

# U<sup>A</sup>L<sup>R</sup> Dollars & Cents

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## Mail Services reports survey results



Mail Services employees recently began wearing uniform shirts with the department's logo to project a professional image and increase visibility for the department.

In November, Mail Services conducted an online survey to solicit feedback from the campus community regarding the services it provides. The IOG Survey Research Center coordinated this survey to ensure that all relevant UALR stakeholders were reached.

The overall response was that Mail Services is doing a great job and the vast majority of respondents indicated that they were happy with the department and its staff. However, several recommendations were made, for which Mail Services would like to respond.

**Add exterior signs.** Mail Services is pleased to report that cost estimates and

design ideas have been gathered and the new sign will be installed in the near future.

### **Sell more first class stamps.**

In the past, Mail Services only allowed the purchase of one book of stamps per person, per day. Due to customer demand and an increase in need, the daily limit was increased to two books per person, per day. This new policy seems to meet the majority of needs of the campus community. However, with advanced notice, Mail Services can order additional books of stamps to meet your needs.

**Install secure mail slot in front lobby.** During

the recent remodeling of the lobby, mail slots were installed in the front counter, allowing individuals to drop their outgoing mail into a secure cabinet. Slots are available for both inter-campus and off-campus mail delivery.

### **Offer credit card services.**

Mail Services is investigating the cost of providing this service and the current level of need of the campus community. If it is determined there is sufficient need then this service will be implemented.

**Sell money orders.** After researching this service, it was discovered that Mail Services cannot sell USPS money orders because they are not a USPS official post office. Other avenues to sell money orders are being researched and it is hopeful that Mail Services will be able to sell them soon.

### **Return FedEx and UPS services for personal shipping.**

For several years, FedEx and UPS personal shipping service was provided, which allowed individuals to pay for and ship personal items through the Mail Services office. However, these companies began charging fees to UALR due to the large number of incorrect shipping addresses that were being supplied. Because these

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fees were substantial, this service was discontinued. Daily pickup for **prepaid** packages with FedEx and UPS labels is still available from Mail Services or you can use the drop boxes located at the corner of Stabler Hall.

Mail Services is pleased to be of service to the campus community and continually looks for ways to improve its professional services provided. Your comments, suggestions, or questions are welcome and should be directed to Scott Kaufman, director of Mail Services, at 501.569.8916 or [sdkaufman@ualr.edu](mailto:sdkaufman@ualr.edu).

## New policy delegates signature authority

As a matter of good business practices and fiscal responsibility, UALR operates under a set of standard procedures and internal controls. To further solidify the university's responsible fiscal practices, the *Signature Authority Delegation for University Financial Transactions and Documents* policy was adopted on March 25, 2013.

Internal controls are put in place to ensure that no single employee is authorized to both approve a commitment of funds and to authorize the processing of payments. This new policy details the university's significant controls that are in place to ensure funds availability and proper approvals in the following areas: payroll expenditures; requisitions for purchase; P-Card purchases;

travel expenses; contracts, agreements, and MOUs; and construction contracts. Most of these controls have been in place as standard operating procedures and were simply formalized into this policy.

The one exception is the procedures for contracts, agreements, and MOUs, which have been updated now that the university has a contract review manager

on staff. The purpose of the update was to ensure that all contracts are properly reviewed and authorized by the administration. According to this policy, "All university contracts, agreements (including professional service contracts, international student exchange agreements, and software license agreements),

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## P-Card Notes

### **New Requirements**

Due to scanning requirements, cardholders must now include their T# at the top of the transaction log.

Because of illegible signatures, approvers' names should be printed below the signature line.

### **Purchases**

The P-Card may be used to pay webinar registration fees only.

Use of the P-Card to repair iPads is an allowable expense.

### **Transaction Log Reminders**

Double-check the transaction log and receipts to verify they match charges as listed on the US Bank statement. If not, obtain a detailed receipt that matches the statement before submission.

It is not necessary to attach the bank statement to the log. However, if you do, black out the credit card number.

For shipped items without proof of payment and/or proof of receipt, the invoice and the packing slip must be attached.

Verify that detailed receipts and invoices reflect proof of payment either with a zero balance that includes the method of payment or invoice with a credit card slip.

Loose receipts and packing slips should not be submitted with your transaction log. Rather, tape small and medium-sized receipts and packing slips to a sheet of paper. Also, please do not place tape over the text on receipts because this can make the receipt difficult to read.

