

UNIVERSITY *of* WISCONSIN
LA CROSSE

Business Services

Fall 2018 Chairs' Workshop

OVERVIEW

- **Introduction** – Sandy Chapman, Controller
- **Risk Management, Cash & Card Handling, Signature Authority, Chargebacks, & Gift Funds**
 - Sandy Chapman, Controller
- **Contracts**
 - Nathan Schlavensky, Contract Administrator
- **Purchasing and Procurement Cards**
 - Mike Gasper, Interim Purchasing Director
- **e-Reimbursement, Travel, Payment to Individual Reports, and Invoices**
 - Mike Gasper, Accounts Payable Manager
- **Closing** – Sandy Chapman, Controller

RISK MANAGEMENT REMINDERS

- Contact Business Services...
 - 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.
- Ensure drivers have been authorized to drive.
 - [Vehicle Use Agreement](#) (VUA)
 - Electronic Form for Employees & Students
 - Paper Form for Volunteers
 - See [FAQs](#) and submit additional ones to Business Services
 - VUA must be completed even if driving your personal vehicle.
 - Driving record is reviewed by Police Services.
 - Unapproved drivers receive notification from Police Services.

CASH HANDLING

- [Faculty & Staff Cash Handling Procedures](#)
- [Faculty & Staff Cash Handling Training](#)
 - In-Person
 - E-Training
- [Student Organizations](#)

CARD HANDLING

- Comply with Payment Card Industry Data Security Standard (PCI DSS)
 - Qualtrics Questionnaire to Departments/Merchants
 - Procedures
 - Training
 - UW System Audit

SIGNATURE AUTHORITY

- Signature Approval with WISDM Manager unless able to Designate via Signature Authority Form
- Business Services Documents Only < \$5,000
 - Food Expense Approval
 - Invoices
 - PIRs (Payment to Individual Report)
 - Purchase Requisitions
 - Revenue/Expense Transfers

CONTRACT SIGNATURE AUTHORITY

- **Delegation of Contract Signature Authority**
 - UW System Board of Regents → UWL Chancellor → Authorized UWL employees
 - Authorized employees will always have a limited scope for the contracts they can sign.
 - [UWL Contracting Personnel](#) by Chancellor Gow per Board of Regents Policy 93-1
- **Do not sign a contract without contract signature authority!**
 - Unauthorized signatories may be held personally liable for the contract.
 - The contract may be held unenforceable.

CONTRACTS

WHAT IS A CONTRACT? (Look for these Elements)

- Is there a legally enforceable agreement between two or more parties?
- Does the agreement bind the parties to perform specific mutual responsibilities, promises, and obligations?
 - Is there a clearly defined offer? (e.g., price terms, delivery dates, etc.)
 - Is there a signature block or other means to accept the offer?
 - Is each party getting “something” *sufficient*? (e.g., money, services, promises)
- Look at the substance of the document, not the title. It may still be a contract even if the words “contract” or “agreement” do not appear in the title.

CONTRACT PROCEDURES

1. A [Contract Routing Form](#) is completed.
 - The Department provides:
 - The Contract (or asks for creation of a new contract)
 - All necessary supporting documentation
 - All required Departmental approvals
2. Contract is reviewed and modified (as needed) by the Contract Administrator.
3. Contract is routed for signatures.
4. Fully executed contract is retained & a copy is sent to the Department & Contractor.

PURCHASING PROCESS OVERVIEW

Determine requirements and anticipated spend for desired items



Confirm whether covered under MANDATORY CONTRACT



Determine whether there is an OPTIONAL CONTRACT that can be utilized



Purchase > \$5,000 – SIMPLIFIED BID



Purchase > \$50,000 – REQUEST FOR BID/REQUEST FOR PROPOSAL

SPECIAL CONSIDERATIONS

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

PURCHASES > \$50,000

REQUEST FOR BID (RFB)	PROCESS ELEMENT	REQUEST FOR PROPOSAL (RFP)
Specifications	REQUEST	Outcomes
Meet Minimum Criteria, Lowest Cost	RESPONSE	Outline capabilities, Cost Considered
Lowest Responsible Bidder	AWARD	Evaluation Committee Scores (technical/cost)
Lowest Bidder on Price	NEGOTIATION	Any or all proposers prior to award
3 months	TIMEFRAME	6 months

PROCUREMENT CARDS

- Only the cardholder is authorized to make purchases with the card – do not allow others to use your card.
- Turn in statements timely
 - Attach itemized receipt for each transaction
 - Note business purpose for each transaction
 - Indicate transfer for a transaction if necessary
- Use the university address (855 East Ave) for shipping – do not ship to your home or office address.
- Handle erroneous charges, disputes, and/or returns ASAP – contact the vendor.
- Report lost or stolen cards to US Bank IMMEDIATELY – Business Services can help.
- Audits – Business Services & UW System

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](#) for supplies
 - [CDW-g](#) for computer peripherals
 - Fox World Travel / Concur for airfare and lodging
 - Enterprise & National for rental vehicles
- [Ineligible vendor list](#) and high risk MCCs (Merchant Category Codes)
- Restricted purchases list such as greeting cards, Amazon Prime Memberships, flowers & decorations
- 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](#))

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
 - Parking Fines

TRAVEL

- Travelers must submit one TER (Travel Expense Report) per trip.
 - The only exception is if additional funding is available later in fiscal year
- Per UW System Administrative Policy 405-General Travel and Expense, all UWL sponsored travel must be booked and purchased in the UW TravelWise program, either within Concur or with Fox World Travel.
 - This pertains to faculty, staff, students, guests, and groups.
- 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.
 - Exception is the conference site hotel – check Concur first for best rate.
 - Concur has a mobile app for smart phones.

