

## Information for Faculty

The department staff offers the following services to faculty:

**Secretarial Service**: Most faculty type their own correspondence but we want you to know that the staff can offer the following services: Word Processing, Presentation Materials, Voicemail retrieval, appointment scheduling, creation of documents, photocopy services, database management/data entry, tape transcription, information/internet research, assistance with travel arrangements, mail merge/ mailing services, fill in forms using an electronic typewriter, scanning documents, Notary Public-State of Missouri.

**Copies of homework and exams**: If you would like for us to copy these for you, please bring it to the office and give it to Jessica Cain. It would be helpful if you would give us a date by which this is needed but most of the time, our turn around will be 1 business day. If the copies are homework we will place them in your mailbox in Eliot 206. However, exams will have to be picked up at Jessica's desk. If Jessica is not here one of the other staff members will know where to get them for you.

This year the office has 3 work study students to help. If there is an errand on campus you would like them to do for you, please send your requests to Fannie Batt at [batt@wustl.edu](mailto:batt@wustl.edu).

**Transparencies** – If you would like us to make transparencies, please follow the same procedures for copies.

If you would prefer to make transparencies on your own printer, please let Sonya ( [woolley@wustl.edu](mailto:woolley@wustl.edu)) know what type of printer you have so that she can order the right type for you. When Sonya goes on maternity leave, please inform Fannie at ( [batt@wustl.edu](mailto:batt@wustl.edu)).

**Special Order Supplies** – Most general office supplies are available from the office. If you would like a particular supply ordered, please follow the above procedure for Transparencies.

**Coffee, Tea & Hot Chocolate** - are available in the copy room of the office. You can use our cups or bring your own. The coffee is not the best so those of you that prefer gourmet coffees, Whispers at Olin Library is the place to go.

**Postage Stamps** – We have a supply of both domestic and international stamps that can be purchased.

**Federal Express** - If you would like to send a personal package Federal Express you may use the department's account because we receive a very large discount. When the actual bill arrives, I will notify you and ask that you make your check payable to Washington University.

If you send a Federal Express package on the weekend whether personal or business please remove the top copy of the bill and give it Karen so the bill can be paid. The department office has a mailbox in the mailroom if you wish to put the bill in it. There is a drop box at the west end of the parking garage on Throop Drive for your package.

**Faxes** – if you have a fax you would like us to send for you, please give it to Jessica. After it has been sent, the fax and its confirmation will be put back in your mailbox.

**Access to Copier on Weekends** – By October 12<sup>th</sup> we hope to be able to give out keys to the copy room. We will keep a supply of paper, file folders, envelopes, paper pads, FedEx materials, and the ONLY transparencies that can be used for the copier in the wooden credenza.

Other transparencies will be available in the grey cabinet and other supplies such as pens, tape, staples, paper clips, etc.

**Keys** – Every faculty member is entitled to have a key to the computer room. If you do not have one, please come to the office and get one from Sonya. If she is not here, then Karen can issue a key.

If you wish to use the computer equipment in the classrooms I do have a small supply of keys in the office. If the key doesn't work in the one lock, try the other lock. If that doesn't work and you are in Eliot, please come to the office and let me know and I'll come and see if I can open it. If that fails, the Teaching Center will have to be called. The number is 5-6810.

### ***Other Useful Information***

**Grant Applications** – If you wish to submit a grant proposal, Gloria Lucy in the Weidenbaum Center is the expert and does the grant applications for the Economics Department. If you wish to contact her she can be reached at [glolucy@wustl.edu](mailto:glolucy@wustl.edu) or at extension 5-5689.

**Visitor Invitations** – If you would like to invite someone to visit the university and want them to have office space, please get approval from John Nachbar before issuing the invitation. Open office space is tight now and we don't expect that to change when we move to the new building.

If you are going to offer a computer and printer to the visitor please check with Florin Petrescu to see if one or both is available. His email is [petrescu@wustl.edu](mailto:petrescu@wustl.edu) and his phone number is 5-4962. If they are bringing their laptop the instructions for the wireless connection may be obtained from the office.

**Purchases on Personal Credit Cards** – If you decide to purchase items on your credit cards from Office Depot, Office Max, Best Buy, Circuit City, etc. please come in the office and request a tax exempt letter. The University will not reimburse sales tax. Just present the letter at the time of purchase. You may also need your ID card to prove that you are employed at Washington University.

**Social Expense Reimbursements** – When taking seminar speakers to breakfast, lunch, or dinner please keep in mind that there are limits for Arts and Science Departments. To keep costs under control the Dean's office has established the following limits:

Breakfast - \$20  
Lunch - \$20  
Dinner - \$60

If expenses exceed this amount the hosts should arrange to share the overage. Please limit the number of Washington University representatives to six. The receipt should be turned into the department office with the names and affiliation of all persons attending. If you go over the limit you will not be allowed to charge the overage to your research accounts. I just received this ruling from the Dean's office.

This policy is in effect for ALL guests with the exception of Senior Recruitment Candidates.

**Travel** – The University will only reimburse for single room occupancy for a hotel. If you travel with your spouse and/or additional family members please supply the single room rate. If two different rates are involved you will be reimbursed at the lower single occupancy rate.

ALL expenses over \$30 must be accompanied by a receipt.

If you have dinner with someone and pick up the tab, it is considered a social event so please mark on the receipt who attended, their affiliation, where you went, and the purpose.

If you share meal expenses, please indicate on the receipt the amount you paid.

**Packages** – You may have your personal UPS packages mailed to the department office. We will sign for them and send you an email notice. Please try and pick them up on the same day you receive the notice. Packages not picked up by Friday will be put into the copy room so you can pick them up on the weekend once the keys to the room are distributed.

The correct mailing address for UPS is:

Washington University  
Department of Economics  
Eliot Hall, Room 205  
St. Louis, MO 63130-4899

**Repair Requests** – Please let the office know when you need to have a repair done in your office by maintenance. Light bulbs are to be changed within a 48 hour time frame. Other repairs are made in order that they are received by the Customer Representatives in the Maintenance Department. We will be more diligent than in the past in following up to make sure the repairs have been completed. If a repair has been completed but not to your satisfaction, please let us know and we will call the zone manager. We are in the Blue Zone. If you wish to call the repair in yourself, please call 5-5544 and use option 2.