FINANCE FORUM NOTES
January 30, 2020

LINK TO PDF OF POWERPOINT PRESENTATION

SHENANDOAH VALLEY REGIONAL AIRPORT

Heather Ream, Director of Marketing & Communications for Shenandoah Valley Regional Airport gave a presentation on the airport, including services offered and improvements in flight connectivity and on-time operation with carrier Skywest.

OFFICE OF SPONSORED PROGRAMS OVERVIEW

Tamara Hatch, Director of Pre-Award and Donna Crumpton, Manager of Sponsored Programs Accounting, presented an overview of the two divisions of Sponsored Programs.

OSP Pre-Award Tips and Reminders:

- Don't apply for funding without university approval.
- Contact OSP early with your guidelines and deadline.
- Let OSP help you with your budget
- Don't sign anything on behalf of the university (application or agreements).
- Provide OSP with your final materials 5 days before deadline.

Sponsored Programs Accounting Basic Functions

- Establish Financial Framework
- Prepare invoicing and financial reporting
- Approve expenses as required by Finance
- Prepare Effort Reporting
- Manage Award Close-out

Sponsored Programs will be happy to provide more in-depth training to your department. You can contact them as follows:

Office of Sponsored Programs	Sponsored Programs Accounting
Email: jmu_grants@jmu.edu	Email: jmu_gcfs@jmu.edu
568-6872	568-8099
https://www.jmu.edu/sponsoredprograms	https://www.jmu.edu/sponsoredprogramsaccounting

Additionally, Talent Development offers the following training class: Grants Post-Awards Practices & Procedures (TD1502)

SPCC REMINDERS

- All exception requests or communication for Small Purchase Charge Card should be sent to appa@jmu.edu , requests sent to individual email accounts could be delayed.
- Requests should be sent as soon as you know of the need. Typically, we will reply to you within 3 hours of a request being submitted to appa@jmu.edu. If requests are received after 3pm or outside of business hours, we will normally reply by 11 am the next business day.
- Keep in mind that inclement weather or system outage may delay responses and plan in advance as much as possible for scheduled activities.
- When submitting requests for exceptions make sure to have supervisor approval, the invoice and EP/PCO or Procurement approval with your request. If there is a contract signed by Procurement be sure to include that as well. We cannot authorize an exception request without all required approvals and documentation. When submitting requests allow time for follow-up, this can sometimes take several days.
- Keep in mind that preferred seating and trip insurance is not an allowable charge.
- Expedia, Travelocity, Orbitz or other online travel booking sites have changed their Merchant Category Code (MCC) for their service fee to "hotel." This is causing the entire transaction to decline since lodging is blocked on the SPCC. To avoid this, use the airline's website or a contracted travel agent to book airline tickets.
- Plan ahead for year-end purchases, some vendors will charge your card right away while others will wait weeks or even months. Last minute purchases that don't post to the SPCC are not justification for a budget rollover. All charges must be posted by the June SPCC statement to be paid in FY2020.
- If you have need to come by our office to pick up a card or drop off information please make an appointment first by emailing appa@jmu.edu to ensure someone is available to assist you.

ANNOUNCEMENTS

Providing meal vouchers to students as incentives is not permissible. Meal vouchers are considered monetary and do not meet the requirement that incentives be non-monetary. Additionally, providing this compensation could affect a student's financial aid package.

Remember, that if you need to cancel your enrollment in a Finance Forum session after it's too late to enter the drop in MyMadison, email iis.finance@jmu.edu to let us know. Do not contact Talent Development and do not contact IT Training.