Include all transactions for the full billing cycle period. The cycle begins the 16th of the month and ends on the 15th of the following month.

Submit by the last day of the month after the close of the billing cycle.

*For answers to questions regarding allowable P-Card purchases or other P-Card matters, contact Clarice Anderson, [cganderson@ualr.edu](mailto:cganderson@ualr.edu) or 501.569.3144.*

**Can't find what you need on our website?**

**The quickest way to find what you are looking for is to type in a keyword or description in the "Search" box at the top right of UALR's home page.**

## Purchasing welcomes new director, announces annual P-card training



Debbie Hankins, a Mississippi native, has been hired as the new director of Purchasing. Her first day on campus was April 18.

Debbie Hankins has joined UALR as the new director of Purchasing, replacing David Lochala. Debbie is a native of Mississippi and earned her bachelor of business administration degree from Delta State University in Cleveland, Miss.

Debbie has worked in both the private and public sector during her career. Her public sector experience includes serving the Mississippi Department of Finance and Administration in the state's Central

Procurement Office, the Mississippi Secretary of State's Office, and the Mississippi Division of Medicaid.

During her public sector career, she has been an active participant in the National Institution of Governmental Purchasing and an active participant in one of their local chapters serving in leadership roles for the chapter and as a lobbyist to the state legislature.

One of Debbie's first duties will be to conduct the annual P-Card training for all cardholders, coordinators, and approvers. Attendance is mandatory. P-Cards associated with cardholders and coordinators who have not completed training by May 20 will be suspended until training is completed.

Training will be conducted in May with dates and registration information provided through the P-Card listserve.

Please contact Purchasing at 501.569.3144 if you have questions regarding the annual P-Card training.

## Certified Fraud Examiners announced

The Office of Finance and Administration has been promoting ongoing training and awareness programs within the Finance departments to help prevent fraudulent activity on campus. An important part of this has been to encourage employees from various areas of finance to pursue the Certified Fraud Examiner designation. Steve McClellan, associate vice chancellor of finance, recently stated, "It was our goal to strategically place Certified Fraud Examiners in our key Finance

departments, and I am pleased to announce we have achieved this goal."

The following individuals have passed all course work and received notice from the certification committee of their right to use the CFE credentials: Phylesia Davis, financial systems administrator; Cassandra Williams, reconciliation coordinator, Accounts Payable; Clarice Anderson, buyer, Purchasing; and Christopher Hickman, fiscal support analyst, Payroll.

### **New policy - cont. from page 1**

as well as MOUs that contain vendor specified terms and conditions are initially reviewed by the contract review manager."

Allen Stanley, UALR's contract review manager, reviews these documents for all required language and impermissible clauses. If necessary, complex agreements are submitted to the university's legal counsel for review. Once the document complies with all state laws and board policies, it is executed by the chancellor or the vice chancellor for finance and administration. It is important to note that no other campus

employees are authorized to sign on behalf of the university. Allen may be reached at 501.569.3363 or [adstandley@ualr.edu](mailto:adstandley@ualr.edu) to assist with this process or to answer questions on the correct procedures.

In conclusion, this policy provides a sound internal control environment with clearly defined authority on who can obligate the university with external parties and approve financial transactions for the university. A copy of the policy is located at [ualr.edu/policy](http://ualr.edu/policy) under the "Administration" section.

## Staff Senate Feeds 150 in Helping Hands Project



The Finance departments would like to recognize UALR's Staff Senate for their Helping Hands project, which served a record 150 families a Christmas meal this holiday season. With the help of the Chancellor's Leadership Corps and faculty and staff on campus, they were able to fill all 150 boxes with donated food items. In addition, eight students from Bale Elementary helped fill the boxes. We commend them for making the holiday season a little less stressful for so many of our staff members.

## New feature in Banner simplifies researching "pending documents"

A recent upgrade of Banner has simplified the process of researching pending documents.

While the Organization Budget Status (FGIBDST) form is useful to see your available budget and query the transactions that make up the balances, the Budget Availability Status (FGIBAVL) form allows a user to input a Fund, Organization, Account, and Program code (FOAP) to see the Banner calculated available balance.

This form (FGIBAVL) differs from FGIBDST because it also reduces available budget by pending documents. Requisitions with a FOAP that have not been approved, back charges entered that have not been completed, and other pending transactions will reduce the available budget on FGIBAVL but not yet appear in FGIBDST totals.

