	Item Identifier	Unit Details	Menu	Start	Program	Program	Unit	
8000	8000 Round Office Supplies	8000 Round Office Supplies	2.00	EA	2.00	1342 Admin Serv Bldg, 2271 Hawks Daley Dr, Ames, IA 50011-1054, United States of America	Kaitlyn Mathis	ASB CE EXPDT	8000	8000 Round Office Supplies	ASB CE EXPDT	ASB CE EXPDT					

**Ship to Address:** Confirm that this address includes your room our suite number (it will auto-populate and will likely need to be changed).

**Internal Memo:** Add the University Business Purpose for this purchase.

**Worktag Information:** Verify that the Worktag that should be charged for this order appears in the corresponding column in this section. If it does not, you will need to enter the correct Worktag for each item.

**10** Click Submit.  
 The order will now route through the ISU approval process, starting with an ISD Procurement and Expense Specialist (PES).  
 You will receive a Workday notification when the PO is created and sent to the cyBUY supplier to order the requested items.



**Additional Resources**

**Writing a University Business Purpose**

Includes information on what should be included in a University Business Purpose Statement as well as examples.

**cyBUY Ordering Creating an Order from a cyBUY Supplier Workday Knowledge Base Article**

Includes step by step instructions and screenshots for each step in the process.

**Procurement Services Website**

Includes contact information for the cyBUY team, information on checking your order status and editing orders, and FAQs for ordering through Internal Stores and the Iowa State University Amazon Business Account.

**ISD Procurement and Expense Specialists (PES)**

If you would like a PES to submit the order on your behalf, please make sure to list the item(s), quantities, Worktag(s), and the university business purpose for each item you would like to have purchased in your email.

## **Travel Policies and Reimbursement**

The Department of Horticulture requires spend authorizations for all out-of-state travel 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. Please complete the form (sample on page 11) and submit to [finance\\_delivery@iastate.edu](mailto:finance_delivery@iastate.edu) for processing. Blank forms can be found in the Graduate Student Information folder on the H-drive.

If you will be traveling by air, ISU travelers can order airline tickets through an ISU contracted agency. Please see step by step instructions below. **Please contact [finance\\_delivery@iastate.edu](mailto:finance_delivery@iastate.edu) for assistance.**

A travel expense reimbursement will be processed after your trip for reimbursement of allowable expenses. Reimbursement requests can be submitted on a form (see page 13) and sent to [finance\\_delivery@iastate.edu](mailto:finance_delivery@iastate.edu) for processing.

## **Instructions on Ordering an Airline Ticket**

If you are flying **domestic** your major professor can purchase your ticket with their travel and hospitality purchase card. Or you can send an email to [finance\\_delivery@iastate.edu](mailto:finance_delivery@iastate.edu) and they will purchase your ticket for you.

Please note that if you choose to purchase your ticket using your personal credit card you can request reimbursement after the trip. By using your personal credit card you assume all risk. If the trip is cancelled, ISU will not reimburse you for the cost of the ticket.

## **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.

### **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. Because of space limitations and a desire to promote collaboration, cooperation, and a sense of community, graduate student desks are often clustered together in offices scattered throughout Horticulture Hall.

### **Building Access and 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.

Building keys are provided to graduate students for the outside door of Horticulture Hall, 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 5:00 p.m. and 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 \$30.00 replacement charge per key paid by the student or major professor if lost or not returned.

Please complete the Key Request Form (sample on page 15) and submit to the main office for processing. Blank forms can be found in the Graduate Student Information folder on the H-drive.



# **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> 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 synced 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\\$](\\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>.

## **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/>

## **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.



## **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 Department of Horticulture 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.

# Request Spend Authorization

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Is the traveler an employee? Yes \_\_\_ No \_\_\_

