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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

FISCAL YEAR-END PROCESSING

*****The Banner Finance will not be available beginning at 4:00 p.m., on June 30th until July 2nd so that year-end processing can be completed.**

To facilitate payment this fiscal year, all invoices, revenue refund vouchers and travel reimbursements must be submitted to Accounts Payable by 4:30 p.m., on June 15th. Accounts Payable will do their best to process all invoices that are delivered within this timeframe. Departments are responsible for monitoring their accounts to ensure that necessary payments have been processed. Receiving may be entered into Banner until 2:30 p.m., June 30th and if the invoice is posted and matches properly with the receiving, the expense should hit your index this fiscal year. Receiving should not be completed until July for any payments that are to be expensed in FY10.

Journal Vouchers can be processed until 4:00 p.m., on June 30th, providing all approvals have been completed.

All BOA Visa purchasing transactions posted from May 16th to June 15th, 2009 will be posted in Banner this fiscal year provided the index code associated with the cardholder's P-card is not frozen. All purchase transactions submitted to BOA Visa after June 15, 2009 will be paid next fiscal year.

Other deadline dates that affect FY09 processing:

June 24th is the last day to process changes to purchase orders in eVA.

June 26th is the last day to process purchase orders in eVA.

If you have any questions regarding fiscal year-end processing please call Jamie Lassiter, 828-3409. If you have any questions regarding year-end purchase processing or p-card expenses, please call Betty Lowther, 828-5954.



P-CARD POSTING IN BANNER

With the transition to Bank of America some P-card transactions are posting to account codes other than the default p-card account code 620002. These transactions are posting to alternative account codes based on the merchant category coding (MCC) of the vendor. This process is completely automated and was put in place to reduce the number of transactions posting to the default p-card account code and to reduce the amount of monthly journal vouchers required by fiscal staff. If there are charges posting to an incorrect account, please notify corpcard@vcu.edu and the Program Administrators will determine if changes are warranted.

ACCESSING P-CARD STATEMENTS

Instructions on accessing monthly statements in the Bank of America Works system have been added to the University Purchasing website at the following address: <http://www.vcu.edu/procurement/cctransition.htm>

ANNUAL TRAINING FOR PURCHASE CARDHOLDERS AND REVIEWERS

VCU has committed to requiring annual training for all purchasing cardholders and reviewers (the individual counter signing the cardholder's monthly statement). All p-cardholders and reviewers are required to successfully complete the training by April 20, 2009. Anyone who has successfully completed this training since January 1, 2009 has met the training requirement. If the cardholder and reviewer have not completed the training by the deadline card privileges will be revoked. On-line training is posted on the Purchasing website at: <http://www.vcu.edu/procurement/ccardhowto.htm>.

BOA EMPLOYEE AGREEMENT FORM

In addition to completing the training, each cardholder must also submit a new Corporate Purchasing Card Employee Agreement Form for existing and new accounts. Information related to Corporate Purchase Card Employee Agreement Form is located at:

<http://www.vcu.edu/procurement/CorporatePurchasingCardAgreement.pdf>.

Questions can be directed to corpcard@vcu.edu or you may contact one of the Program Administrators, Thelma Stockton 8-4232 or David Zoll 6-2886.

TRAVEL POLICY CHANGES

As a Tier III institution, the Commonwealth's Restructured Higher Education Financial and Administrative Operation Act allows VCU greater financial and administrative autonomy. This autonomy offers opportunities to more effectively and efficiently manage our day-to-day operations. As such, effective April 1, 2009, the following changes will be applied to VCU's Travel Policy:

- **Travel Authorizations**

All employee travel estimated to exceed \$500 requires an approved Travel Authorization (TA). (Previously, TAs were required for all employee overnight travel, regardless of dollar amount.) However, please keep in mind that if you are using one of VCU's contracted travel agencies, a TA will still be required regardless of the dollar amount of the trip involved.



- **Timeframe to submit Travel Reimbursement Vouchers (TERV)**

Travelers must submit their Travel Reimbursement Voucher (TERV) to the Authorized Approver within 60 days (previously 30 days) after completing the travel. Any travel submitted to the Authorized Approver beyond sixty (60) days after the last day of travel must be accompanied by the following:

- A written explanation as to the causes of the delay in submission
- A corrective action plan to prevent such occurrences in the future.

The corrective action plan must be approved by the respective VP prior to reimbursement being processed for payment.

- **Lodging Limits**

Lodging limits will follow CONUS and OCONUS rate tables. These rates can be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC.

- Expenses in excess of the guidelines may be reimbursed up to 100% overage using State or Grant funds with proper justification and VP Designee approval. (Previously, the overage limit was 50% with proper justification).

- **Conference Hotels Limits**

Employees traveling to a conference may stay at the conference hotel following the CONUS and OCONUS rates with an allowable 100% overage using State or Grant funds. Stating that this was the conference location is all that will be necessary to justify this overage. (Previously, the overage limit was 50% with proper justification using State or Grant funds and VP Designee approval).

- **Per Diem Rates**

Per Diem rates will follow the meal limits published on the Government CONUS and OCONUS travel charts as specified for travel destination. These rates can be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC.

(This change provides travelers with meal rates that are more specifically tailored to the travel location).

- **Receipts for Miscellaneous Items**

Receipts are required for any miscellaneous expense that exceeds \$25 (previously \$10)

- **“For Hire” Transportation**

Written explanations are no longer required to be given for “for hire” transportation” associated with travel. (Eliminates the requirement for travelers to justify use of a taxi, etc.).

- **Participant List for Business Meals**

When submitting TERV, receipts, etc. for a business meal, submitting occupations, titles, or other designations will now be acceptable when a name of a business meal attendee is not available.

- **Travel for Three (3) or More Employees**

Removes the requirement for the VP approval when three (3) or more employees travel to the same destination.

- **Car Rentals and Use of the Trip Calculator**



Eliminates the requirement to use the Trip Calculator to determine the cost benefit of traveler using personal vehicle vs. rental vehicle. UVA's Enterprise Rental Car Contract must be used in lieu of the State Enterprise Rental Car Contract. Any travel greater than 100 miles per day requires a written justification stating why use of a personal vehicle is more cost advantageous as compared with a rental vehicle. A summary of UVA's Enterprise Rental Car Contract can be found at:

<http://www.procurement.virginia.edu/main/publicpostings/contract/45.html>. The summary of UVA's contract is to reference the contract specifics only and to provide the contract number and customer number related to the contract. A revision of the contract for VCU is in development and will be available on our website once completed. VCU p-card procedures preclude cardholders from renting cars using their p-card. Therefore, cardholders must continue using their travel card or personal credit card when renting cars for business travel.

Please be aware that although the above changes are in effect currently, changes to the website are still in progress. We appreciate your patience as we continue to make those updates.

TIER III TRAVEL POLICY TRAINING

Procurement & Payment will be holding a class on Tuesday, April 14th from 9:00-11:00AM that will focus on Tier III Travel policy changes. This is not intended for the beginner. We will be focusing solely on the changes that have occurred with the implementation of Tier III and how it will effect the preparation of TAs and subsequent submission of TERVs. Individuals attending this class should already have a firm grasp on current travel policy basics, as no basics will be covered in this class. This class will take place in the Student Commons, Richmond Salon IV. Registration is not required. Questions? Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078.

TRAVEL TRAINING AND CONFERENCE AND MEETING BASICS: A-Z CLASSES

The April Beginning Travel Training Class will take place on Wednesday, April 15th, 2009 from 8:30 a.m. – 12 p.m. Please bring a calculator. The basics of policy will be addressed along with common pitfalls experienced when processing travel. Examples will also be worked through as a group to get some experience with real world simulations. This class will also cover the recent policy changes brought about by Tier III.

Conference and Meeting Basics: A-Z will be offered on Tuesday April 21st, 2009 from 8:30 a.m. – 12 p.m. This class will focus on the planning, contract negotiation, payment, and supplemental documentation necessary for meetings and conferences. The class will attempt to provide guidance from start to finish on what responsibilities belong to the department versus Procurement & Payment. This is an excellent class for the beginner, but also serves as an excellent refresher and clarification course for the experienced conference and meeting planner.

If you have questions concerning travel or conferences and meetings prior to the class offerings, please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078.

POST DOCTORAL / PRE DOCTORAL PAYMENT CHANGE REMINDER

As noted in the October 2008 FA Newsletter, a one line EP will need to be created for all Post Doctoral /Pre Doctoral payments. The EP will have the number of payments as the "Qty" and the PO category should be coded as an "X02." A direct pay form is no longer necessary and will not be accepted. A payment schedule



listing due dates will continue to be necessary for submission. Keep in mind that payment schedules should not cross fiscal years. If payments extend into another fiscal year, a new EP and payment schedule should be submitted.

TREASURY SERVICES

Reminder: All current Custodians and their Dean or Department Heads must complete the web based Petty Cash Training course and test by June 1 annually. The web based course is mandatory and is designed to provide an overview of the Petty Cash/Change Fund policies and procedures.

The training and test are available through this link: <http://www.vcu.edu/treasury/DeptPettyCash.htm#pctraining>

Please contact Misty Morgan at 7-1876 if you have any questions.

VITA IT STAFF AUGMENTATION CONTRACT RATES REDUCED

As part of the actions to address the current state revenue challenges, the Commonwealth of Virginia initiated a cost reduction program to lower consulting and contracting rates for temporary IT services by 10%. Effective March 16, 2009, rates for all new engagements under the Supplier Managed Staff Augmentation (SMSA) contract were reduced by 10%. On March 23, 2009 rates for all existing engagements under the SMSA contract will be reduced by 10%. New rate schedules are published on the VITA Supply Chain Management website. Please go to http://www.vita.virginia.gov/procurement/contractDetail.cfm?contract_id=1000513 for specific contract and rate information.

MINORITY-OWNED FLORIST

Victoria Floral L.L.C. is a Department of Minority Business Enterprise (DMBE) certified small minority owned business. The company specializes in fresh and silk floral centerpieces and podium arrangements for graduations, events, and ceremonies. The company also rents green plants for any occasion. Under the name Flowerama, Victoria Floral operates a full service florist and offers a wide range of fresh arrangements, dish gardens, balloons, and gifts. The company delivers throughout the metropolitan area making it convenient to send flowers for circumstances defined under the allowable expense rules. Contact John W. Zachary at 804-560-7700 or 804-382-7684 (cellular).

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