

THE UNIVERSITY OF TEXAS AT TYLER

Office of Financial Services

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FINANCIAL SERVICES DIRECTORY

<http://www.utt Tyler.edu/finserv/>

Name	Ext.	E-Mail	Title
Carrie Clayton	7184	cclayton@utt Tyler.edu	Director
Greg Mekalip	7223	gmekalip@utt Tyler.edu	Assistant Director
Cindy Troyer	7461	ctroyer@mail.utt Tyler.edu	Manager, Purchasing & Payroll
Faye Baxter-Jones	7231	fbaxterj@utt Tyler.edu	Buyer I
Glenda Bennett	7041	gbennett@utt Tyler.edu	Buyer II
Brenda Bowie	7409	bbowie@utt Tyler.edu	Inventory Coordinator
Shannon Chandler	7451	schandler@utt Tyler.edu	Payroll Analyst
Belinda Dean	7229	bdean@utt Tyler.edu	Payroll Technician
Sherre Holmes	5802	sholmes@utt Tyler.edu	Buyer III
Faye Ingram	5981	fingram@utt Tyler.edu	Travel Coordinator
Wendy Minix	7226	wminix@utt Tyler.edu	HUB Coordinator
Phil Smith	7452	psmith@utt Tyler.edu	Cash Manager
FAX		903.565.5509	

ACCOUNTS PAYABLE

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesAccountsPayable.html>

Faye Baxter-Jones	x7231	fbaxterj@uttyler.edu
Glenda Bennett	x7041	glenda_bennett@uttyler.edu
Sherre Holmes	x5802	sherre_holmes@uttyler.edu

Accounts Payable approves all documents for payment to vendors or for employee reimbursements, reviewing transactions for reasonableness. The originating department is responsible for entering data correctly and maintaining supporting documentation.

- Departments are required to process payments to vendors within eight (8) days after receipt of invoice or receipt of goods/services, whichever comes later.
- To find an existing vendor or verify a vendor address, check the DEFINE GG3 screen by vendor name or GG4 screen by vendor ID.
- If the vendor is not already listed in the system, create a vendor ID set-up using the DEFINE GGV screen.
- Vendor ID's are generated with a leading number in front of their taxpayer number as follows:
 - "1" will precede a federally issued EIN taxpayer number
 - "2" will precede a social security number
 - "3" will precede a state agency number
- To get HUB credit for a HUB vendor, make sure that the vendor ID selected is marked with an "H" on the DEFINE GG3 screen or with the appropriate code in the HUB column of Vendor List in POINT Plus.
- The University **does not** pay Texas State Sales Tax. Texas Sales Tax Exemption Certificates can be obtained from Accounts Payable.
- Payment vouchers are created on the following DEFINE document types:
 - **VP1's** - Used for payments on goods or services ordered by purchase order. (Please enter the PO number in the "Comments to be printed on Check" section.)
 - **VP2's** - Include, but are not limited to, payments for employee reimbursements, registrations, and memberships. Please contact Accounts Payable to discuss exceptions. Note: VP2's for membership payments must be routed by the budget authority "FYA" to the VP for Academic Affairs for review and approval.
 - **VP3's** – Used for payments to multiple payees. Please contact Accounts Payable to discuss prior to using the VP3 document.
 - **VPE's** – Used for business, meeting, entertainment and all flower expenses. Only local accounts may be used on VPE documents ("18", "19", "26 local grants" and "30" accounts).

ACCOUNTS PAYABLE

- Do not cross the fiscal year end date (0831XX) when entering your goods/service begin/end dates on payment orders.
- Object Codes may be found by keyword using the DEFINE GG9 screen or by number on the GG8 screen. Commonly used object codes may be reviewed on the Financial Services Accounts Payable website.
- In preparation for processing payments, make sure to date stamp the invoice on the day it is received. Also, check packages upon delivery for invoices that may be included inside the box or packaging.
- Complete a receiving report for every order received. This includes orders received and delivered by Campus Mail Services and those picked up by or delivered to a University employee.
- The payment date on the VP1 payment document must match the purchase order payment terms unless a vendor is offering an early payment discount. Note: A PXm change order is not required if the vendor offers an early payment discount which results in the University paying less money.
- Vendors must be notified about damaged items in writing within 15 days of receipt.
- For auditing purposes, the invoice, receiving report, and purchase order must remain in the department files.
- For assistance with the following, please contact Phil Smith.
 - Local checks that are lost, misplaced, stolen and/or never received.
 - Stop payments and voids.
 - Check copies.
 - Local checks that are “on hold” with the state.