Previously, there was no way to quickly determine what documents were still pending by FOAP. With the latest upgrade of Banner, FGIBAVL was updated

to include a pending documents box. When looking at budget availability in this form, if there are pending documents the check box at the right of the screen will be checked. To view these documents, click on the account number you want to see. Then click "Options" and "Pending Documents" or "F3" on your keyboard. This will bring up the new form called Transaction in Process Status (FGITINP). FGITINP will show you the document and its status.

Documents can have a status of: **In Approvals.** The document is waiting to be approved.

**Receipt Pending.** The invoice has been entered but the department has not entered the receiver.

**Incomplete.** The document has been started but is not completed.

**Disapproved.** The document has been disapproved and needs to be corrected, resubmitted, or removed.

If you see a document marked as "error" or "undefined," please contact Financial Services, 501.569.3318.

## Banner Navigation Tips

Do you want to know if your invoice has been paid? Banner form **FAIVNDH** allows you to check the vendor's payment history by using the vendor's number. This screen will display the invoice number, "I" document number, invoice amount, check date, and the check or direct deposit number.

Do you want to know if your encumbrance or purchase order is open or closed? Banner form **FGIENCD** will do this for you. This form also indicates what TR-1's or invoices have been paid. Enter the encumbrance number or purchase order number to obtain the information.

## Bits & Pieces

### Sales and use tax exemption

A common misconception is that UALR is exempt from paying sales or use taxes. However, this is not the case. Sales and use taxes must be paid on all items and purchase transactions, unless specifically exempted by law. Currently the sales tax rate in Arkansas is 8.5 percent.

### Three way match

Invoices using a purchase order must meet a "three way match" before a payment can be issued. If a purchase order was generated to obtain goods or services, the invoice is matched to the purchase order and the proof of receipt (receiver). A payment will be issued either by check or direct deposit when all three documents exist in FOIDDOCH. Access FOIDDOCH to find out if your payment is pending the completion of one or more of these documents.

### Enter your own receiving documents

Departments are able to enter their receivers directly rather than forwarding them to Financial Services, speeding up the payment process. To receive individual training on this process, contact Armenta Lockhart, aelockhart@ualr.edu or 501.569.8448.

### Travel reimbursement reminders

Employees have five days from the day they return from a trip to submit their TR-1 to Accounts Payable. A hotel receipt must always be attached to the TR-1 (even if the hotel was paid with a CTS card or direct billed). The hotel receipt is required so that Accounts Payable can audit the amount paid for hotel charges and confirm that the charges are in compliance with the maximum allowed by the state.

If airline and registration expenses are paid using a CTS or are direct billed, the amount should be listed on the TR-1 under the appropriate column. Receipts for these charges are not required.

### Processing of invoices

To ensure that payments are generated in a timely manner, it is very important that invoices received by departments are sent immediately to Accounts Payable. Invoices are processed within five days from the time they are received. If there is an urgent need for an invoice to be processed quicker, this should be indicated on the invoice.

### Fiscal year-end process

To assist Accounts Payable in the fiscal year-end process, departments are requested to review the status of all outstanding purchase orders, particularly those that have a processed purchase order receiver in Banner for which an invoice receipt is still outstanding. In these instances, the department should contact the vendor to request that an invoice be faxed to Accounts Payable at 501.569.3338.

## Allen Stanley named contract review manager

In November 2012, Allen Stanley became UALR's contract review manager. Formerly the director of the Office of Research and Sponsored Programs (ORSP), Allen brings a wealth of experience with him in the fields of accounting, finance, and grants.

Since joining UALR in October 1998, Allen has been involved in central financial administration, departmental financial administration, and university public outreach activities, starting as an accounts payable accountant and then a grants accountant in Financial Services. In February 2000, he joined the Small Business and Technology Department, where he served in various financial and administrative capacities. Finally, Allen joined ORSP in October 2008 as a senior grants and contracts specialist, where he was promoted to assistant director in March 2010 and director in January 2011.

As contract review manager, Allen will aid the campus in contract related matters, including but not limited to: professional services, industry sponsored research, material transfer, confidentiality/non-disclosure agreements, aspects of technology transfer, and other contract related assignments.

