

Updates from: *Purchasing Ext. 3438 and  
University Accounting Ext. 3467*

## Special Interest Articles:

- Introducing the *Quarterly LORE*.
- Requisitions.
- Common Expenditures Not Reimbursable.
- Q&A – Travel
- Before You Use Your PCard

## Did You Know:

- You can pay FSA invoices via your PCard?
- Most vendors will accept a purchase order.
- All purchase orders are faxed or e-mailed to vendors (saves paper). Be sure to include the vendor's fax number on all requisitions.

## What is the *Quarterly LORE*

The **Quarterly LORE** is a newsletter that will be published jointly by Purchasing and University Accounting.

As the name suggests, the quarterly newsletter will share with colleagues any changes or updates that may make daily tasks relating to Purchasing and

University Accounting easier and quicker.

The **Quarterly LORE** will be short, to the point, and direct you to any new procedure or event within both departments.

As space and topics allow, we will include areas Questions & Answers (Q&A).

For the curious-at-heart LORE is a texting or IM acronym for "Learn once, repeat everywhere", which is exactly what we hope our readers do with the **Quarterly LORE!**

## Requisitions

You can use one Requisition Form to pay multiple invoices and use multiple account numbers to the SAME VENDOR, by simply listing the individual Invoice Numbers, Invoice Dates, and amount to charge each account in the Description field. Write the total of the individual invoices in the Amount field.

Before sending the completed Requisition Form to the Purchasing Office for items such as registrations, the department is to fax the registration form to the vendor. Mark the registration with "Check to Follow" and note on the Requisition that the "Form has been faxed."

Meeting expenses, specifically related to breakfast, lunch and dinner. The office of the State Comptroller requires that these meetings be justified! The Requisition must clearly state "Food Services for \_\_\_ meeting" and include all of the following:

1. The purpose and necessity of the meeting including an explanation why it could not be held during normal working hours.
2. The specific nature of State business being conducted.
3. The location of the meeting.

4. The number of participants including names and titles and their relationship to the business being conducted.

5. The cost of the meal (alcoholic beverages will not be reimbursed).

Any meeting and subsequent Requisition that cannot provide all of the information in 1-5 cannot be paid through state funds and must therefore be processed through an FSA or Foundation account.

## Common Expenditures Not Reimbursable



Listed below are a few examples of common expenditures submitted to the Purchasing Office for reimbursement that the Office of the State Comptroller will NOT process:

- Coffee/coffee filters for departmental or personal use
- Bottled water/water cooler for departmental or personal use
- Birthday/sympathy cards, etc.
- Flowers, gifts, incentives
- Lunches/deli trays for special occasions/holidays, staff meetings
- Thank you meals (excludes visiting artists, speakers, candidates, staff)

## Q&A – Travel Authorizations

One of the most frequently asked questions the University Accounting Office receives is, “What is the importance of and why do I need to do a Travel Authorization?”

The Travel Authorization is “important” and “needed” for numerous reasons, however the two most important reasons are:

1. Budgeting
2. Your Protection

It is important for budgeting, because when the University Accounting

Office receives a Travel Authorization Form, the funds are encumbered against the account.

As an example: It is the beginning of the academic year, you get approval from your Dean to attend a conference in April... if you submit the Travel Authorization in the fall, those funds are encumbered. The encumbrance is an enormous benefit to you the traveler, your Dean, and financial planners to see that encumbrance for an upcoming expense (that could easily fall off

the radar).

The other “forgotten” fact of Travel Policy #810 is even if the traveler expects no reimbursement from a particular trip... if the traveler is on State payroll on the date of the trip a Travel Authorization should be completed for “Insurance Purposes ONLY” – again, it is for the protection of the traveler to have the Travel Authorization on file in University Accounting.

Have Travel questions? Please contact Evelyn Fintzel at Ext. 3467.

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*“Mileage reimbursement increased to 55.5 cents on July 1, 2011!”*

## Before You Use Your PCard

Reminder - before you use your PCard, it is the cardholder’s responsibility to make sure that funds are available at time of purchase (see page 2 of the “Procurement Card Guidelines” found on the Purchasing webpage).

Funds can be verified using the SMRT web application. If you have questions using the SMRT web application or need training, please contact Sandy Noble at 673-3467.