Phil Smith Cash Mgmt./Plant Funds x7452 psmith@uttyler.edu

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesCashManagement.html>

AUTHORIZATION FOR PERSONAL SERVICES (APS FORMS)

Shannon Chandler, Tax Compliance x7451

schandler@uttyler.edu

An individual is paid by the University for services classified as either an employee or an independent contractor. The University is responsible for all unpaid taxes due to misclassification. Classification is determined by the Financial Services Office during the IRS tax compliance review of the APS form and Employee vs. Independent Contractor Classification Checklist.

Current employees may be paid for sporadic or occasional work which is performed **in addition to and outside the scope of their normal appointed duties**. Please contact Human Resources if you have a question about whether a particular circumstance of “sporadic or occasional work” qualifies for this type of payroll payment.

- APS forms must be routed to employee’s immediate supervisor.
- Payment is processed on an OV7 payroll voucher.
- OV7 payroll payments are made using XX20 “wages” accounts.
- All OV7 payroll vouchers pay out on the semi-monthly payroll.
- All payroll payments are subject to normal payroll deductions.
- All payroll payments are subject to employer-paid fringe benefits.

Note: A former employee of UT Tyler who provides any type of temporary service to the University is classified as an employee rather than an independent contractor for twelve (12) months after *any* payroll payment to that individual.

All other individuals conducting business using a Social Security Number must have the service authorized via an APS form and have the business relationship classified for IRS tax compliance, as casual employees or independent contractors.

- Those individuals classified as casual employees will be paid through payroll as described above.
- Individuals classified as independent contractors are subject to:
 - Purchasing policy and procedures
 - Competitive bidding requirements
 - HUB requirements
 - Insurance and bonding requirements
 - Payments for services will be reported to the IRS on Form 1099

Information on the following and the necessary forms can be found on the Financial Services website <http://www.uttyler.edu/finserv/documents/APS05-2004.doc>.

- Instructions for Payments to Individuals
- APS Form
- Employee vs. Independent Contractor Classification Worksheet

DEFINE SYSTEM INFORMATION

GBM - Account Balance Inquiries

Purpose:

The GBM (General Balance Menu) contains commands designed for your office to view account balance information.

How to Use:

To view account balances, in DEFINE, type GBM in the Command field and press ENTER.

- GB1: Use the GB1 command to display information and balances for one account.
- GB2: Use the GB2 command to display balances for a budget group.

GB1 - General Balance Detail By Budget Category

The GB1 screen allows you to view balances for a specific budget category. It displays balance details for one account number and other general information. The balances are cumulative (ex: year to date). To view a different month, change the month in the Month field in the Command Area located above the double dash line (=====).

The left side of the GB1 main screen lists the account title, unit head (Administrator), unit code, authorized signers, the name and telephone number of the person in Accounting Services to contact for help (Acct Ct), the Accounting Services contact in the department (Dept Ct), the purchasing authority for the account (Pur Auth where L = Local and S = state), and the date of the last activity on the account (Date Last Act).

How to Use:

In DEFINE, Type GB1 in the Command field, type a 10-digit account number in the Account field and press ENTER.

Balances for the account are displayed on the right side of this screen and divided into various categories.

The Free Balance (Free Bal) is a cumulative balance of all the other various categories. It shows the overall availability of funds in the budget category. The pool balance (Pool Bal) displays how much money remains in the budget pool. The computer looks at the pool

balance to determine if a charge can be made against the account. Remember to look at the pool balance rather than the free balance when determining whether a charge can be made to an account. The Pool field displays the budget pool for the account.

DEFINE SYSTEM INFORMATION

- To view detailed information about a balance, type an X in the field left of the category.
- The first screen that appears will display balances by object code.
- Balances are given for the previous month (cumulative total), the current month activity, and the balance year-to-date (cumulative total).
- More information can be obtained by typing an X in the field to the left of the Object Code and pressing ENTER.
- The transactions that are included in the object code balance will be displayed. If further information is needed about a specific transaction, type a “?” to see available options.
- The Starting Date may need to be changed if no transactions are found for the object code that was marked.

