

TOPICS

PROCUREMENT SERVICES

ELECTRONIC INVOICING VENDORS

eVA NEW REQUIRED FIELD

TRAVEL MANAGEMENT SERVICES RFP/ONLINE BOOKING TOOL UPDATE

OFFICE SUPPLY CONTRACT

CONFERENCE HOTEL POLICY UPDATE

MILEAGE RATE EXTENDED

RENTAL CAR REFUELING

REQUIREMENT FOR CREDIT CARD STATEMENT ELIMINATED

CATERING CONTRACTS

TRAVEL TRAINING CLASSES

CONTROLLER'S OFFICE/BUDGET OFFICE

CONTROLLER'S OFFICE/BUDGET OFFICE-MEET A CUSTOMER SERVICE

CONTROLLER'S OFFICE

GRANTS & CONTRACTS ACCOUNTING UPDATES

BUDGET OFFICE

UPDATES AND REMINDERS

ePRINT BUDGET REPORTS

PROCUREMENT SERVICES

ELECTRONIC INVOICING VENDORS

Vendors who are currently submitting invoices to Accounts Payable via the electronic invoicing process are now located on the Procurement Services website under the Accounts Payable tab. <http://www.vcu.edu/procurement/accounts/vendor/evendors.html> New vendors will be added to the listing as they come aboard. Please continue to monitor. To eliminate duplication of work, paper invoices from these vendors should no longer be mailed to Accounts Payable or emailed to the mailbox deptinvoice@vcu.edu after the go-live date indicated. Invoices dated prior to the go-live date can be forwarded to the appropriate analyst for research and processing. Any question, please contact Jamie Holcomb 628-2877 or Casandra Townsend 828-1076.

eVA NEW REQUIRED FIELD

Beginning, Friday, January 27 a new required field, Procurement Transaction Type, was added in eVA on the "Add Title" page. Each order will need to have the appropriate procurement type selected that best describes the order. If the order has different types, select the procurement type that describes the majority of the items on the order.

If you have any questions please contact Patricia Shazer 828-5067, plshazer@vcu.edu or Sarah O'Neill 828-5056, sdoneill@vcu.edu.

TRAVEL MANAGEMENT SERVICES RFP/ONLINE BOOKING TOOL UPDATE

Procurement Services will be issuing an RFP for Travel Management Services the first week of February. No additional departments will be added to the existing Online Booking Tool pilot program at this time. Updates regarding the progress of the RFP process will be included in future editions of the FA Newsletter. If you have any questions, please contact Mary Lou Bulger at mlkastelberg@vcu.edu or 8-0904.

OFFICE SUPPLY CONTRACT

Accurate Courier Express

Guy Brown has partnered with Accurate Courier Express (ACE), a DMBE-certified Small, Minority-Owned firm for delivery services. Orders from Guy Brown will be delivered to departments by an ACE employee.

Ship-To/Deliver-To Locations

Please ensure that the "Ship-To" and "Deliver-To" information on purchase requisitions accurately reflect where the order needs to be delivered. The "Ship-To" location must be the street address and building name (if applicable). The "Deliver-To location" must be the room number and name of the person to whom the delivery should be made once



inside the building.

Cost-Saving Tips

Please refer to the following link for cost-saving tips in regards to office supply purchases:

<http://www.vcu.edu/procurement/purchasing/contracts/universitycontracts/officesupply/tips.html>.

CONFERENCE HOTEL POLICY UPDATE

The conference hotel section of Travel and Reimbursement Services [Policies and Procedures](#) has been updated to include overflow hotels as an allowable alternative when the conference hotel has been filled. Like conference hotels, overflow hotels are determined by conference organizers to save costs on travel to and from the conference site. Overflow hotels will also follow the CONUS and OCONUS rates with reimbursement allowed up to 200%, or two (2) times the allowable lodging rates. Should the conference or overflow hotel rate exceed 200% of the allowable lodging rate, exceptions may be granted by a Dean Level Approver, with overages greater than 200% placed on local funds. In such cases, taxes and surcharges will be prorated accordingly. If you have questions regarding this change, please contact David Zoll, Travel and Reimbursement Services Manager, at dzoll@vcu.edu or 628-2886.

MILEAGE RATE EXTENDED

The IRS has extended the current mileage rate for rental vehicles through July 1, 2012. The current mileage rate of 55.5 cents per mile will be reimbursed to travelers when a personally-owned vehicle is cost justified or a State-owned vehicle/Enterprise rental is not available.

