



EAST TENNESSEE STATE
UNIVERSITY

Departmental Services

Policy Name: Departmental Services

Policy Purpose

This policy specifies the procedures for departmental services.

Applicability

This policy applies to ETSU employees.

Responsible Official, Office, and Interpretation

The Associate Vice President of Financial Services is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Financial Services/Comptroller. The CFO, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

N/A

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Policy

1. Bookstore

Supplies may be purchased through the University Bookstore using either a departmental requisition or the University Purchasing Card. All purchases are subject to appropriate university bid limits. University departments receive a 20% discount when using the purchasing card and 20% discount when using a departmental requisition.

2. Food Service

University funds may be expended for food items not to exceed a total of \$300.00 on any one event or activity with any food service caterer or food source desired.

1.1. The event may be held on campus, excluding the D.P. Culp University Center or Amphitheater. The event must be a private, closed meeting, which is not open to the general public or full student body.

1.2. Purchase requisitions must be processed in the normal manner to expend these funds. The event sponsors will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up.

1.3. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor or the catering firm, not ETSU custodial services. In these instances, the University Food Service contractor will not be expected to provide any services.

1.4. At no time will University funds be expended for food items from any food service caterer or food source other than the University Food Service, to be consumed at meetings or events within the D.P. Culp University Center.

1.5. Along with this policy is included the understanding that the University Food Service has the right to either refuse requests for catering service for small events or to charge an extra service/delivery charge.

1.6. This policy does not include or encompass any event or activity sponsored by a non-University affiliated office or organization.

3. Parking

Parking permits may be obtained at the Parking Services, as well, as appeals to parking tickets.

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Procedures

N/A.

Applicable Forms and Websites

N/A.

Authority and Revisions

Authority: TCA 49-8-203 et seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.