GB2 - General Balance Overview

The GB2 command gives an overall view of the budget group. It allows you to view all budget categories of an account number.

<u>COLUMN HEADING</u>	<u>DESCRIPTION</u>
Ca	Budget Category (sub-account number)
Ty	Transaction Type (EX= Expenditure or IN = Income)
Pl	Pool Balance Number (If the Pool Balance Number is the same this means that the free balance is pooled together.)
S	Status of Category (A = Active, I = Inactive) (E = Expired & C= Closed ⇒ The E & C status are used with Grant Accounts Only)
Budget/Bud Adj	Cumulative total of Original Budget and Budget Adjustment
BF/TR/DI/IN	Cumulative total of the following types of transactions: BF = Balance Forward TR = Transfers DI = Disbursement IN = Income
EN/SC/SA/AL	Cumulative total of the following types of transactions: EN= Encumbrance SC = Scholarship Encumbrance SA = Salary Encumbrance AL = Assets and Liabilities
Free Balance	Free Balance in Budget Category

****NOTE**:** On Grant Accounts (26-XXXX-XX-XX) there may be a heading titled UNBILL REC (under Total). These are unbilled receivables.

DEFINE COMMANDS

Contacts for Common Commands

COMMAND	DESCRIPTION	DEPT.	EXT. *
AMM	Appointment & Personnel Information		
ACA	Change Appointment - Admin/Professional	Payroll	7451
ACC	Change Appointment - Classified Monthly	Payroll	7451
ACF	Change Appointment – Faculty	Payroll	7451
ACH	Change Appointment – Hourly	Payroll	7451
ACI	Change Appointment - Assistant Instructor	Payroll	7451
ACS	Change Appointment - Student Academic	Payroll	7451
ANA	New Appointment Admin/Professional	Payroll	7451
ANC	New Appointment Classified Monthly	Payroll	7451
ANF	New Appointment – Faculty	Payroll	7451
ANH	New Appointment – Hourly	Payroll	7451
ANI	New Appointment - Assistant Instructor	Payroll	7451
ANS	New Appointment - Student Academic	Payroll	7451
ARM	Reappointment Electronic Document	Payroll	7451
ETM	Employee Time Management		
ET1	Employee Transfers & Balances	Human Resources	7358
ET2	Employee Balances By Department	Human Resources	7358
ET3	Employee Activity and Balances	Human Resources	7358
ETA	Entry of Manual Adjustments	Human Resources	7358
ETB	Employee Time Activity	Human Resources	7358

* For contact names, please refer to directory.

GBM	Balance Inquiries		
GB1	Acct. Info. (Displays balances for a specific budget group – Type 10 digit account number.)	Financial Services	7223
GB2	Acct. Info. (Overall view of balances for each budget category – Type 8-digit budget group number)	Financial Services	7223
GGM	General Information Inquiries		
GG1	Travel - Maximum Expense Allowances	Financial Services	5981
GG2	Travel – Distance From Home Campus	Financial Services	5981
GG3	Vendor Addresses – Name Order	Financial Services	7231
GG4	Vendor Addresses – Number Order	Financial Services	7231
GG8	Object Code – Code Order	Financial Services	7231
GG9	Object Code – Keyword Order	Financial Services	7231
GGV	Dept Vendor Identification Number Request	Financial Services	7231
GTM	Transactions Inquiries		
GT1	Transactions by Account and Date	Financial Services	5719
GT2	Transactions by Voucher Number	Financial Services	5719
GT3	Transactions by Encumbrance Number	Financial Services	5719
GT6	Transactions by Document ID	Financial Services	5719
GT9	Transactions by Vendor ID	Financial Services	5719
GTB	Transactions by Check Number	Financial Services	7452
OVM	Payroll Voucher		
OV1	Hourly Payroll Request	Payroll	7451
OV5	Dept Overtime Pay Request	Payroll	7451
PMM	Purchasing Module – POINT PLUS	Financial Services	7041
VMM	Voucher Processing Module		
VE5	Request for Travel Authorization	Financial Services	5981
VE6	Correction Document for VE5	Financial Services	5981
VP1	Purchase Order Payment Request	Financial Services	7231
VP2	Service Payment Request	Financial Services	7231
VP5	Travel Payment Voucher	Financial Services	5981
VP6	Centrally Billed Travel Payment Voucher	Financial Services	5981
VP7	Procurement Card Payment Request	Financial Services	7231
VT1	Budget Transfer – 14 Accounts (State Funds)	VP-Bus. Affairs	7222
VT2	Budget Transfer – 18, 19, & 29 Accounts	VP-Bus. Affairs	7222
VT5	Interdepartmental Transfer (IDTs)	Financial Services	7327

* For contact names, please refer to directory.