Department or Cost Center: \_\_\_\_\_

Traveler's Department or Cost Center: \_\_\_\_\_

*Please enter the funding department for this request*

Travel Departure Date: \_\_\_\_\_

Travel Return Date: \_\_\_\_\_

Describe Business Purpose: \_\_\_\_\_

Is travel foreign? Yes \_\_\_ No \_\_\_

Does the traveler need an air ticket booked? Yes \_\_\_ No \_\_\_

**Please estimate expenses for the following categories:**

## **Air Travel**

Airfare \_\_\_\_\_

Baggage \_\_\_\_\_

Preferred Seating \_\_\_\_\_

## **Lodging and Meals**

Lodging \_\_\_\_\_

Daily Meals \_\_\_\_\_

## **Car and Ground Transportation**

Car Rental \_\_\_\_\_

Fuel \_\_\_\_\_

Mileage \_\_\_\_\_

Parking \_\_\_\_\_

Rail/Subway Service \_\_\_\_\_

Taxi and Ground Transportation \_\_\_\_\_

Tolls \_\_\_\_\_

## **Other Travel Expenses**

Seminar Registration \_\_\_\_\_

Entertainment (Business Use Only) \_\_\_\_\_

Gifts (Business Use Only) \_\_\_\_\_

Internet (Business Use Only) \_\_\_\_\_

## **Miscellaneous Travel Expenses** \_\_\_\_\_

*MISC travel expenses are defined as those costs not considered primary means of transportation, lodging related or included under the University and incidental per diem allowance but still reimbursable under the [Summary of Allowable Expenses](#)*

**Total Spend Authorization Requested:** \_\_\_\_\_

**Funding Information**

Driver Worktag: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Preferred contact method for follow up:

email \_\_\_\_\_

phone \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please provide any special or additional requests or specifications: \_\_\_\_\_

Will you need a travel advance? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Request a Reimbursement

Requestor Name: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Is the traveler an employee? Yes \_\_\_ No \_\_\_

Traveler's Name/ ISU ID/ Phone number: \_\_\_\_\_

Traveler's Department or Cost Center: \_\_\_\_\_

*Please enter the funding department for this request*

Travel Departure Date & Time: \_\_\_\_\_

Travel Return Date & Time: \_\_\_\_\_

Describe Business Purpose: \_\_\_\_\_

Departure airport (if applicable): \_\_\_\_\_

Destination airport (if applicable): \_\_\_\_\_

Total Mileage to airport: \_\_\_\_\_

Total Mileage from airport: \_\_\_\_\_

Additional Mileage and list all destinations (if applicable): \_\_\_\_\_

### Please enter actual expenses for the following categories:

#### Air Travel

Airfare \_\_\_\_\_

Baggage \_\_\_\_\_

Preferred Seating \_\_\_\_\_

#### Lodging and Meals

Lodging \_\_\_\_\_

Is this reimbursement paid with grant funds requiring actual meal costs? Yes \_\_\_ No \_\_\_

If yes: Actual Meal Costs: \_\_\_\_\_

Group Meals: \_\_\_\_\_

If no: Include Per Diem Meals? Yes \_\_\_ No \_\_\_

Group Meals: \_\_\_\_\_

*For group meals, please attach a listing of all attendees for meal and a PDF copy of receipt*

#### Car and Ground Transportation

Car Rental \_\_\_\_\_

Fuel \_\_\_\_\_

Parking \_\_\_\_\_

Rail/Subway Service \_\_\_\_\_

Taxi and Ground Transportation \_\_\_\_\_

Tolls \_\_\_\_\_

#### Other Travel Expenses

Seminar Registration \_\_\_\_\_

Entertainment (Business Use Only) \_\_\_\_\_

Gifts (Business Use Only) \_\_\_\_\_

Internet (Business Use Only) \_\_\_\_\_

#### Miscellaneous Travel Expenses \_\_\_\_\_

*MISC travel expenses are defined as those costs not considered primary means of transportation, lodging related or included under the University and incidental per diem allowance but still reimbursable under the [Summary of Allowable Expenses](#)*

**Actual Expense Total:** \_\_\_\_\_

*(Not including mileage or per diem meals):*

**Funding Information**

Driver Worktag: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Preferred contact method for follow up: email \_\_\_\_\_ phone \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please provide any special or additional requests or specifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Receipts are required for lodging, airfare, group meals, and expenses over \$75, or if using a grant requiring receipts. If receipts are required, please attach in a PDF format.

# HORTICULTURE **BUILDING** ACCESS and **KEY** REQUEST FORM

Please return hard copy to Kathy Hein, 106 Horticulture or e-mail signed form to [kahein@iastate.edu](mailto:kahein@iastate.edu)

Name: \_\_\_\_\_

University ID: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please check all that apply

**Building Access**

Access needed until?

Date: \_\_\_ / \_\_\_ / \_\_\_

Reason for building access?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES

**Key Access** for rooms in HORT

**NEW Key** OR  Replacement Key

RENEW every

6 month

1 year

No Date

ROOM #

KEY #

1.	
2.	
3.	
4.	
5.	
6.	

Replacement cost for lost keys are \$30.00

**Signature of Supervisor**

\_\_\_\_\_

9/12/2022