RENTAL CAR REFUELING

Travel and Reimbursement Services has received several questions about rental car refueling since the last FA Newsletter was published. Travel and Reimbursement Services [Policies and Procedures](#) states that,

Travelers must ensure that the rental vehicle is refueled before returning the vehicle to the rental contractor. Reimbursement will be based on the fuel used and receipts provided. Fuel purchased from the rental contractor will not be reimbursed with State funds. Credit card statements cannot be submitted in place of gas receipts.

Please be sure to refuel your vehicle prior to returning it to the rental car vendor. Employees should never authorize prepayment for fuel as there is a potential for purchasing fuel over the amount needed and rental car vendors do not return a credit for unused fuel. If you have questions regarding this change, please contact David Zoll, Travel and Reimbursement Services Manager, at dzoll@vcu.edu or 628-2886.

REQUIREMENT FOR CREDIT CARD STATEMENT ELIMINATED

As announced in David Hanson's memo dated November 23, 2011 to Vice Presidents, Deans, and Fiscal Administrators, effective November 28, 2011, the requirement for submitting a credit card statement when seeking expense reimbursement for travel services purchased over the Internet is eliminated.



The following documents must be submitted with the Travel and Food Expense Reimbursement Voucher when seeking reimbursement for travel services purchased over the Internet (such services may include registrations, hotel, airfare, train tickets, car rentals, and shuttles):

- Hard-copy, final confirmation page(s) from Internet site showing total cost and proof of payment.
- Proof that the trip was taken in the form of an itinerary, ticket stub, boarding pass, hotel folio, or such other documentation substantiating arrival at destination point.
- Confirmation of the class of ticket purchased (e.g. coach, business) for air or train tickets in the form of an itinerary, ticket stub, or boarding pass.

Prudent judgment should be used purchasing travel services over the Internet. The purchases must be made using a VCU Travel Card or personal credit card. If you have questions regarding this change, please contact David Zoll, Travel and Reimbursement Services Manager, at dzoll@vcu.edu or 628-2886.

CATERING CONTRACTS

Seven (7) optional-use catering contracts have been established for departmental use. Be sure to reference contract number 4249159CA on your requisition. You may contact any of the following caterers. Because catering needs vary dramatically, there is no fixed pricing associated with these contracts. It is recommended that you contact more than one caterer to ensure that you are getting the best pricing and services to meet your needs.

A Sharper Palate
 ARAMARK Educational Services, Inc.
 Everyday Gourmet
 Groovin' Gourmets
 Homemades by Suzanne
 Lola's Lunches
 Olio Bistro, Market & Caterer

Contact information for these firms and other frequently asked questions are available at:
http://www.vcu.edu/procurement/purchasing/faqs/faqs_cateringsvcs.html

TRAVEL TRAINING CLASSES

Business Meal Basics will be offered on **Wednesday, February 15, 2012 from 10:00 a.m. – 12:00 p.m. in the University Student Commons Forum Room**. Policy, per diem and documentation required for business meals will be covered whether they are purchased via a P-Card, invoiced via a Purchase Order, or being reimbursed as part of a Travel and Food Expense Reimbursement Voucher. This class is highly recommended for individuals currently approved to use the P-Card for food purchases. Seats will be available for fifty (50) students.

Beginner Travel Training will be offered on **Wednesday, February 22, 2012 from 9:00 a.m. - 12:00 p.m. in the University Student Commons Forum Room**. This class is intended for the true beginner and will cover the basics of travel policy and forms. Seats will be available for fifty (50) students.

Refresher Travel Training: Q & A Session will take place on **Thursday, February 23, 2012 from 9:00 a.m. - 12:00 p.m. in the University Student Commons Forum Room**. Topics that will be covered are recent policy changes, commonly misunderstood areas of policy, and any questions that participants bring for clarification.



This class will not cover travel basics. Refresher Travel & Training: Q & A Sessions will only be offered quarterly. Seats will be available for fifty (50) students.

For additional information and class registration, go to: <http://www.pubinfo.vcu.edu/training/>. Choose "Procurement Services" on the drop down menu under "Sponsor" and click on "search". Next scroll to the appropriate class and follow the instructions to register. Questions should be directed to David Zoll, Travel and Reimbursement Services Manager, at dzoll@vcu.edu or 628-2886. Please note: Registrants are encouraged to keep an eye on their e-mail in the week preceding a class. Low registration numbers will result in a class cancellation.

CONTROLLER'S OFFICE/BUDGET OFFICE

CONTROLLER'S OFFICE/BUDGET OFFICE-MEET A CUSTOMER SERVICE

Controller's Office/Budget Office-Meet a Customer Service

New to the University, a new fiscal role or just need some refresher training? The University Controller's Office, in conjunction with Budget and Resource Analysis, is committed to helping fiscal administrators and fiscal staff learn and thrive in their financial positions.

