

On behalf of the entire Business Office staff of the Department of Computer Science, I would like to express how happy we are that you will be joining our faculty and we welcome you to the Greater Lafayette community. As Business Manager for Computer Science, my staff and I can assist you with the following:

- Employee benefits information
- Processing purchasing requisitions and follow-up
- Payroll questions and processing information
- Sponsored program proposal budgets and processing information
- Moving your research funding to Purdue University
- Moving expense reimbursement questions

To view the Faculty and Staff Handbook online: http://www.purdue.edu/oop/faculty_staff_handbook/

Decisions regarding travel reimbursement or allocation of funds are made by the Department Head and in some cases the Dean. After their approval, my staff and I can also help you with expediting orders, conference registrations, etc.

I welcome the opportunity to meet you or to discuss by telephone or E-mail any of these items or other questions that you may have. You can contact me by phone at 765-494-7831 or by E-mail at bellm@purdue.edu. It is never too soon to begin your research programs or to make any purchases to set-up your lab or office, please let me know if there is anything I can do to assist.

Let me also take this opportunity to remind you to bring proper identification with you on your next visit to campus or on your first day of work to complete the Immigration and Naturalization Services (INS) Form I-9 work eligibility document. Please read the enclosed handout of acceptable documents and bring the appropriate employment eligibility and identification documents with you. You cannot begin work without verification of these pieces of identification.

I look forward to talking with you soon.
Sincerely,

Mary Bell
Business Manager, Computer Science

Attachment