ENCUMBRANCE RECONCILIATIONS

Faye Baxter-Jones	Buyer I	x7231	fbaxterj@uttyler.edu
Glenda Bennett	Buyer II	x7041	gbennett@uttyler.edu
Sherre Holmes	Buyer III	x5802	sholmes@uttyler.edu
Faye Ingram	Travel Coordinator	x5981	fingram@uttyler.edu

Encumbrances for purchases and travel should be reconciled on a monthly basis. Your DEFINE GB2 screen shows a total encumbered balance for given accounts. Instructions for reviewing the itemized detail that makes up that total amount follow.

To begin the reconciliation process, in DEFINE, go to the GE1 screen for an account such as M&O (xx50) or Travel (xx75) to review the list of purchase orders (PO) or travel documents (RTA) for that account. Documents with remaining encumbered balances will show an amount in the column titled "Balance".

For each PO or RTA with a balance, go next to the DEFINE GT3 screen and enter the PO or RTA in the MISC field and press enter. You can then review payment transactions made against the original encumbrance.

- Verify that goods/services have been received or travel completed.
- Verify that payment has been made in full.
- If nothing is due the vendor or employee then the PO or RTA should be disencumbered. For PO's send an email to the Purchasing department to have the amount disencumbered. For RTA's send an email to the Travel Coordinator to have the amount disencumbered.
- If a balance is due the vendor or employee, contact them for needed invoice or supporting documentation to make the final payment and complete the transaction.
- If the PO is for an annual blanket order for services, remember to reconcile that PO in August when making the final "complete" payment.

When making a final or "complete" payment for a PO, DO NOT change the disencumbrance transaction line to match the expenditure line. This will ensure that any remaining balance will be disencumbered and funds returned to the account's free balance.

When making a partial payment for a PO, DO change the disencumbrance transaction line to match the expenditure line or lines. This will ensure that the encumbrance will remain to reserve the funds for that purchase.

ENTERTAINMENT / BUSINESS EXPENSES

Faye Baxter-Jones

x7231

fbaxterj@uttyler.edu

General Policy

VPE payment documents must be used for entertainment, business meetings, etc. Entertainment expenditures must comply with the institution's policies, which require that the expenditure should be related to one or more of the following purposes:

- Recognition or promotion of academic achievement, athletic achievement, scholarship, and/ or service to the institution.
- Promotion or communication of intellectual ideas and/or exchange of administrative and operational information on the institution's programs or activities.
- Support to institution sponsored student events and activities.
- Recruitment of students, faculty, staff.
- Assistance to the Regents, accrediting agencies, officials from other institutions, etc.
- Support of a continuing education program.

A completed "Request for Payment of Business Expense" form must accompany all entertainment payments. The form can be downloaded at:

<http://www.uttyler.edu/finserv/documents/BusinessExpensePaymentform.doc>

The President or his designee handles all exceptions to the entertainment policy.

Approval

Budget authorities approve all entertainment or business meeting expenses for their departments. A budget authority's supervisor must also approve the budget authority's entertainment expense. The President must approve the Vice Presidents' entertainment expenses. The approval may be either an approval signature on the Business Expense Payment request form and noted in the notes to the DEFINE document or an approval in DEFINE (using the FYA function).

Limitations

Only certain **local accounts** are allowed for payment of entertainment or business meeting expenses. The disallowed accounts are: "14" (state accounts) and some "26" (federal/state accounts). The local accounts that are allowed are all "18", some "19", some "26", and all "30" accounts.

ENTERTAINMENT / BUSINESS EXPENSES

Gratuities

Local accounts may reimburse tips limited to 20% on business meals only.

Sales Tax

Sales Tax is allowed on business meals.

