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### Procurement, Real Estate, and Insurance Services

#### **PROCUREMENT & PAYMENT QUESTION & ANSWER (Q&A) 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 Commonwealth Ballroom Room A from 9:00 a.m. to 11:00 a.m. on Thursday, May 21, 2009 and on the MCV Campus in Sanger Hall, Room 3-016 from 9:00 a.m. to 11:00 a.m. on Wednesday, May 27, 2009.

Please plan to attend. This is a great opportunity to ask questions regarding the P-card requirements, Tier III Travel changes, eVA Integration, purchase of recycled paper as required by Executive Order 48, and other Procurement & Payment topics. No registration is required.

#### **FISCAL YEAR-END PROCESSING**

**\*\*\*The Banner Finance will not be available beginning at 4:00 p.m., on June 30<sup>th</sup> 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 STATEMENTS**

Instructions on accessing monthly statements in the Bank of America (BOA) WORKS system are available on Purchasing's website at: <http://www.vcu.edu/procurement/cctransition.htm>

If there was no activity for a billing cycle, cardholders will not receive a statement from BOA and will not be able to view the information in WORKS. The Department of Accounts and BOA are aware of this issue and are working on a resolution to allow cardholders to print statements showing no activity. In the interim, if no charges have been made, the cardholder should maintain a monthly logsheet showing "no activity" which is signed and dated by the cardholder and the reviewer.

### **COMMON COMPLIANCE FINDINGS**

Listed below are common errors found by the Program Administration Team (PAT) during compliance reviews:

- Missing receipts
- Cardholder and Reviewer failing to sign and date log/statement
- Reconciliation not completed timely
- Failure to enter nonexempt p-card transactions in eVA

If you have any questions about the charge card programs, please email [corpcard@vcu.edu](mailto:corpcard@vcu.edu) or contact Thelma Stockton (828-4232) or David Zoll (628-2886).

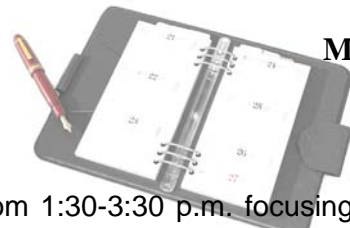
### **P-CARD ANNUAL LIMIT REVIEW**

The Department of Accounts requires an annual review of cardholder limits. This month the Program Administration Team (PAT) will start the annual cardholder review process for p-cardholders. The PAT will review transaction history from 2/16/08 through 2/15/09 for each cardholder to determine if the existing monthly and transaction limits are reasonable. Adjustments to cardholder limits will be made accordingly. If any adjustment is made to your limits, the PAT will email you within 24 hours of the change with your adjusted limits. Cardholders can view their limits by logging in to WORKS at: <http://payment2.works.com/>.

### **TIER III TRAVEL POLICY**

Tier III Travel Policy (effective for all travel occurring on or after April 1, 2009) is now incorporated into Section 7 of Policies and Procedures and it has been posted to the web at [http://www.vcu.edu/procurement/Chap\\_7a.pdf-nameddest=7.30](http://www.vcu.edu/procurement/Chap_7a.pdf-nameddest=7.30). All changes summarized in the April 2009 FA Newsletter are now integrated into policy and changes to links relating to travel have been made. Should you have any questions regarding the policy changes, please contact Karen Beebe at [kbeebe@vcu.edu](mailto:kbeebe@vcu.edu) or call 828-1078.





**TRAVEL TRAINING**

Procurement & Payment will be holding a class on Tuesday May 12 from 1:30-3:30 p.m. focusing 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 affect 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 Sanger Hall 1-044. To register, please email the names and total number of people that will be attending from your area to: [Cindy Cull \[tlcull@vcu.edu\]\(mailto:Cindy.Cull@vcu.edu\)](mailto:Cindy.Cull@vcu.edu). Approximately 80 seats are still available.

The May Beginning Travel Training Class will take place on Thursday, May 21, 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.

A Refresher Travel Training Class will take place on Wednesday, May 20, 2009 from 8:30 a.m. – 12 p.m. This class will focus on common problems encountered during the planning for, processing of and reimbursement of travel. The class is an excellent refresher, providing clarification on long established and new Tier III policies. This course is for personnel experienced with travel, not beginners.

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

**RECYCLED PAPER**

Executive Order Number 48 (EO 48) addresses energy efficiency in state government. It states that “the Commonwealth **shall purchase only recycled paper** except where equipment limitations preclude the use of recycled paper”. EO 48 applies to paper purchased for printers, copiers, faxes, and other such office equipment. Information about EO 48 is available at: [http://www.governor.virginia.gov/initiatives/ExecutiveOrders/2007/EO\\_48.cfm](http://www.governor.virginia.gov/initiatives/ExecutiveOrders/2007/EO_48.cfm).

A recent market survey revealed the following pricing from four local office suppliers on recycled paper with 30% post consumer waste. Please be sure to validate the pricing for your recycled paper to make sure you are getting invoiced properly. There are many choices for recycled paper and there is a significant price differential on some of these products.

Firm	Representative	Cost per Case/Ctn (5,000 sheets)	Product	DMBE SWAM Certification	Contract #
Guy Brown Products, LLC	Darryl Wingo	\$ 33.60	P1054901CTN	Minority-owned	6150402-50VAPP
Johnson’s Office Products, Inc.	Geri Johnson	\$ 39.99	Hammermil 86700	Minority-owned	Not Applicable
The Supply Room	Curt Wingfield	\$ 33.99	#VCUNR1120	Women-owned	6150402-50VAPP
Office Depot	Leo Maynes	\$ 35.99	940650	Not Applicable	6150402-50VAPP

If you have any questions regarding this requirement, please contact Betty Lowther at 828-5954 or [bmlowthe@vcu.edu](mailto:bmlowthe@vcu.edu).





## **FROM INSURANCE AND RISK MANAGEMENT**

This is a reminder that Governor Kaine recently sent a message to all employees encouraging safe driving by eliminating distractions when behind the wheel. While the Governor's message addressed many forms of driving distractions it specifically singled out cell phones and the dangerous distraction they create for drivers. The Governor has taken steps to reduce accidents caused by cell phone use that include (1) recently signing into law a ban on text messaging while driving in Virginia and (2) implementing a policy banning cell phone use while driving a state owned or leased vehicle. Whether driving your personal vehicle or a state owned or leased vehicle please drive defensively and give the job of driving your full attention.

## **MINORITY-OWNED PRINTING FIRM**

Van's Printing Services, located in Richmond, VA, is a DMBE certified minority-owned company. The president of Van's Printing has been in the printing industry for over thirty years and this firm has both offset and digital equipment with full bindery capabilities.

Contact: Bryan Gay @ 804-612-6151 or email to [bryan@printingservicesinc.com](mailto:bryan@printingservicesinc.com).

Website: [www.vansprintingervices.com](http://www.vansprintingervices.com).

## **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.