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 (WCSA) contract
- Authorized drivers age 18-20 are restricted to domestic rentals only.
- Fleet vehicles are available through Facilities Management.

e-REIMBURSEMENT

- e-Reimbursements must be submitted within 90 days from the last day of travel or invoice purchase date.
- For Academic Affairs - ADAs will enter e-Reimbursement on behalf of the traveler.
- Only a traveler may assign an alternate to enter expenses on their behalf.
- e-Reimbursements are paid via a separate direct deposit and are not included in the employee's paycheck.
- e-Reimbursement trainings are posted on the Business Services home page.

e-REIMBURSEMENT

- Relocation – taxable beginning January 1, 2018
- Upgrade to SFS 9.2 – expected in early October
- On-Campus Expense Reimbursement Training Sessions in late September and early October
- e-Reimbursement audit transitioning to UW-System

INVOICES

- To approve an invoice for payment, include the following information on the face of the invoice:
 - Funding string
 - WISDM manager signature or person with signature authority
 - Signature date
 - Business purpose
 - Purchase Order Number, if applicable
- UWL is tax exempt in the state of Wisconsin

PAYMENT TO INDIVIDUAL REPORT (PIR)

- All PIRs must have a contract attached if payment is for performing a service.
 - Academic Support Services Agreement (ASSA) – required for a contractor or an individual.
 - Speaking Engagement Agreement – required for an unpaid speaker.
- All PIRs must have a current IRS Form W-9, Request for Taxpayer Identification Number, attached.

Chargebacks for Services

- **Weekly**
 - Campus Stores
 - Facilities Maintenance
 - Passenger Fleet
- **Monthly**
 - Admin Overhead Assessment
 - Auxiliaries
 - Campus Cash Admin Fee
 - Camp Internal Fee Assessment
 - Centrex Phone
 - Digi-Copy
 - Local & Long Distance Phone
 - Postage
 - US Cellular
 - Utilities (Cooling, Electricity, Steam)
- **Quarterly**
 - Copier
- **Annually**
 - Green Energy Surcharge

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.

LOOKING AHEAD...

- Policies
 - Clothing
 - Food / Hosted Meals & Events
- Procedures
 - Contract Administration
 - Invoice Payment
- Resources on Web
 - Printing and Purchasing
 - PCard
 - Transfers & Chargebacks
- Training
 - E-Reimbursement
 - PCards
 - WISDM

Who to Contact in Business Services for Assistance?

Any Inquiry – Kelly Arnost, Operations Program Associate, karnost@uwlax.edu or BusinessServices@uwlax.edu, 785-8554

Card Handling – Kristen Piske, kpiske@uwlax.edu, 785-5253 or Sandy Chapman, schapman@uwlax.edu, 785-8599

Cash Handling – Lisa Drazkowski, ldrazkowski@uwlax.edu, 785-8546

Chargebacks – Julia Langer, jlanger@uwlax.edu, 785-8550

Contract Administration – Nathan Schlavensky, nschlavensky@uwlax.edu, 785-8569

Drivers Authorization - Sandy Chapman, schapman@uwlax.edu, 785-8599

e-Reimbursement, Educational Assistance, & Employee Relocation – Mike Gasper, mgasper@uwlax.edu, 785-8555

Expense/Revenue Transfer Forms – Julia Langer, jlanger@uwlax.edu, 785-8550

Food Approval Forms – Mike Gasper, Mike Gasper, mgasper@uwlax.edu, 785-8555

Gift Funds - Sandy Chapman, schapman@uwlax.edu, 785-8599

Grants – Spencer Green, sgreen@uwlax.edu, 785-8552

Invoice Payment – Mike Gasper, mgasper@uwlax.edu, 785-8555

PCards – Sandy Chapman, schapman@uwlax.edu, 785-8599

Printing – John Elmer, jelmer@uwlax.edu, 785-8530

Purchasing – Amanda King, aking@uwlax.edu, 785-8724, or Mike Gasper, mgasper@uwlax.edu, 785-8555

Risk Management - Sandy Chapman, schapman@uwlax.edu, 785-8599

Travel – Mike Gasper, mgasper@uwlax.edu, 785-8555

Sales Tax on Purchases – Beth Naas, bnaas@uwlax.edu, 785-8612

Shop@UW – John Elmer jelmer@uwlax.edu, 785-8530

Signature Authority – Sandy Chapman, schapman@uwlax.edu, 785-8599