


**Business Services**  
**Fall 2019 Chairs' Workshop**



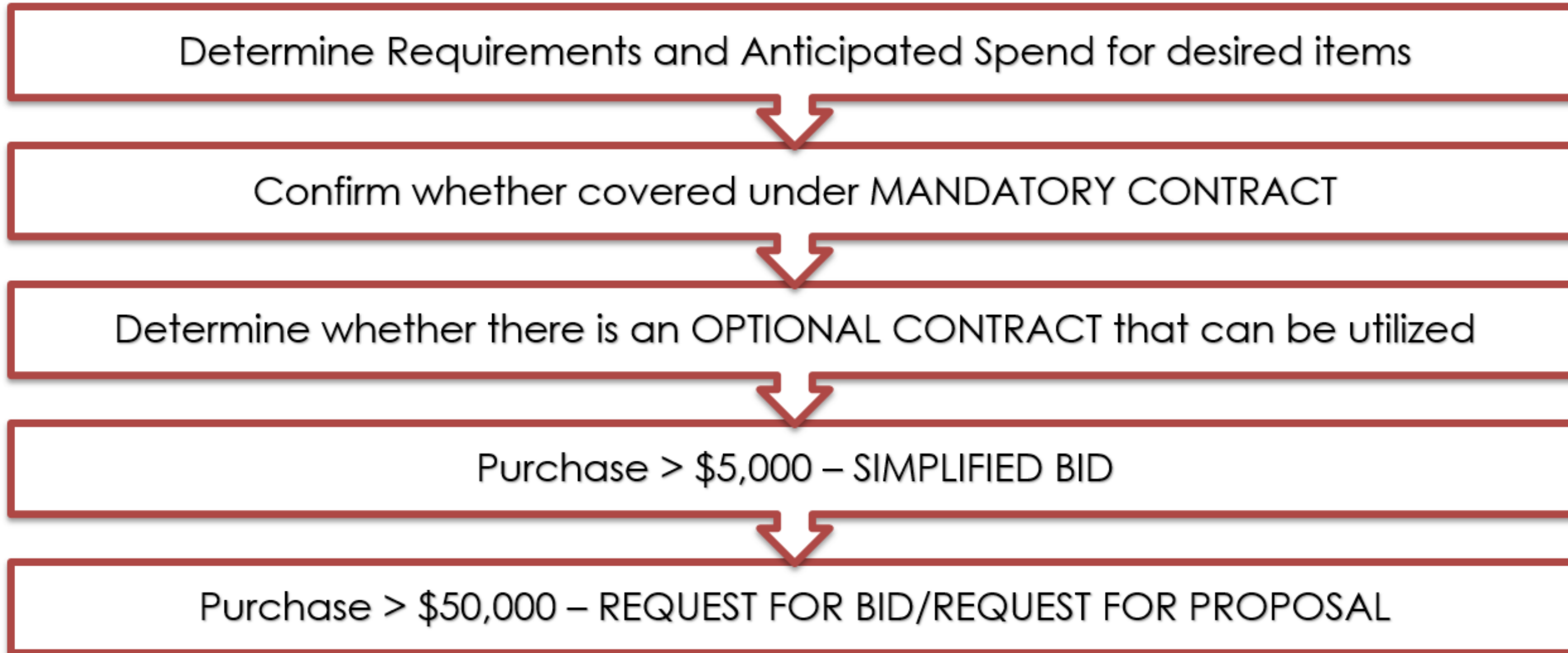
# UNIVERSITY OF WISCONSIN-LA CROSSE

- **Introductions** – Sandy Chapman, Controller
  - **Signature Authority & WISDM Managers** - Noreen Jurgensen, Assistant Controller
  - **Purchasing and Procurement Cards** - Mike Gasper, Purchasing Director
  - **Air Travel Policy Updates & Invoices** – Kristin Trussoni, Accounts Payable Manager
  - **Grant Accounting & Capital Equipment**, Don Rauls, General Accounting Manager
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## Signature Authority & WISDM Managers

