Business Services
Fall 2017 Chairs’ Workshop
OVERVIEW

- Contracts
- Signature Authority
- Purchasing
- Procurement Cards
- Travel and e-Reimbursement
- Payment to Individual Reports
- Invoices
- Risk Management
- Gift Funds
- Who to Contact in Business Services
CONTRACTS

• A contract is a legally enforceable agreement between two or more parties that binds the parties to perform the mutual responsibilities, promises, and obligations described in the contract.

• The word "contract" may not appear in the title of the document.
  – Examples: Affiliation agreements, facility-use, purchasing, and lodging agreements, terms and conditions of an order form or other document, leases, and memoranda of agreement or understanding.

• All contracts/agreements must be reviewed by the Contract Administrator in Business Services.
CONTRACT SIGNATURE AUTHORITY

- All contracts must be signed by the appropriate person having contract signature authority.

- The University of Wisconsin Board of Regents Policy 93-1 delegates the authority to sign UW-La Crosse contracts on behalf of the Board of Regents to the Chancellor of the University who, in turn, delegates contract signature authority to only a limited number of university employees.

- If employees who do not have signature authority sign contracts, they may be personally liable for that contract. Additionally, the contract may be deemed unenforceable.
SIGNATURE AUTHORITY for Business Services Documents

Signature Approval with WISDM Manager unless able to designate via Signature Authority Form

- Academic Support Services Agreement (ASSA)
- Change Fund Action Fund
- Expense/Revenue/Salary Transfer Forms
- Food Expense Approval Form
- Invoices
- Payment to Individual Report (PIR)
- Prizes, Awards, & Gifts Form (prizes only)
- Procurement Card Application
- Purchase Requisition Form
- Registration Fee Form
- Shop@UW Account Request Form
PURCHASING PROCESS OVERVIEW

1. Determine requirements and anticipated spend for desired items
2. Confirm whether covered under MANDATORY CONTRACT
3. Determine whether there is an OPTIONAL CONTRACT that can be utilized
4. Purchase > $5,000 – SIMPLIFIED BID
5. Purchase > $50,000 – REQUEST FOR BID/REQUEST FOR PROPOSAL
## SPECIAL CONSIDERATIONS

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<th>PRODUCT/SERVICE</th>
<th>PROCESS/APPROVAL</th>
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<td>Legal Services</td>
<td>Governor approval via RPA</td>
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<tr>
<td>Printing</td>
<td>Must work with Purchasing Office</td>
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<td>Telecomm Equipment</td>
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<td>Furniture/Remodeling</td>
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<td>Computer/Software/Printer/Copier</td>
<td>Work with ITS</td>
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<td>Shop@UW</td>
<td>Use as preferred vendor for supplies</td>
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<tr>
<td>Sole Source</td>
<td>Approval by UWSA and Governor</td>
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<tr>
<td>Bus, Charter Services</td>
<td>Obtain quote/submit Purchase Requisition</td>
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<tr>
<td>Temporary Help</td>
<td>Must utilize Mandatory State Contract</td>
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<tr>
<td>Purchases &gt; $50,000</td>
<td>Must work with Purchasing Office</td>
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PROCUREMENT CARDS

• Preferred payment method for cardholder use only
• Safeguard your university procurement card
• Use the university address (855 East Ave) for shipping
• Use your office address for billing
• Contact vendor regarding erroneous charges, disputes, and/or returns as soon as possible
• Report lost or stolen cards IMMEDIATELY to US Bank
BEFORE USING A PROCUREMENT CARD – Review the following:

• Cardholder and supervisor responsibilities
• Card limit and default funding with Purchasing Office
• Contracted vendors and mandatory state contracts
  – Shop@UW
  – CDW-g for purchasing computer peripherals
  – Fox Word Travel / Concur
• How to obtain Sales Tax Exemption
• What is Split Purchasing? Making multiple billings/charges for a single purchase to avoid the single transaction limit.
• What is Serial Purchasing? Making purchases with the same vendor for the same commodity or service without utilizing a competitive process. (PRO-C-27)
• What to do if US Bank blocks your card when fraud is suspected
PROCUREMENT CARD RESOURCES

• Frequently Questioned Purchases
• Ineligible Vendor List
• Non-Payable/Reimbursable Expenses using any method
• Special Approvals
• UW System Purchasing Card Policy & Procedure Manual
PROCUREMENT CARD RECORD KEEPING

• Turn in PCard statements with supporting documentation timely to Business Services two weeks after receipt of statement
  – Attach itemized receipt for each transaction
  – Note business purpose for each transaction
  – Indicate transfer for a transaction if necessary
• Cardholder and supervisor must sign and date.
• Audit Process – Business Services & UWSA OIA
PCARD FOR TRAVEL

• Business-Related Travel Expenses Allowed
  – Airline Tickets
  – Lodging
  – Rental Car/Rental Car Gas
  – Hotel/Airport Parking
  – Other Transportation
  – Training/Conference Registrations