Types of Entertainment or Business Meeting Expenses and DEFINE Object Codes

- 1323 Official Occasions - President's Office Only
- 1324 Conferences, workshops, seminars
- 1327 All receptions, banquets, office parties
- 1327 Business meals for business meetings, recruitment, morale boosters
- 1327 Flowers associated with a business meeting expense
- 1329 Flowers to or for individuals - Not associated with UT Tyler funded event
- 1402 Consumable Non-Office Supplies, including paper or plastic items used for entertainment or business meals.

Documentation Requirements

For employee reimbursements of these types of expenses, a completed "Request for Employee Reimbursement of Non-Travel Business Expense" form must be prepared with the required information (below), signed, and attached to other original receipts.

Date: Date of Activity

Place: Business establishment, restaurant, etc. where activity occurred. If activity did not take place in the institution's city, then identify city and state.

Participants: Each participant's name, title, and affiliation, if 10 or less. If more than 10 participants are involved, you may supply a general description of the group and approximate number of people that attended – e.g. alumni of college invited to reception for presentation of excellence awards, approximately 350 attended.

Purpose: Supply a brief explanation of the purpose of the activity including the benefit to The University. Generalized statements such as "university entertainment", "meet with university officials", or "discuss university business", should not be used.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesHUB.html>

Wendy Minix HUB Coordinator x7226 wminix@uttyler.edu

The policy of UT Tyler is to maximize opportunities for HUB firms to provide materials, supplies, equipment, and services needed to support the University. Departments are encouraged to utilize HUB vendors when purchasing commodities to meet or exceed the state HUB procurement goal of 12.6% of their M&O budget.

- Search for HUB Vendors at: <http://www.tbpc.state.tx.us>.
- Purchase from HUB Vendors when using UT Tyler's procurement card.
- Participate in sponsored HUB Vendor presentations.
- Utilize the HUB Program Coordinator for assistance in using HUB Vendors.

The HUB qualified groups are:

AI - American Indian
AS - Asian American
BL - Black American
HI - Hispanic American
WO - Women

HUB WEB SITES

Search the Centralized Master Bidders List (CBML)

<http://www.tbpc.state.tx.us/cmb/cmbhub.html>

TIBH On-Line Purchasing

www.tibh.org

NIGP Commodity Book Alphabetical Index

http://www.tbpc.state.tx.us/com_book/alpha_index.txt

Commodity Book 13.0 Listing by Class

http://www.tbpc.state.tx.us/com_book/index.html

List of TBPC Term Contracts

http://www.tbpc.state.tx.us/cat_page/

INVENTORY

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesInventory.html>

Brenda Bowie Inventory Coordinator x7409 bbowie@uttyler.edu

What is considered UT Tyler inventory?

An item may be either a capitalized item (unit cost over \$5,000) or a controlled item (unit cost \$500 - \$4,999.99 and matching the criteria below).

- Hand guns/rifles
- Any computer equipment except monitors
- Stereo systems
- Cameras, TVs, video recorder/players
- Data projectors
- Palm pilots, etc.

Commonly used Object Codes for inventoried items

Capitalized Purchases

Object Code	Amount (Unit Cost)	Description
1830	\$5000.00 or more	Furniture & equipment
1840	\$5000.00 or more	Computer equipment (and monitors)
1841	\$5000.00 or more	Computer software
1860	\$5000.00 or more	Telecommunication equipment

Controlled Purchases

Object Code	Amount (Unit Cost)	Description
Non 26 Accounts		
1837	\$500.00 - \$4999.99	Furniture & equipment
1847	\$500.00 - \$4999.99	Computer equipment (not monitors)
1867	\$500.00 - \$4999.99	Telecommunication equipment
26 Grant Accounts		
1839	\$500.00 - \$4999.99	Controlled – Furniture & equipment
1845	\$500.00 - \$4999.99	Controlled –Computer equipment (not monitors)
1849	\$500.00 - \$4999.99	Controlled – Monitors
1869	\$500.00 - \$4999.99	Controlled – Telecom. equipment.

INVENTORY

Forms

Report of Transfer of Equipment Form - Used when transferring any item(s) from one department to another department or when transferring any item(s) to the warehouse. This form should be used whether or not the item(s) is (are) listed on the departmental inventory records. Also, please note that the department that is receiving the item(s), should send a copy of the form to the Inventory Coordinator (ADM 117) when all signatures have been obtained so that inventory records are kept current.