*Allen's office is located in the Office of Finance and Administration, SSC 425. He may be reached at 501.569.3363 or [adstanley@ualr.edu](mailto:adstanley@ualr.edu).*

## Special Meeting Forms

Effective immediately, Special Meeting Forms are not required for "on-campus" events. Events on any of the campuses, whether hosted or coordinated by UALR, meet the criteria of being designated an "official function" of the university. Please note that although the form is no longer required for on-campus events, Sodexo still has first right to refusal for all catering on-campus except for the Benton Center and athletic-related events at the Stephens Event Center.

In addition, special attention is needed when completing Section A. Describe event and benefit to UALR or state. This information is required to comply with state regulations (A.C.A. 19-4-903) on reimbursing expenses within the city or town of employee's "official station." Forms not detailing this completely will be returned.

When revising the form to incorporate the changes, the new form was built as a PDF fill-in form that can be saved, for your convenience. The revised form is on Purchasing's website ([ualr.edu/purchasing](http://ualr.edu/purchasing)) under "Purchasing Forms" and the "Travel Forms" link.

## PERSONNEL NEWS

**Chivonda Coleman** has joined UALR as an accountant in Financial Services-Accounts Payable. Chivonda recently obtained her B.S. degree in business from the University of Phoenix and is currently working on a master of education degree at UALR. In her position, she is responsible for processing invoices, preparing use tax reports, and researching stale-dated checks.

**Danielle Dowthard** is the newest fiscal support analyst in Student Accounts. She is a graduate of the University of Arkansas at Pine Bluff where she obtained her B.S. in biology with a minor in chemistry and is currently working on a master of business degree with an interest in accounting at the University of Phoenix. Danielle is responsible for processing tuition discounts, posting 9/11 payments and refunds, and processing collection payments.

**Kyle Francisco** joined Mail Services in December as a mail assistant. He moved to the United States from the Phillipean Islands when he was 17. Kyle is responsible for a specific mail route on campus, as well as sorting mail and performing general office duties.

**LaShawn Hayden** is the newest addition to the Cashier's Office. She recently moved to Arkansas from Chicago, Ill., and has an A.A. degree. Her main responsibilities include cashiering, processing departmental deposits, and providing great customer service to our students and employees.

**Crystal Long** has joined the Student Accounts Office as a fiscal support specialist. She has an A.A. degree in general studies and is seeking a B.A. degree in professional and technical writing with a minor in anthropology. In this position, Crystal assists students with questions and concerns on their account, along with helping maintain the office.

**Curtis Martin** became a member of the Mail Services staff in February in the position of mail assistant. He is a graduate of Little Rock Mills High School and plans on taking classes at UALR in the near future. Curtis' responsibilities include a specific mail route on campus, sorting mail, and performing general office duties.

**Sheri O'Brien** recently returned to the Office of Finance and Administration as institutional assistant, where she provides administrative support to the office and its subsidiary departments. Sheri has a B.S. degree in organizational management and has completed course requirements for a M.Ed. degree in adult education.

**Stephen Werth** has joined UALR as an accountant in Student Accounts. Stephen received a B.S. degree in business administration at Nevada State College. He is responsible for third-party billing, processing third-party payments, and establishing spreadsheet reconciliations.

**Vanessa Whitman**, an accountant in Financial Services-Accounts Payable, has been promoted to the position of accounts payable manager. In this position, Vanessa is responsible for managing the overall functions of the Accounts Payable department.

## Commercial vehicle insurance changes

Effective July 1, 2012, the University of Arkansas System contracted with a different company for commercial vehicle insurance. With the change in provider comes new provisions, most notable an increase in the physical damage deductible. Under the previous policy, this deductible was \$500; however, it is now \$1,000 for both comprehensive and collision physical damage. Physical damage to golf carts and mules also falls under the \$1,000 deductible (the previous deductible was \$5,000).

In addition, the university is now required to collect Motor Vehicle Reports for new employees within 30 days of hire. Therefore, departments should have new employees complete the Driver Authorization Form and return it to the Office of Finance and Administration within 30 days of hire, even if it is not known if the employee will be driving on state business.

Finally, as a reminder, drivers must report all accidents that occur while on state business, 1) within 24 hours of the occurrence or by the next working day if the accident occurs in a state vehicle; and 2) within 7 working days if the accident occurs in a private vehicle. Accidents should be reported to Facilities Management, if driving a state-owned vehicle, as well as the employee's department head and the Office of Finance and Administration.

For further information, please contact the Office of Finance and Administration, 501.569.3202.

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