FINANCE UPDATES
2009
PRESENTATION AGENDA

✓ Overview of Pre-Purchasing Requirements (printing)
✓ New Fed-Ex shipping Policies & Review of UPS
✓ Travel Reimbursement Policies
✓ How to research: Payment Requests and Purchase Orders
✓ Revisiting the D-Card
✓ P-Card Prohibited Charges & P-Card Policy Changes
✓ Tax Exemption Policy
✓ Year-End Close
Pre-Purchasing Requirements

• The revised policy dated January 20, 2009 creates an absolute threshold for competitive bidding as a means to establish cost reasonableness. Formal competitive bidding is required only for purchases over $25,000; however at least two quotes are necessary for purchases between $5,000 and $24,999.

• Competitive bidding is established as the only acceptable method of providing cost reasonableness for purchases of more than $25,000.
Printing Overview of Pre-Purchasing Requirements

• Have been implemented to develop and deliver a range of strategic printing solutions for the University community.

• The policies will streamline and simplify the process of procurement and production while lowering costs.

• These policies will generate savings and ensure the consistent and transparent delivery of superior service.
Non-Standard items

(Catalogs, Newsletters, Brochures, Publications etc.)

• Printing has a web based ordering system for individual users to submit print orders and to obtain competitive bids.

• We can request a quote online, which will then be distributed to a preferred printer vendor’s list for bid.
New Fed-Ex shipping Procedures

• The University will no longer offer FedEx paper airbills.

• A new online shipping account will need to be setup. You must set up an FedEx online account to continue to use this service.

• Please contact: Darlene Hall, Mail Center, 368-2565. She will assist and create the department’s account within one business day.
New Fed-Ex shipping procedures

To set up online Fed Ex account you will need to provide:

• Employee ID number

• Department room number

• Department operating speedtype: OPR123456

• If you want to use a research speedtype RES123456, SPC123456, TRN123456 & OSA123456 you must enter it in box # 4: titled reference field
Review of UPS Shipping Procedures

Just a reminder when sending out UPS do not forget to fill out the UPS book and enter the speedtype you would like charged.
TRAVEL

It is the policy of the University to reimburse faculty, staff, and students conducting authorized business on the University’s behalf for necessary, appropriate, and approved travel-related costs and activities for which the traveler has not and will not be reimbursed from another source.

Update: All travel must be approved by the traveler's supervisor.

http://msass.case.edu/downloads/adminserv/MSASS_
Travel agencies

Arrangements

• The University has contracted with preferred travel agencies to provide volume discounts and reduce the University’s total travel expenditures.

• The University recommends that all airfare be purchased through these preferred agencies

http://www.case.edu/finadmin/security/travel/agencies
Acceptable payments for travel

Approved forms of payment

Business travel account (BTA) - The University’s preferred agencies have a Case Western Reserve business travel account and are able to charge the appropriate speed type directly.

University travel and entertainment card (T&E card) –

This is a personal liability card associated with the University's overall credit card program. The traveler is responsible for complete and timely payment of this card; individuals will not be reimbursed for unsupported or unapproved expenses or late fees. Because the T&E card is associated with the University’s overall card program, it must be surrendered when the employee leaves the University.

Personal credit cards

Individuals may also use personal credit cards for charges related to travel. To receive reimbursement, individuals must submit a statement of travel expense (http://www.cwru.edu/finadmin/security/travel/forms.htm) accompanied by a PeopleSoft payment request form (http://www.case.edu/projects/erp/qrg/FIN_Payment_Request.pdf) to the Travel Accounting Office. Along with these documents, individuals must also submit original, detailed receipts to receive reimbursement.
Prepays and new policy

Airfare and registration can be prepaid and reimbursed prior to travel with receipt, however hotel stays will not be reimbursed until after the actual stay.

NOTE: You now need taxi and toll receipts to receive reimbursement. Taxes are only reimbursed while traveling.
Travel reimbursement – cont.

After all paperwork is signed, approved and forwarded to Accounts Payable for processing, it normally takes three business days for reimbursement. Your reimbursement will be direct deposited into the Bank account you have selected in your PeopleSoft HCM profile on or about the 3rd business day after it is processed.

- You will receive an automated email from achreim@case.edu to your CWRU email account notifying you that the deposit is being made. You should, however, check with your banking information to confirm the deposit.

Travel Policy can be located at http://www.cwru.edu/finadmin/security/travel/
Payment Request

When to Use the Payment Request
Cash Awards and Prizes to non University Employees (Awards to Employees must be paid through Payroll per HR Policy)
Honoraria
INS Fees/Visas
Insurance - Controllers Office Finance and Administration
License and Inspection Fees (Non-Software)
Payroll Advances (Payroll Office)
Payroll related disbursements (Originate in Payroll Office)
Petty Cash (Replenishment of Custodial Accounts)
Postage
Research Participants (Guidelines)
Scholarships to Students
Travel Advance (See Travel Policy)
Travel Reimbursements (original receipts plus authorized Statement of Travel must accompany)
Additions to payment request

The signature on the existing "Payee" line on all AP Payment Requests must be signed by the Employee of the University for any AP Payment Request or reimbursement in the employee's name.

The AP Payment Request will not be paid without this signature and will be returned to you for signature.

You will see an addition of 2nd line on the AP Payment Request which must be signed by the Finance Director, VP, or Dean or supervisor in your school or division.