Please be aware that both the transferring and receiving departments should ensure that the item(s) listed on the form actually is the item sent and received.

****NOTE**** - Before a department can transfer unwanted inventory to the warehouse, the equipment must be offered campus-wide via the electronic bulletin board.

A transfer form is not needed if an item is being transferred within the department. However, an inventory transfer log should be maintained in the department for tracking purposes.

Property Removal Permit Form - Required to be completed by the department for any staff and/or faculty member who takes equipment off campus for any period of time. The original form should be kept with the departmental inventory records and a copy should be sent to the Inventory Coordinator (ADM 117) after the budget authority has signed the form.

PAYROLL

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesPayroll.html>

Shannon Chandler	Analyst	x7451	schandler@uttyler.edu
Belinda Dean	Technician	x7229	bdean@uttyler.edu

The Payroll Office offers support for processing new and changed "Appointments" and payroll vouchers.

- Which Appointment Document Should I Use?

Administrative ANA

Classified ANC

Faculty ANF

Faculty grant/research appointment questions should be directed to the Office of Sponsored Research.

Part Time - Hourly ANH

Student workers are appointed for a maximum of 19.5 hours. Student workers awarded Financial Aid work-study funds are appointed for a maximum of 19.0 hours. Work-study appointment procedures may be found on the Payroll website. Work-study appointment questions should be directed to the Office of Financial Aid.

- Where Can I Find Appointment Lists?

By UTEID/SSN AL1

By Last Name AL2

By Administrative View AL3

By Account Number AL4

- Where Can I Find Appointment Deadlines?

DEFINE.OVP Screen, under the column heading "Forms Due in HRS".

- What Payroll Voucher Should I Use?

Hourly Payment OV1

Overtime Payment OV5

Personal Services Payment OV7

- What Are The Pay Periods?

Semi-Monthly: 1st to the 15th and 16th to the end of the month.

Monthly: 1st to the end of the month.

PAYROLL

- Where Can I Find Payroll Deadlines?

DEFINE.OVP Screen

Payroll Web Page/Monthly:

<http://www.utt Tyler.edu/finserv/documents/MonthlyPayroll2005-2006.doc>

Payroll Web Page/Semi-Monthly:

<http://www.utt Tyler.edu/finserv/documents/SemimonthlyPayroll2005-2006.doc>

- When Is Pay Day?

Semi-Monthly: Five business days after the end of the pay period.

Monthly: First business day of the month following the pay period.

PROCUREMENT CARD (PROCARD)

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesPurchasingProcardManual.htm>

Cindy Troyer ProCard Administrator x7461 ctroyer@mail.uttyl.edu

The ProCard program is intended to offer an alternative payment method for purchases of non-restricted commodities and supplies up to \$2,000 without processing a purchase requisition. The ProCard works like a credit card to charge purchases that are subsequently paid from a University DEFINE account. ProCards are issued to an individual and not to an office or department. The employee listed on the card has **sole responsibility** for the control and use of the card.

- Allowable purchases:
 - Supplies (office, research, conference, or computer)
 - Repairs
 - Registration fees
- **Prohibited charges:**
 - Personal use by an employee.
 - Entertainment services or food and beverages (use a DEFINE VPE document).
 - Flowers (use a DEFINE VPE document).
 - Printing or duplicating services, because of the bidding requirements.
 - Travel related expenditures.

General

- The cardholder may **not** “split” payments in order to avoid the single transaction limit (\$2,000) or to avoid bidding requirements.
- All purchases made with the ProCard are **exempt** from State of Texas sales tax.
- Departments will receive HUB credit for all ProCard purchases made from certified HUB Vendors.
- Vendor status must be determined prior to making purchases of \$500 or more from a vendor. The Vendor Search function in POINT Plus will indicate if a vendor is on hold. If the vendor is not on hold, print the POINT Plus screen and retain with other supporting documentation. Purchases should not be made if the vendor is on hold with the state. Contact the purchasing office if the vendor cannot be found in POINT Plus.

PROCUREMENT CARD (PROCARD)

- For recordkeeping purposes, use the ProCard Log and match transactions to purchase receipts and the billing statement. The ProCard Transaction Log may be found at:

<http://www.uttyler.edu/finserv/documents/ProcardLOGtemplate.doc>.

