

Spring Finance Forum Notes

April 9th & 10th 2024

[Link to Primary PDF of Power Point Presentation](#)

JMU Foundation:

Beth Phillips from The JMU Foundation shared an update on the new JMU Foundation paperless payables process that uses adobe sign implemented 01/01/2024. Payment Voucher (Paperless) Training is available under “Forms for Faculty/Staff.” Beth also shared the following reminders:

- Please review/verify that invoices are correct before sending to the Foundation.
- Jason McLain should be the approver on vouchers for the foundation instead of Heather Coltman.
- Employee reimbursements should be sent to the employee’s MSC and not the home address.
- It is not a given that the Foundation can pay for expenses that cannot be paid for by the state.

Year-End Memo Important Dates:

SEE YEAR-END MEMO OR ATTACHED POWER POINT FOR ALL IMPORTANT YEAR-END DATES

Available at: <https://www.jmu.edu/financeoffice/news-announcement.shtml>

JGL01 DEPT RANGE Monthly Detail Report v2 is available in PeopleSoft Finance:

- This query can be used to pull and sort information for multiple budgets and multiple periods.
- This does not take the place of the Monthly Detail Report for audit purposes.

Updates and Reminders:

Appropriate Food and Beverage Functions are described in the FPM section 4205.314.

Official Business Function – outside party

Employee Engagement Function – once per semester

Internal Training Function – once per semester

Student Academic Function

Student Programming/Club Function

All of the above should be mission-related, reasonable, within per diem. These parameters apply regardless of where purchased. Regular staff, committee, team meetings do not meet these criteria.

Catering minimum as of 2/1/24: May purchase up to \$250 from off campus vendor for appropriate food and beverage functions without additional approval from Aramark. Requirement to upload itemized invoices, Food and Beverage Certification forms. If you call or go online to place the order, a confirming order in eVA is required.

Catering delivery: Minimum as of 3/18/24 increased to \$150. Food and Beverage Certification required. Orders under \$150 are accepted for pickup from Festival Conference Center, 10% discount offered on pickup orders.

SPCC reminders:

30 days only to dispute transactions.

Charges reconciled and approved by the 25th, flagged transactions require action.

International PA's must be fully approved prior to purchases being made.

No sales tax on purchases in Virginia, no late invoices paid on SPCC.

The Annual training should be completed by 4/19 for cardholders and approvers.

Approvers do not have the authority to grant exceptions—exceptions take time to process and cannot be completed until a supervisor approves the request.

Restaurant block lifted for up to \$250 in food. No individual meals (reimbursable through Chrome River). Food & Beverage Certification Form required.

Reminder to complete Business Activities Synopsis & Cost Benefit Analysis and submit to Cash & Investments for approval **prior** to collecting any payments.

Outgoing Sponsorship Justification forms: Reminder that the amount JMU can sponsor increased from \$1000 to \$2500, in Fall of 2023. Anything in excess of \$2500 should be paid from non-state funds. Forms are required **prior** to payment being made.

Domestic Payment options include: SPCC, check, ACH payment, and virtual payable—wire transfer is not a payment option for domestic vendors.