If you need help with any of the following areas: departmental budget administration, grants and contracts accounting, Banner forms and transactions, cash receipting, financial reconciliations, University financial policies, fixed assets or the VCU Reporting Center, please send an email to vcufinance@vcu.edu with a description of the area(s) in which you need assistance. We'll assign an appropriate expert who can tailor an individualized meeting or training session to meet your needs.

CONTROLLER'S OFFICE

GRANTS & CONTRACTS ACCOUNTING UPDATES

REMINDERS/UPDATES:

Staff Update:

Please welcome Marquita Crowder, our newest edition to the G&C Delta Team. Marquita comes to our department from the Gerontology Department.

Cost Transfers:

Cost transfers to sponsored program indexes may be made only within 60 days from the date of the month end Banner report on which the charge first appears. Once an index closes and the final financial report has been submitted to the sponsor, no expenses may be charged to the closed index but must be funded elsewhere.

Advance Banner Index Number Request Memo:

A Principal Investigator may request an index number while the Office of Sponsored Programs is waiting for the formal Notice of Award from the sponsoring agency. The Principal Investigator may fax, email, or mail the completed memorandum to Grants and Contracts Accounting to secure the index number. The Advance Banner Index Number Request Memo is found on the Controller's website at the below link:

<http://www.controller.vcu.edu/grants/gc-admin/G&CBannerNumberRequest.pdf>



Other Initiatives:

G&C staff are participating on Finance and Administration Teams to further improve processes, communications, outreach, people development, and best practices.

In the coming months the VCU Survey Research Lab will be electronically delivering a survey to various departments and school across the VCU campus to assess the performance of Grants and Contracts Accounting/Effort Reporting. Your participation and honest feedback will aid our department with providing improved services.

Other G&C Links:

<http://www.controller.vcu.edu/handbook/>

<http://www.controller.vcu.edu/grants/grantsstaff.htm>

<http://www.controller.vcu.edu/grants/gc-admin/CustomServiceTeams.pdf>

Other Effort Links:

Effort Reporting's website: <http://www.controller.vcu.edu/grants/effort.htm>

Helpful Tools: <http://www.controller.vcu.edu/grants/ECRThelpfultools.html>

FAQs: <http://www.controller.vcu.edu/grants/ECRTfaq.html>

ECRT: <https://effort.ts.vcu.edu/ecrt/initWelcome.do>

BUDGET OFFICE**UPDATES AND REMINDERS**

- A summary of the Governor's proposed budget and the impacts to VCU is posted on the Budget Office's website. This site will be updated as more information becomes available while the General Assembly is in session: <http://www.budget.vcu.edu/pdf/FY12%20Govs%20BUDGET%20SUMMARY%20-%20FINAL%20BOV%20REVISED.pdf>
- FY 2012 year-end projection spreadsheets have been sent via the file drop system with detailed instructions and information on return dates. If you have any problems with the template or have questions while completing the requested information, please do not hesitate to contact the Budget Office. Information regarding the file drop system can be found at the following: <https://filedrop.vcu.edu/>
- Budget development for FY 2013 has begun. Communication was sent through the VP for Finance and Administration's Office concerning detailed instructions, deadlines, and guidance for submitting unique tuition, fee, and unavoidable cost requests. Files and templates were delivered to units via the file drop system. If you have any problems with the files or templates or have questions while completing the requested information, please do not hesitate to contact the Budget Office. Information regarding the file drop system can be found at the following: <https://filedrop.vcu.edu/>
- Are you a new fiscal administrator and need some one-on-one guidance and tutoring from the Budget Office? Or, if you have been around for a while and would still like some one-on-one time with your budget



analyst to discuss topics/projects/questions/suggestions, please contact your budget analyst to schedule a time where we can come out and visit you!

- The Budget Plan and Tuition and Fees for FY 2012 is posted on the Budget Office's website <http://www.budget.vcu.edu/pdf/FY11-12%20BUDGET%20PLAN.pdf>

ePRINT BUDGET REPORTS

FGRBDSC and FGRODTA reports are now available on e~Print at <https://eprint.adm.vcu.edu/cgi-bin/eprint.cgi>.

As you review the reports you may have questions concerning the data contained within them. Please briefly outline your questions on a Financial Inquiry and forward directly to the appropriate department via e-mail, fax, or campus mail. Remember that you can check the status of deposits or disbursements through the on-line inquiry screens.