- The cardholder must attempt to resolve a disputed charge directly with the vendor. If an agreement cannot be reached, a disputed charge must be made in writing to JPMorganChase (JPMC) **within 45 days** of the billing close date. Contact JPMC at 888-297-0768 for the appropriate form and instructions.
- To report a lost or stolen card, notify JPMC immediately at 800-890-0669. And then please contact Cindy at extension 7461.
- ProCard payments are generated by Accounts Payable on DEFINE VP7 documents. Each department is responsible for reviewing transactions, assigning expenditure object codes, and approving for payment. Please contact Cindy if you have difficulty with VP7 routing.
- Contact Cindy Troyer to obtain a ProCard Application.
- An account budget authority must sign the form to approve the application and issuance of the ProCard to the named employee.

PURCHASING

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesPurchasing.html>

Sherre Holmes	Buyer III	x5802	sholmes@uttyler.edu
Glenda Bennett	Buyer II	x7041	gbennett@uttyler.edu
Faye Baxter-Jones	Buyer I	x7231	fbaxterj@uttyler.edu

- UT Tyler’s purchasing is semi-decentralized. Individual departments are authorized to purchase goods and services up to \$5,000 as a “small order” which does not require competitive bidding. Orders may not be “split” to avoid competitive bid requirements.
- When using state appropriations (14 accounts) or state grants (26 accounts) the University must purchase goods or services from TIBH Industries, if they are available and meet specifications. (View the TIBH online catalog at www.tibh.org). If not purchased from TIBH, justification must be made on the monthly report that is routed to accounts payable and then submitted to the Texas Building and Procurement Commission.
- When obtaining a quote for a small order, ask for per item pricing, shipping costs, and delivery time.
- Notify the vendor that the University:
 - Is a state agency and **does not** pay state sales tax.
 - Payment terms are “**Net 30 from the later of receipt of goods or receipt of invoice**” unless otherwise negotiated and approved.
 - Shipping terms are **FOB:Destination**.
- Verify in DEFINE or POINT Plus whether the vendor is “On Hold” with the State Comptroller. If so, UT Tyler may not do business with that vendor until the vendor satisfies the delinquency status with the Comptroller. In DEFINE, check for the vendor hold status by viewing the GG3 screen (vendor name) or GG4 screen (vendor ID). An asterisk “*” will be displayed to the right of the vendor name if the vendor is on hold with the state. In POINT Plus when searching for a vendor either by name or VID, the word “**HOLD**” will display in red to the left of the vendor name.
- Small orders are processed on POINT Plus PBO purchase requisitions.
 - To get started, verify that you are on the correct desk for the account being used. Then click on “Create New Requisition”.
 - Select the “Purchase Order Type” by clicking on the drop down box on the Basic Information screen.
 - When entering the item specifications, use a detailed description in addition to product numbers in order to reconcile the PO, invoice, and payment voucher.
 - POINT Plus has search functions for your selection of Commodity or Class/Item Codes, Vendors, and Purchasing Centers associated with the account number being used.

PURCHASING

- Once the PBO document is complete, click on the drop down box for the “Action” field on the Purchase Order Summary screen and select “Verify”. If no error messages are received, then a PO number will be assigned. If an error message is received, go to the screen or field indicated, correct the error, and verify.
 - Once the “Verified as Correct” message is received, click on the drop down box for the “Action” field on the Purchase Order Summary screen and select “Approve” to route the document to the Budget Authority, or “FYA – For Your Approval” if someone else needs to review the document before the Budget Authority approves it.
 - The originating department is responsible for providing the vendor with a hard or e-mail copy of the approved PBO official small purchase order.
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- All purchases of goods or services in excess of \$5000 require an official solicitation processed by the Purchasing Department.
 - Purchases on PB4 purchase requisitions include but are not limited to orders over \$5000, Dell & Apple computer orders, orders originating from an official contract, non-automated state term contracts, and TXMAS contracts.
 - Enter information you intend for only the Buyer to read in the “Remarks to Buyer” section, otherwise the vendor will see what might be a confidential internal note.
 - Create a Lotus Notes Computer Work Request to obtain a Dell E-quote for a computer compatible with the University’s systems. Enter the E-quote number in the Item Description Field on the PB4 purchase requisition document. Note: Each unique E-quote number requires a separate purchase order.
 - PB7 purchase requisitions are used for automated state term contract orders.
 - Change Orders are processed in POINT Plus for approved purchase orders. If a change order needs to be created, first “Discard” the information copy of the original purchase order found in your YB2 in-box. Then create a change order by clicking on “View an Existing Requisition” and enter the PO number or document ID number, then click “Go”. Click on the “Select an Action” drop down box and select “COR – Create a Change Order”. Make your changes on the appropriate screens, verify, and approve as discussed for processing small purchase orders.