If an employee of the University performs a duty outside of their regular duties – i.e. lectures or speaks in a class they should not be given honorarium, you must complete an additional pay form and follow the criteria listed.

http://msass.case.edu/downloads/adminserv/Additional_Pay_Reg
How to check the status of a payment request?

https://erp.case.edu:8610/psp/fsprd/EMPLOYEE/ERP/h/?tab=DEFAULT

Follow the navigation – accounts payable > payment request > payment request > find an existing value

Enter as much information as you can to narrow your search.
The payment request # is found at the bottom of the payment request
The type of request – payment, travel reimbursement etc.
The date it was requested
The user id of the requestor

Once the payment request is posted you’ll check for the check request status, If it is new you’ll need to see why this has not gone to Accounts Payable so check with Administrative Services after you’ve made sure it is not on your desk. If the status is cancelled this means you’ve cancelled the request because only the creator of the request can cancel it.

If the status is transferred then you need to open the request and see if a voucher (payment) has been issued.

Write down the voucher number off of the top portion of the payment request. Re-enter accounts payable > review > vouchers. > voucher inquiry.

Put the voucher number in the voucher inquiry and select search.
The voucher inquiry results will appear below. Click on payment information (white sheet with $) and you will find out when this was paid.

If you don’t have the voucher id # you can put the last name of the vendor in the “vendor short name” box, click on the magnifying glass find your vendor and click on their name, if necessary change the dates for your search and press “search”.
How do I check the status of a requisition?

Follow the navigation – e-Procurement > Manage Requisitions >  
Under Search and Sort Requisitions, enter as much information as you can to narrow your search.

Requisition Name - enter the requisition number or name you are searching for

Status – Select from the drop down list the status of the requisitions you wish displayed

Requester - enter the user ID of the person who created the requisition

Date From/Through Date - enter date range the requisition was created in

Click ‘GO’

The requisition(s) matching the criteria you entered above will appear. Valid status's are:

Pending, Approved, Deny, Hold, PO(s) Dispatched

Click the Approval Status Icon to view the status of your requisition

The Requisition Approval Status page appears, you can view online where your requisition is and it’s status.
How to sign out the D-card?

- Select vendor and be sure your order is within D-card guidelines.
- Please provide: name of user, vendor, amount, speed type and date.
- 1 original receipt and 1 copy of the original receipt.
- Please indicate on receipt any additional information: event & attendees.

**PLEASE NOTE: DO NOT MAKE COPIES OF THE D-CARD!!!
Updated P-card Policy

• **P-Card Monthly Statements**
  • All p-card cardholders **MUST** review and sign their statements before forwarding to Admin. Services.

• **P-Card Audits**
  • Auditors will begin to research in detail all p-card transactions.
  • Red flags; sales and use tax, vendors, and items.
  • Cardholders are required to adhere to p-card polices and will be held responsible for all transactions.

• **P-Card Travel**
  • Travel: *Conference registration fees may be charged to a P-card!*
P-Card Prohibited Charges

- Cash advances
- Catering services or Food of more than $500: the use of *University preferred caterers is mandatory!*
- Cell phone and pager purchase and service
- Equipment/service leases
- Controlled substances and narcotics
- Copier supplies
- Donations
- Furniture: requisitions must be reviewed by the Purchasing Department prior to purchase.
P-Card Prohibited Charges

- Gas cylinders
- Gift cards and gift certificates: *gift certificates are generally classified as taxable income by the IRS and should not be purchased with a procurement card.*
- Gasoline
- Hazardous materials
- Independent contractors and contracts: *independent contractor agreements must be approved by the Purchasing Department consultants and follow the independent contractor program.*
- Internet (home)
P-Card Prohibited Charges

- Office supplies
- Personal purchases
- Radioactive Materials
- Subcontracts and sponsored projects
- Supplies, equipment, rentals, or services requiring a signed contract: *Any contract requiring a signature must be reviewed by the Purchasing Department. Only officers of Case Western Reserve and their designates may sign contracts and agreements.*
- Temporary employment services: *The University has an on-site, temporary employment service, which is managed by our Human Resources Department.*
Tax Exemption Policy

• Purchases made on a P-card **should not** incur sales tax in most states.

• Cardholders are responsible for informing the supplier that the University **is exempt from sales and use tax**.

• Vendors and suppliers who have not previously done business with the University may ask for a copy of the University’s sales and use tax exemption form.
Tax Exemption Policy

• The sales tax exemption is never to be used for purchases unrelated to University business, as such misuse may result in revocation of the University’s tax-exempt status!

• Procurement services maintains copies of exemption for a number of states and can provide copies of the forms upon request.

http://www.case.edu/finadmin/matsupp/procurement/procurement.html

Year-End Procedures

• Make your **PO** purchases now! To avoid the last minute rush and potential delays. Leave plenty of time for **contracts** if they are part of your purchase!

• Please submit all invoices and send them to us now with your valid PO number for processing. Follow up with any vendors that are lagging on invoice submittal.

• Watch **P-Card** cycle cutoff dates! Remember that the cycle typically ends on the 25th of each month. Anything purchased on June 26 or after will definitely **NOT** be charged to the current fiscal year.
Year-End Procedures

• Submit **Travel and Non Travel related Reimbursements** with the original and detailed receipts. Don’t forget to submit the **Statement of Travel Expense** with your Travel Reimbursements. And remember…have the traveler and their approver sign all forms as needed.

• Finally, and potentially most importantly, **vendor input**. Please have all new vendors submit their signed Supplier Forms and W9s to the Customer Care Team pronto at customercareteam-pds@case.edu!