Ball State University
Purchasing Services
Policy: Overtime Chargeback

Purchasing Services employees typically provide services during Ball State University's normal business hours.

Ball State University Normal Business Hours:

- *Summer hours: Monday – Friday 7:30A.M. – 4:00P.M.*
- *Academic Year hours: Monday – Friday 7:30A.M. - 4:30P.M.*

Any events/projects requiring Purchasing Services employees to perform services outside of Ball State University's normal business hours will result in overtime compensation for the employees working. All overtime charges shall be the responsibility of the department requesting such overtime services. Prior to the performance of the overtime services; Purchasing Services must receive written authorization and proper FOAPAL identification from the responsible department.

Once the authorized overtime services are complete, Purchasing Services will contact the responsible department represenative via email regarding the overtime chargeback. The email will include the total number of Purchasing Services employee overtime hours worked for the event/project, the date(s), times, and total amount of the overtime charges.

It is the responsibility of the department that schedules the event/project to contact Purchasing Services for all change requests to the original order. To ensure quality control and accurate billing, all change requests must be sent to the Director of Purchasing Services and/or the Assistant Director of Purchasing in writing prior to the change order implementation. Verbal change requests may not be accepted.