

## Fiscal Officer Meeting 9/21/2016

### Vicki

- Deloitte RFP today at 3pm
- Proposed procurement rule changes:
  - Effective October 1<sup>st</sup>
  - Socialize with Departments
  - Direct pay < \$5,000
    - All goods on P-card if possible
    - If you are not able to pay with a p-card = pay with a voucher request (w-9 on vendor required)
- No advances
  - No “after the facts” < \$5,000
- Invoice is always paid net 30 days
  - Indicate if it needs to pay more quickly
- Anything with a logo needs to go through Lisa Goberis’ for approval *prior* to purchase
- Public bid threshold increase > \$50K
- Quotes: 3 required:
  - If you have less than 3 Quotes an explanation is required
  - If you choose a vendor that is not the least expensive, and explanation is required
  - > \$3,500 sponsored funds
  - > \$10,000 all other procurement
  - This will replace the public bid process
- Exemptions (see attachment)
  - Do not apply to procurements using sponsored funds
- Change orders require the same approval as a PO

### Library

- University Librarian Interviews tomorrow

### CERSE

- Increase time to reallocate P-cards?
  - Current: 10 days
  - Requested: 10 businesses days
- It is important for the PI’s to have grants reallocated timely
- In the new travel system reallocation will be automatic
- Once moved to electronic system:
  - Any reallocation that is 45 days late will be sent to Roger
  - Roger will give an additional 5 days and if it is not reallocated at that point you will lose your ONECARD
- Will more time increase the number of reallocations for P-card, will they take additional days to reallocate?
- Delegates are encouraged for P-card reallocations

### IDC Return

- Policy requires 50/50 split
- IDC report is available to re-run after controller has run every 2 months (the same report)
- Any questions should go to Ralph
- IDC encumbrance - are they helpful?

- Encumbrance at the beginning of project based on plan
- Cannot be moved to “recalculate” moving target as funds are spent

#### Roger

- Credit card reference handout
  - Send any comments to Bill Bowen
- CECS will move to TIMM
- CASE & CERSE are still evaluating
- Meridian
  - Process mapping has identified 90% of the pain points are solved with TIMM
- Once CECS is moved to TIMM; all cards will consolidate to the ONECARD
- New system is set to be awarded by December 3<sup>rd</sup>
  - Implementation is set for February 1<sup>st</sup>
- Students & non-employee travel will not be implemented in the new travel system- due to sheer magnitude
- Any reimbursement to employee will be processed through this system (except payroll)

#### Tressa

- International student travel must go through international student office for prior approval
- Working on getting FO's access to complete JE

#### Ralph

- Interviewing process for proposal analyst
- FY report for proposal, admin's, etc.
- All funds balance report is still being developed
- All funds detail report is also being developed

#### All Administration Meeting

- October 21<sup>st</sup>, time is still TBD
- 1.5 hour meeting
- Let A&O know if there are things that should be discussed
- Look at how to improve (map) contract process

#### Timesheets:

- Were due last Monday:
  - 90 were not started
  - 180 were not completed
- If approvers do not approve, employees do not get paid!
- Timesheets are a legal document and must be done on time
- Employees must enter their REAL time
- Employees are not allowed to work more than their contract states
  - Janice Lander
    - Moved to Tim's office
    - Payroll & Operations manager
    - Under the Controller
    - Supervises: Michelle Wareham and Monica Gutierrez