

## **FINANCE FORUM NOTES**

**April 17<sup>th</sup> and 18<sup>th</sup>, 2019**

### **SPCC VENDOR SURCHARGES**

Departments may be required to pay a surcharge when paying by SPCC, provided the vendor gives their registration number obtained from VISA and the surcharge is shown separately on the invoice.

- The vendor's failure to comply with surcharge procedures will result in JMU following protocol to lodge a formal complaint with VISA unless they remove the surcharge from the invoice completely.
- The SPCC Program webpage and the Vendor Payment Methods webpage, both links available from the Cash and Investments page: <http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/index.shtml> have been updated to include a link to the **Merchant Surcharging Considerations and Requirements** document that may be referenced when discussing this with your vendor.
- The link on the SPCC webpage also includes related departmental FAQs.
- Departments may not send the invoice to Accounts Payable in lieu of using the SPCC to pay in order to avoid the surcharge or hold the payment to allow a vendor time to register with VISA.

### **ESCAPE ROOMS**

State funds should not be used for escape room experiences, with one exception: when clearly student related. These exceptions will require an agenda and business purpose with documented outcomes at the conclusion of the event.

### **SALES AND USE TAX ON PREPARED MEALS**

Tax Bulletin 16-3 of the VA Department of Taxation allows government entities and nonprofits to purchase prepared foods, catering and/or related services exempt of sales and use tax provided specific criteria is met:

- Applicable prepared foods, catering and/or related service furthers a function, mission, service or purpose of the entity
- The charge for the food, meals or catering is billed to & paid for by the entity rather than using cash or an individual's account
- The entity determines to whom, when & how meals or food is served and consumed.
- Provide the vendor a copy of JMU's ST-12, which may be requested from Accounts Payable at [acctspayable@jmu.edu](mailto:acctspayable@jmu.edu).
- Refer to the Sales and Use Tax Update: Prepared Meals FAQs for additional information, including a PDF of the tax bulletin: <http://www.jmu.edu/financeoffice/faq-finance.shtml>.

Virginia does not have a reciprocal sales and use tax agreement therefore this exemption is applicable only in the Commonwealth of Virginia and only for the state sales and use tax, it does not apply to any local sales tax.

### **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/FY19\\_AVP\\_year\\_end\\_memo.pdf](http://www.jmu.edu/financeoffice/memos/FY19_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 is aware of the applicable deadlines.

## **ANNOUNCEMENTS**

- NEW SPCC APPLICATIONS – Requires applicant to complete training to gain access to the SPCC application.
  
- PREPAID CARD REMINDERS
  - Card orders charged to Sponsored Program budgets (5 DeptIds) must have approval from Sponsored Program prior to being submitted to Cash & Investments, if this is not completed the form will be returned to the responsible person.
  - Allow **one week** processing time from the point the request is received by Cash & Investments. Please plan ahead. C&I cannot control system outages, inventory demand, etc. and cannot guarantee ability to process orders received with a card pickup date that is less than 5 business days out.
  
- NEW CHROME RIVER FUNCTIONALITIES- reference the tutorials for both in the CR Help function
  - CR SNAP APP for iPhone and Android – enables expense users to quickly and easily capture and upload receipts when the expense occurs. Snap a photo of the receipt using the app and it is uploaded directly to your Receipt Gallery and the Offline tab of the eWallet for use in Chrome River. The images do not mix with personal photos and once uploaded they are automatically deleted from the device.
  - Memorized Expense Lines – feature for employees that may have the same repetitive expenses (travel to the same location multiple times).
  
- FINANCE FAQs <http://www.jmu.edu/financeoffice/index.shtml> The FAQs have been relocated to the main Finance Office webpage and have been updated.