- WISDM Manager role
- The responsibility of reviewing & approving Business Services documents
- List of delegated signers

# Purchasing Process Overview



## 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 Card (PCard)

- \$5,000 single purchase limit / \$5,000 billing cycle limit
  - Billing cycle = 2 weeks
  - No transactions, no statement
- Do **not** allow others to use your card
- Must ship items to University address – 855 East Avenue
- Exempt from Sales Tax
- [UW System Purchasing Card Policy & Procedure Manual](#)

## Procurement Card (PCard)

- **Prohibited Purchases Include:**

- Gift Cards
- Flowers
- Technology/Software
- Furniture
- Food/Meals
- New Memberships
- Amazon Prime Memberships
- Restricted/High Risk MCCs
- Ineligible Vendors

## Air Travel Policy Updates

- Exemptions have been added to the policy as of June 2019
- Exemptions include:
  - Independent Study Abroad
  - Faculty Led Programs
- The full policy update is on UW System's website:
  - [Purchase & Payment of Business Air Travel - UW System Administrative Policy 410](#)



## Invoices

- To approve an invoice for payment, include the following information on the face of the invoice:
  - Funding string XXX-X-XXXXXX or Purchase Order number
  - Approval signature and date (WISDM manager or other signature authority)
  - Business purpose

## Fund 133 & Fund 144 Grants

- Transitioning to a revised accounting structure.
  - Each grant now has a six-digit department number.
  - Each Fund 133 & Fund 144 grant will be assigned a Project ID Number by SFS, the Shared Financial System, which is used for financial reporting.
  - Units will have a six-digit department number for all Fund 133 & Fund 144 grants in their unit.
  - Financial reports can be run in WISDM by grant (Project ID Number) as well as by department.

## Fund 133 & Fund 144 Grant Accounting Structure

- Now: Fund – Program – **Department** - Account
  - 144-4-**288822**-2180
- Will Be: Fund – Program – **Department – Project ID** – Account
  - 144-4-**288899-AAG9329**-2180

## Capital Equipment Inventory

- UW System requires full physical inventory of capital equipment every two years.
- The General Accounting Team in Business Services has been contacting capital equipment custodians to schedule department visit to take inventory.
- University capital equipment records must be complete and accurate and will include items such as description, purchase amount, tag number, location, equipment custodian, and photo.

## Gift Funds

- Donations to the university are deposited and held in the UWL Foundation, Inc.
- Departments request funds in the foundation be gifted to the university by completing a Foundation Check Request Form for Gifts to UWL.
- The check from the UWL Foundation made payable to the university is deposited into a Fund 233 gift account to be used for its intended purpose.
- The funds in a Fund 233 gift account are university funds and are governed by the 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 the 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.

## Driver Authorization

- **WHO:** Any person - employee, student, and volunteer – who will be driving a vehicle (personally owned or rented) on university business must be authorized to drive prior to driving the vehicle
- **HOW:**
  - **Employees and Students:** Complete an electronic Vehicle Use Agreement (VUA) using the [VUA Sign-up Portal](#)
  - **Volunteers:** Complete a paper VUA and submit to Business Services
- **HOW OFTEN:**
  - **Employees with an in-state drivers license:** Complete a VUA once
  - **Employees with an out-of- state drivers license:** Annually complete a VUA with a Notarized Statement of Driving Record attached
  - **Volunteers and Students:** Annually complete a VUA

## More Information

- Contact Business Services
  - Collect Cash and Check Payments
  - [Accept Credit and Debit Card Payments](#)
- [Student Organizations](#)
  - Responsibilities of advisors
  - Bank with Business Services
  - Exceptions to some of university expense policies
- Contracts
  - Must be reviewed by Business Services – send all related documents
  - Attach contracts to purchase requisitions, if applicable
  - Signed only by those on the [UWL List of Contracting Personnel](#).
- Prior to an event
  - [Food Expense Approval](#)
  - Gift, Prizes, & Awards
  - Consider risk / insurance