User Group Meeting

May 2015
Agenda

• PCPS staffing updates
• Procurement Updates
• Year End Close
• Travel Program Updates
• PCard Updates
PCPS Staffing Updates

David Beaver, Assistant Vice President
PCPS Staffing Updates- New Full Time Members

• Procurement/Contracting:
  ➢ Robert Beck- Associate Director of Procurement
  ➢ Alan Garnjobst- Associate Director of Procurement
    ▪ Beginning May 26th
  ➢ Kellie Porter- Category Manager

• Payment Services:
  ➢ Beth Dalton- Vendor Registration
  ➢ Savannah Oleksa- PCard Administration
  ➢ Mary Roberge- Vendor Registration
PCPS Staffing Updates - Changes in Management

• Procurement:
  ➢ Robert Beck - Associate Director of Procurement
  ➢ Alan Garnjobst - Associate Director of Procurement

• Payment Services:
  ➢ Anne Burleigh - Payment Services Manager over vendor registration
  ➢ Joy Quintana - Payment Services Manager over invoice auditing
Procurement Updates

• Upcoming changes in State procurement rules
• EProcurement initiative
• Supplier relationship management
• Upcoming sourcing projects
Year End Close Dates

Rachel VanScoy Hays, Associate Director of Payment Services
FY15 Year End Close Schedule - Requisitions and Invoices

- **May 7\textsuperscript{th}**  Last day to submit requisitions over $25,000
- **June 1\textsuperscript{st}**  Last day to submit invoices for normal check cutting flows
- **June 4\textsuperscript{th}**  Last day to submit requisitions using FY15 funding
- **June 25\textsuperscript{th}**  Last day to submit cancellations on old year PO’s for state appropriated funds
- **June 30\textsuperscript{th}**  Last day to receive goods
- **July 6\textsuperscript{th}**  Last day to submit FY15 invoices. This cutoff is at NOON.
FY15 Year End Close Schedule- PCard

- July 2nd: Last day to edit transactions with posted dates 6/21 to 6/30
- July 6th: PCard Admin will pull posted dates 6/21 to 6/30 into 13th Month FY15
- July 7th: Last day to edit transactions with posted dates 7/1 to 7/3
- July 13th: PCard Admin will pull posted dates 7/1 to 7/3 into FY16
Upcoming Line Item Changes

Rachel VanScoy Hays, Associate Director of Payment Services
Line Item Changes

Computer services and supplies have been separated:

- **Computer Services Internal:**
  - 5010908 Gen Exp- Computer Services- Internal

- **Computer Services External:**
  - 5010907 Gen Exp- Computer Services- Non WV State Agency

- **Computer Supplies:**
  - 5010902 Gen Exp- Computer Supplies

The following line items should no longer be used:

- 5010906 Gen Exp- Computer Services and Supplies
- 5010901 Gen Exp- Computer Services – WVU Internal
- 5010910 Gen Exp- Computer Services and Supplies- non WV State Agency
Line Item Changes

• **Employee Relocation: 5013009**

• **Non employee travel:**
  • 5301105  Travel within USA
  • 5301106  Travel- Athletic Team Travel
  • 5301107  Travel within USA recruiting
  • 5301108  Travel- Foreign- Recruiting
  • 5301122  Travel- Foreign
Travel Program Updates

Rachel VanScoy Hays, Associate Director of Payment Services
Travel Manual Changes- April 2015

• Applies to all travel dates from April 1, 2015 onward
• Written travel authorization no longer required
• Sales tax paid with personal funds will be reimbursed
• Mileage vs. rental car calculation no longer required. CBO signature no longer required.
  • Travelers free to use personal vehicle
  • Reminder- When dealing with other agencies/companies, do not agree to a higher mileage rate.
Employee Relocation Reimbursements

• Line Item- 5013009 Gen Exp- Employee Relocation
• Remember to include offer letter
• See Handout from Tax Services
Enterprise Rentals

• Reminder- WVU does not pay drop off fees. The local branch will waive those fees if they appear on your bill.

• Billing accounts:
  • Travelers who do not have a PCard can be set up with a department billing number
  • Billing number is tied to a PCard, so the VISA insurance will apply
  • Removes need for traveler to pay with personal funds and take out additional insurance
  • If interested, email pcps@mail.wvu.edu
PCard Updates

Rachel VanScoy Hays, Associate Director of Payment Services
PCard Program Updates

• Chip and Pin cards:
  • We received over 3,000 new chip and pin cards in May
  • Cardholders have 60 days to activate
    • State Cardholders—temporary PIN is last 4 digits of EPICS
    • RC Cardholders—temporary PIN is last 4 digits of SSN

• Applications and Maintenances:
  • Make sure to include the cardholders work phone and email information
PCard Program Updates - Cardholder Notifications

• Cardholder can sign up in Citibank to receive notifications, such as:
  • Available credit remaining
  • Card delivery issue notice
  • Dispute resolution notice
  • Lost/Stolen card notice

• For information on how to sign up, visit: http://financediv.wvu.edu/home/pcps/payment-services/pocard-information
### New Standard PCard Limits

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<thead>
<tr>
<th>Cycle Limit</th>
<th>Single Transaction Limit</th>
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<tr>
<td>$500</td>
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<tr>
<td>$15,000</td>
<td><strong>Any requests above these limits must be approved by PCPS</strong></td>
</tr>
<tr>
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<td></td>
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Payment Reminders: Things That Delay Payment

• Vendor is not registered
• Employee’s address on reimbursement does not match HR
• Receiving has not be completed
• Signatures are not provided when required
• Original documentation (i.e. travel receipts) missing
• Using old payment forms. New forms can be found at: http://financediv.wvu.edu/home/pcps/payment-services
Uniform Guidance Meeting
Office of Sponsored Programs and Financial Services are hosting information sessions Uniform Guidance

- **June 16, 2015**
  - 1:30 – 3:30 PM
  - Brooks Hall- room 325

- **June 17, 2015**
  - 9:00 – 11:00 AM
  - Health Sciences Center North- room 2118
Need Help?

• Contact us at:
  • pcps@mail.wvu.edu
  • procurement@mail.wvu.edu
  • 293-5711