

FINANCE FORUM NOTES

April 18 and April 19, 2018

YEAR-END SCHEDULE

The Year-End Memo detailing dates and deadlines for fiscal year-end activities is available on the Finance Office web page under “News and Announcements” at this link:

http://www.jmu.edu/financeoffice/memos/FY18_AVP_year_end_memo.pdf The link to this memo was also sent out via Finance Forum ListServ email. Please review this memo and ensure that your department meets its applicable deadlines.

PIQ REQUIREMENTS

A Project Initiation Questionnaire is a general request for IT services (not Help Desk requests). Reasons to submit a PIQ include the following:

- Remote access to file shares and campus systems (SA, HR, Finance or Advance)
- Want to procure new technology
- Want consultation on technology
- Want to attach new devices to the network
- Want a new wireless access point
- Want a change or enhancement to a central system
- Want digital signage
- General technology questions that aren't Help Desk related

How do you submit a PIQ? Go to either of the following sites:

<http://www.jmu.edu/computing/standards>

<http://remedy.jmu.edu/PIQ.asp>

Not sure if you need a PIQ? Just remember: “When in doubt – fill it out.”

Additional information on PIQs is in the copy of the presentation accessed through the link at the top of this page.

ENGAGING INDIVIDUALS FOR SERVICES, CONTRACTS

JMU Policy 4100 establishes those authorized to sign contracts on behalf of JMU. There are very few persons who are authorized to do so. Be sure to review Policy 4100 at the following link:

<https://www.jmu.edu/JMUpolicy/policies/4100.shtml>

Procurement has developed forms for use when engaging individuals for services (both available on the Procurement website).

- **Service Acknowledgement** (low dollar, low risk, minimal detail needed). Signed only by the individual providing the service. Does not need to be signed by Procurement.
- **Skilled Service Contract/Agreement** (any dollar, higher risk, more complex) Must be reviewed and signed by Procurement Services prior to commencement of work.

Any contract or agreement provided by a vendor must be reviewed and signed by Procurement Services prior to commencement of work. Very often these contracts also must be reviewed by University Legal Counsel.

Not sure what you need? “When in doubt, give Procurement a shout.”

PREPAID CARDS

Financial Procedures Manual Section 4205.390-398 indicates acceptable uses for the cards. Please review this entire section as procedures have been revised.

<http://www.jmu.edu/financemanual/procedures/4205.shtml#.390MiscellaneousPaymentstoIndividuals/ParticipantPayments>

To order cards, complete the "Prepaid Payment Card Order Form" which is available in the Forms Index of the FPM. Be sure to use the most recently posted form. Please keep in mind the following:

- Cards are to be used within 30 days of pickup/funding
- Logs are to be turned in within 5 days of distribution
 - OK to use one log/sign-out sheet per day or per person
- Funds cannot be removed from prepaid cards.

Questions? Contact Cash & Investments.

DUKE CARDS, BOOKSTORE PURCHASES, COMPUTER PURCHASES

- Departmental Duke Card purchases and Bookstore purchases must meet criteria for acceptable State purchases. (The same criteria as if you were purchasing the item elsewhere.)
- Duke Card Log or Food & Beverage Certification Form required for meals.
- Computers are to be purchased under state contract rather than from the Bookstore in order to be supported by IT.
- Appropriate Bookstore purchases (office supplies/incentives)
 - Printed/specialty items are ok
 - If an unprinted office supply item, you are encouraged to purchase from The Supply Room.
- Apparel (if the purchase meets criteria for an acceptable State purchase)
 - Ok to purchase small quantities from the Bookstore
 - Bulk purchases – use a contracted vendor.

HOTEL MADISON

An FAQ page will be available on the Finance Office website regarding Hotel Madison.

- Vendor #90985
- JMU has already submitted a Credit Application to the Hotel Madison and has already provided our Sales Tax Exemption Certificate.
- Only JMU authorized persons (primarily Procurement) may sign contracts. Follow Policy 4100 "Signature Authority on Contracts."
- SPCC may be used to hold a room. The room charge will then be direct billed to JMU.
- Required deposits for events when applicable - one deposit only following current procedures with direct bill for payment of balance due after event.

Events:

Events should be held at properties owned or leased by JMU. Departmental functions held off campus require advance approval by the approving authority, the appropriate Senior VP, as well as the Asst. VP for Finance. The Hotel Madison & Shenandoah Valley Conference Center is an off campus venue. A completed Departmental Off-Campus Authorization Form is required prior to setting up off campus retreats.

All expenditures from University funds must be necessary, reasonable, and directly related to the goals and mission of the University. All persons authorizing expenditures should be mindful that such expenditures are subject to scrutiny by State authorities, sponsors, auditors, and other interested parties:

<http://www.jmu.edu/financemanual/procedures/4205.shtml#.100General>. The expectation is that Off-Campus Authorization Forms submitted are due to insufficient space availability at properties managed by the university and taking into consideration any additional cost to the university.

Per diems:

Current per diem rules apply at the Hotel Madison & Shenandoah Valley Conference Center just as they would for any Harrisonburg venue. This includes the requirement to opt for self-parking rather than valet parking. Please refer to the JMU FPM 4215: <http://www.jmu.edu/financemanual/procedures/4215.shtml> for additional information related to travel procedures, specific to travel: 4215.340: <http://www.jmu.edu/financemanual/procedures/4215.shtml#.340Lodging> and 4215.313 for conferences: <http://www.jmu.edu/financemanual/procedures/4215.shtml#.313Conferences,Conventions,Seminars,andTrainingWorkshops>.

The expectation is for departments to make prudent decisions based on university and Commonwealth policy and procedures. Default is the state per diem, which may be available at other local hotels. All merchants have the right to set their own rates; the university cannot control pricing. Approving authorities will need to determine when the circumstances and budget justify going up to 150% of per diem, doing so each time would not be justified.

Conferences:

University policy 4501: University Business Activity requires submission of business activity synopsis(BAS) and cost benefit analysis(CBA) for approval: <http://www.jmu.edu/JMUpolicy/policies/4501.shtml> these are submitted to the Manager, Cash and Investments for review and then the Assistant Vice President for Finance will approve as appropriate. The JMU Financial Procedures Manual section 4100 on Deposits speaks to departmental responsibilities for accepting payments, specifically subsection 4105.210 <http://www.jmu.edu/financemanual/procedures/4105.shtml#.210Departments>. Departments are not authorized to accept any payments until they have received a written approval of the BAS and CBA from Finance.

REMINDERS

- Academic Affairs employees are required to complete a PA for all travel totaling \$500 or more, even if the actual reimbursement amount will be less than \$500
- Generally, allowable candidate travel reimbursement is for two nights/three days only.
 - Advance exceptions may be granted for unique circumstances
- International Travel/Incoming Foreign National Visitors
 - Note: Pre-Approval Reports are required for all incoming foreign national visitors (*i.e.* guest speakers, performers, student athletes, etc.)
 - Approval from Payroll Services is required before travel arrangements are made. Do not agree to reimburse travel expenses without approval from Payroll Services. (There are some instances where JMU is not allowed by law to make payments to or on behalf of citizens of certain countries.)