• Business-Related Travel Expenses Not-Allowed
  – Meals
  – Other Parking/Parking Fines
TRAVEL

- **Top 10 Things You Need to Know Before You Travel**
- **UWSA Policy 405-General Travel and Expense:**
  - All University sponsored travel must be booked and purchased in the UW TravelWIse program, either within Concur or with Fox World Travel.
  - Applies to all faculty, staff, students, consultants, contractors, and other non-employees.
- Fox World Travel **Service Fees**
- Use of online brokers or search sites such as Expedia, Travelocity, Kayak, Airbnb, etc. are prohibited and will not be reimbursed by the University.
LODGING

• **UWSA Policy 410 – Purchase & Payment of Lodging:**
  – All non-conference lodging must be reserved within Concur or with a Fox World Travel agent
    • [Lodging/Meal & Incidental Calculator](#)
    • [UW System Hotel Directory](#)
  – Reserve contracted properties when available. They are displayed as “most preferred” in Concur
  – Concur mobile app for smart phone
  – Use of online brokers or search sites such as Expedia, Travelocity, Hotels.com, Airbnb, etc. are prohibited and will not be reimbursed
TRANSPORTATION

• UWSA Policy 425 – *Use of Personal Vehicles, Rental Cars, and Fleet for Business Transportation:*
  – Local reservations can be made directly with Enterprise or National
  – Out-of-state reservations must be made through Concur
• When Enterprise or National do not serve the location of travel or if vehicles are not available, Hertz may be used under the State of Wisconsin (WSCA) contract
• Authorized drivers age 18-20 are restricted to domestic rentals only.
e-REIMBURSEMENT

• Process Change for Academic Affairs
  – ADAs will enter e-Reimbursement on behalf of the traveler
  – Only the traveler may assign an alternate to enter on their behalf
  – Traveler reviews and submits their e-Reimbursement

• e-Reimbursement training sessions are posted on the Business Services home page.

• e-Reimbursement assistance sessions will start in September.
5 Requirements for Travel e-Reimbursements

- Business Purpose / Agenda
- Registration
- Transportation
- Lodging
- Meals
INVOICES

• To approve an invoice for payment, include the following information on the face of the invoice:
  – Funding
  – Purchase Order Number, if applicable
  – WISDM manager signature and signature date
  – Business purpose

• UWL is tax exempt in the state of Wisconsin.
PAYMENT TO INDIVIDUAL REPORT (PIR)

• If payment to the contractor/individual is for performing a service, attach the following to the PIR:
  – A current IRS Form W-9, Request for Taxpayer Identification Number.

• If the service is an unpaid speaking engagement, the speaker must review and sign a Speaking Engagement Agreement (SEA).
RISK MANAGEMENT REMINDERS

• Contact Risk Manager, Scott Holzem, prior to scheduling an event/activity on campus to ensure the university is managing the risk associated with the event/activity.

• If a liability, property loss, or claim occurs on campus, immediately advise Scott Holzem.

• Be certain all individuals, including faculty, students, staff, and volunteers, driving on university business are authorized drivers. For more information, refer to the Drivers Authorization webpage.
GIFT FUNDS

• The UWL Foundation makes a gift to the University that is deposited into a Fund 233 Gift Account.

• The use of gift funds are governed by State of Wisconsin, University of Wisconsin System, and university policies.

• WISDM managers must regularly monitor the balances in their Fund 233 Gift Accounts to ensure compliance with university deficit account policy. Payments will only be made from accounts with a sufficient balance.

• Fund 233 Gift Account balances will carry over to the next fiscal year.
Who to Contact in Business Services for Additional Information on the Following

Contracts – Scott Holzem, sholzem@uwlax.edu, 785-8569
Accounts Payable & Travel – Cynthia Herman, cherman@uwlax.edu, 785-8555
Expense, Revenue, & Salary Transfer – Jason Steiner, jsteiner@uwlax.edu, 785-8550
Gift Funds – Sandy Chapman, schapman@uwlax.edu, 785-8599
Grants and Gift Funds – Linda Leopold, leopold@uwlax.edu, 785-8488
Procurement Cards – Amanda King, aking@uwlax.edu, 785-8730
Printing – Amanda King, aking@uwlax.edu, 785-8730 and John Elmer, jelmer@uwlax.edu, 785-8530
Purchasing – Amanda King, aking@uwlax.edu, 785-8730
Risk Management and Drivers Authorization – Scott Holzem, sholzem@uwlax.edu, 785-8569
Sales Tax on Purchases – Beth Naas, bnaas@uwlax.edu, 785-8612
Shop@UW – Amanda King, aking@uwlax.edu, 785-8730 and John Elmer, jelmer@uwlax.edu, 785-8530
Signature Authority – Sandy Chapman, schapman@uwlax.edu, 785-8599