Welcome to 2012
Dates to Remember

Purchasing
- April 9: Deadline to submit requisitions for purchases in excess of $25,000 and no greater than $100,000.
- June 11: Deadline and final date to submit requisition for purchases of $25,000 or less.

Payment Services
- June 14: Deadline for submitting check request, misc. reimbursements and invoices for on campus services.

Travel
- June 7: Deadline for submitting “in state” travel reimbursement.

Petty Cash
- June 20: Final date to request petty cash for fiscal year 2012 purchases.
- June 21: All petty cash receipts and change due by 4 p.m.

Notice: Petty cash purchases made through June 21 will post to current fiscal year “12” budget. Petty cash will not be available from June 22-29. For more, visit .

Helpful Tip from Payment Services
This is an excellent time of year to check the balance on your copy charge overage line on your Standley PO(s). If you find the balance is low and need to request an increase, please ask the financial manager to send an e-mail to Sheri Forest, buyer for all Standley PO’s. This will insure that your PO has sufficient funds to cover monthly cost through June. If you have any questions regarding this message or need help understanding the overage charges you can contact Kay Altman at extension #2492.

Notices to campus:
Electronic Vendor Payments – (House Bill) HB 1086: “Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism”. Effective July 1, 2012. We are working with IT on a vendor web portal, testing still in process, with go-live target date set for April 1, 2012. Watch for additional information in May 2012 Newsletter.
Helpful Tips

Independent contractor service agreement’s processing time requires a minimum of nine business days prior to the independent contractor service being performed.

If a requisition is submitted after the fact, a letter of justification is required with the requisition. The justification letter must contain the following information:
- Provide an explanation why a purchase agreement was made without first encumbering the funds by means of a purchase order;
- Reference your understanding of purchasing policies.
- Financial manager and responsible parties signature.

Standley Requisition Training

***May 9, 2:00 – 3:30 PM***

Requisition training for Standley Systems for all Requesters and Financial Org Managers will be held on May 9 from 2 – 3:30 in NUC 314. The requisition templates requiring necessary information for printer/MFP requisitions will be reviewed, Standley will offer guidance on overages per each piece of equipment and questions will be answered. This is a ‘Snack and Train’ for all campus customers. A meeting invitation will be forwarded to track the number of attendees, so please reserve your place.

‘Training Tips’ From Us to You

Tip One:

Searching for Vendors:

When searching for vendors for a Requisitions or Check Requests, Go to FTMVEND then to search box, which takes you to FTIDEN, Shift F7 (enter query), type in vendor name in word search with the wildcard % before and after the name, and then Shift F8 (execute query). Vendor search Example for Oklahoma Gazette vendor code; instead of putting in %Oklahoma% and searching, try putting in a more specific part of the name, such as %Gazette%. This will pull all vendors with the word “Gazette” in the name. This method will help you locate the vendor you need, faster and easier.

Tip Two:

Registration fee on a requisition

When processing registration fee on a requisition, and the fee requires pre-payment prior to the conference, please be sure to include a completed Registration Advanced Pre-Payment Authorization form. This form is required whether the payment is made via ProCard or Check. Failing to include the completed form may cause a delay in processing your requisition. You can find the form on our website under the Documents & Forms tab.

Tip Three:

Documents Scanned

Please be careful when using highlighting markers on documents. When the documents are scanned the wording highlighted is often “blackened out” when the imaged document is viewed. This could make such scanned document invalid for serving as the official document of record. If the highlighted wording is vital to the document information, said document would have to be deleted from the imaged record and a more legible scan made of the document.
Travel Updates

Out of State Travel

A revised out of state travel request form is now available under “Travel Documents and Forms”. The new form is a fillable PDF, with pop-up boxes for clarification, please complete, print and forward for all authorized signatures, before sending to the travel office.

Please call 974-2493 to provide feedback on the new form.

Thank you for utilizing the new Out-of-State Travel Request form!

With the feedback we’ve received, we’ve tweaked the form to include your suggestions.

The changes include:

♦ The “total amount approved for trip” will include all out-of-pocket expenses AND direct-paid expenses (transportation, lodging, and registration).
♦ When ProCard is used for a direct-paid expense, the org is required to verify funding on all expenses.
♦ The form now includes a signature line for the chair of the department (if applicable).

As always, we welcome your feedback.

Conference Travel Policy

The policy regarding travel by administration division employees to attend conferences, meetings and seminars is hereby revoked, effective immediately. In the future, the determination of the number of staff to attend each event will be left to the discretion of the departmental director and appropriate vice president.

Note: Travel to Las Vegas and Hawaii is now allowed with the normal approval process.
Contact Jennifer Shelton: *(jshelton24@uco.edu, or 974-2493,) and or Dana Stout: (dstout@uco.edu, or 974-2397,) with any concerns, or questions.
Plan for Fiscal Year-End Purchases

Now is the time to review budgets and plan for year-end purchases. Make ProCard restricted or larger dollar purchases by requisition before the established deadlines. ProCard restricted item purchases are not allowable simply because a requisition deadline is missed. However, the ProCard continues to be the most efficient, best solution for allowable purchases of $1,500 or less.

Split Transactions Explained
A recent common review violation is split transactions, which in total exceed the single transaction limit of $1500, and may also exceed the UCO and/or state competitive bidding thresholds of $2,500 or $5,000 respectively. Purchases above established card limits must be processed with a requisition submitted to Purchasing & Payment Services. Splitting orders to avoid ProCard restrictions will result in card suspension or revocation. Violation of state law related to competitive bidding may be considered a felony.

Note: A split transaction can occur even when a purchase is for two or more different organizations, two different orders, two different events, two different programs, etc. If the total amount to one merchant can be anticipated, the purchases should be combined. Multiple accounting lines can be accomplished with a requisition to assign the expense to more than one organization. A simple question to ask before making your purchase: Does my purchase to one merchant total over $1500 and can the entire amount be submitted with a requisition?

An example of a recent split transaction violation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Merchant</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/20/2011</td>
<td>$1,452.50</td>
<td>MYIPGI.COM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$313.64</td>
<td>MYIPGI.COM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$516.68</td>
<td>MYIPGI.COM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$305.42</td>
<td>MYIPGI.COM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$662.50</td>
<td>MYIPGI.COM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$313.64</td>
<td>MYIPGI.COM</td>
</tr>
</tbody>
</table>

This group of six transactions was split for different events, but could have been included in one requisition/purchase order and exceeded the single transaction limit, as well as the UCO threshold for competitive bidding.
Congratulations to Roberta and Denise they made it to the 2nd round.

Interview with a co-worker she said they got robbed from moving forward to the next round.