TRAVEL

<http://www.uttyler.edu/finserv/UTTylerFinancialServicesTravel.html>

Faye Ingram Travel Coordinator x5981 fingram@uttyler.edu

Travel must clearly involve official state business and be consistent with the legal responsibilities of the University.

Mileage rate is 55 cents per mile. Print mileage from The Texas Mileage Guide web-site. When traveling by personal car you must calculate mileage from Headquarters/Duty Point to Duty Point by using The Texas Mileage Guide. If destination points are not listed in The Texas Mileage Guide then the odometer reading is the data logged between the two points. "Point" refers to a building, house, highway intersection, or other similarly-localized spot.

Meals and Lodging per diem - print copy of per diem rate from GSA web site listed on the next page. Note: For Texas locations not found on the website, use \$85 lodging rate and \$36 rate for meals.

VE5 Create before travel, document generates the RTA (Request for Travel Authorization)

VE6 Correction document for changes to the VE5

VP5 Reimbursement voucher for payment to traveler

VP6 Voucher for centrally billed invoices

- **Accounts** - All travel using State Appropriated Funds ('14' accounts) **MUST** use state travel rules found in State of Texas Travel Allowance Guide. Travel rules for local accounts are the same unless prior approval is obtained from the Vice President for Business Affairs. Travel must use accounts ending in '75'.
- **Registration fees** - use only accounts ending in '50'.
- **Out-of-State /Foreign Travel** - Meals are reimbursed for actual costs up to the per diem rate for the destination. Meal receipts are not required. Per Diem rates must be printed for documentation from the GSA web site.
- All **foreign travel** must be approved at least 30 days in advance by the Vice President for Business Affairs.
- **International SOS** is a program available to all employees and students traveling abroad on University business or programs. This is not medical insurance. It is 24-Hour worldwide assistance and emergency evacuation service for UT travelers. Check our web site for more information.
- Travel to **Washington DC** - (See instructions on page 5 of UT Tyler's Policies and Procedures.)
- **Airline Tickets** are booked through Corporate Travel Planners, Inc. (CTPI), UT Tyler's travel agency. (866) 366-1142.

TRAVEL

- **Rental car** reservations are booked through Financial Services. E-mail Faye at fingram@uttyler.edu. Cars may be reserved at the same time airline reservations are made with CTPI.
- **Students** traveling on behalf of the University for Official State Business may travel on state funds. Student travel benefiting only the student must be on local funds. (E.g. debate, intramural, etc.)
- **Prospective Employees** may only be reimbursed in the same manner as a state employee (e.g. Reimbursements cannot be made for rental car insurance). However, meal receipts are required for prospective employees.
- **Reimbursable Incidental Expense and Non-reimbursable Expense** lists are located in the Travel Policies and Procedures section on our website. (E.g. Tips are not reimbursable.)

TRAVEL WEB SITES

UT Tyler's Travel Policies and Procedures/Travel Forms

http://www.uttyler.edu/finserv/documents/PoliciesandProceduresHandbook_Travel.doc

State of Texas Travel Allowance Guide

<https://fm.xcpa.state.tx.us/fm/pubs/travallow/index.php>

Out of State/Foreign Per Diem Rates (GSA Web Site)

https://fm.xcpa.state.tx.us/fm/travel/out_of_state/index.php

Foreign Travel Currency Converter (use date of expense)

<http://oanda.com/converter/classic>

Texas Building and Procurement Commission (TBPC)

Lists Contract Rates: Hotel, Car, Airfare

<http://www.tbpc.state.tx.us/travel/index.html>

Texas Mileage Guide

<http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>

Corporate Travel Planners

<http://www.utctp.com>

International SOS Program

<http://www.internationalsos.com>