



# PCPS USER GROUP MEETING

**May 30, 2019**  
**Downtown**  
**& HSC**

# AGENDA



- PCPS Staff Updates
- Mountaineer Marketplace Helpful Hints
- Year End Close
- Payment Policies and Procedures Updates
- MyExpenses Helpful Hints
- Travel Program and Policies Updates



# PCPS Staff Updates



# NEW CHIEF PROCUREMENT OFFICER AND AVP OF PCPS: TED SVEHLIK

# PCPS IS MOVING!

- PCPS is moving to the Jackson Kelly building
- More info to come on PCard pick ups and check pick ups



# Mountaineer Marketplace

# UPDATES

- System Optimization
- Updated PCPS Website

# HELPFUL HINTS



- Understanding comments
  - Make sure to include an email recipient if you want someone to be notified of the comment
- Using priority section
  - Update priority under the General Section of the cart to urgent if a truly urgent
- Notifications
  - Review your notification preferences in your profile for email vs system notifications



# HELPFUL HINTS



- Receiving
  - Check for PO's that need receiving completed using the helpful hint posted to our website
- Favorites
  - Check out the training info on adding default funding strings to your profile
- Adding sensitive information
  - Be mindful of what info you include in our systems (no social security numbers, bank accounts, etc.)



# FY2019 Year End Close

# PCPS RELATED DATES

Date	Deadline Description
May 10th	To submit reqs greater than \$50,000
May 31st	To submit reqs under \$50,000
June 14th	To submit invoices for normal processing timelines
June 21st	To email cancellations on FY19 reqs/PO's for State Appropriated funds
June 30th	To receive goods & services in FY19
July 5th	To approve reports in MyExpenses at last step before PCPS's step (PCard or reimbursements)
July 5th	To submit invoices in Marketplace at PCPS approval step

# THINGS TO REMEMBER



- Receiving will (and often does) hold up payment
- Accurate goods received dates are crucial
- PCard transaction date must be by June 30th, post to the card by July 3rd, and be reconciled/approved by July 5th
- If supplier isn't registered, expect delays in payment
- MAP PO invoices– receiving must be done by June 28th



# Payment Policies and Procedures Updates

# FRAUDULENT ATTEMPTS



Be mindful of potential scams like those listed below. Do not process reqs/invoices or pay via PCard unless you confirm they are legitimate requests from your departments

- Gift card scams
- Wire scams
- Fraudulent purchase orders

# INVOICE REQUIREMENTS



Invoices must contain the following information:

- Supplier Name
- Supplier Remit to Address
- Invoice Number
- Invoice Date
- