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Procurement, Real Estate, and Insurance Services

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

DEFICIT MANAGEMENT POLICY

The University has revised its Deficit Management Policy. Please see following link for details. <http://www.controller.vcu.edu/finpolicies/deficitpolicy.pdf>.

CHARGE CARD TRANSITION 2009

Due to the transition of the card program from GE MasterCard to Bank of America VISA, it has become necessary to only process cards to GE that are considered to be critical for your department's business operations. The Program Administration Team (PAT) will only process cards to GE when there is no other card in the department which can be used between January 1, 2009 and the time new cards are obtained from Bank of America. A justification for the critical need from the cardholder's department head and approval from the Department of Accounts must be obtained before the PAT can process the card request.

PROCUREMENT & PAYMENT OPEN FORUM

Procurement & Payment would like to invite you to an open Procurement & Payment Question & Answer (Q&A) Forum. The Q&A Forum will be held on the Monroe Park Campus in the Commons Theater from 9:00 a.m. to 11:00 a.m. on Wednesday, January 21, 2009.

Please plan to attend. This is a great opportunity to ask questions regarding the P-card requirements, Travel changes, eVA Integration and other Procurement & Payment topics. No registration is required as there will be 200 available seats.



GIFT CARD POLICY

The new [Gift Card Policy](#) is posted on the Procurement and Payment website. Gift cards are only permitted for compensating individuals participating in sponsored research studies/trials approved by the University's Internal Review Board (IRB) or individuals participating in University approved surveys. Other important items to consider when deciding on the use of gift cards are: gift card may only be purchased after the service is completed (i.e. not in advance), personal reimbursement for gift cards is not permitted, and VP approval is required when gift cards are given to individuals that do not provide their social security number. Questions should be directed to Jamie Lassiter at jglassit@vcu.edu or 828-3409.

PRECEPTOR PAYMENTS

A [new form](#) has been created to use as the invoice for preceptor payments. The form is located on the Procurement and Payment website under electronic forms. A purchase order must be created in eVA and the number entered on the preceptor invoice. Questions should be directed to Jamie Lassiter at jglassit@vcu.edu or 828-3409.

eVA REMINDERS

- Split accounting should be done by dollar amount only, not by percentages. If you need help with split accounting please refer to Section H in the eVA & Banner Purchasing Manual. <http://www.vcu.edu/procurement/EPBRManual.pdf>.
- When a line needs to be deleted from an order in eVA, do not delete the line item. Zero out the dollar amount, so that the order will come over to Banner correctly.
- The 77777777 Tax Id# is for Non-registered Vendor confirming purchase card orders only.

MILEAGE RATE DECREASE

Effective January 1, 2009, the standard mileage rate has been lowered to **.55/mile** for the use of a personal vehicle for all travel. This is a change from the previous rate of .585/mile. The reduced rate of .246/mile remains unchanged. All other mileage rules will continue to apply. Questions? Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078.

TRAVEL TRAINING and MOVING AND RELOCATION CLASSES

The January Beginning Travel Training Class will take place on Wednesday, January 14, 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.

January's Moving and Relocation Training class will take place on Thursday, January 15, 2009 from 9:30 a.m. – 12 p.m. This 2 ½ -hour class covers the basics of Moving and Relocation policy as well as the particulars



about how to complete a Moving and Relocation reimbursement package. The training session is excellent for the beginner, but also serves as a good refresher course for the person experienced in the preparation of Moving and Relocation.

Conference and Meeting Basics: A-Z will be offered on Tuesday, January 27th 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. After this month's offering, the class will only be offered quarterly.

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

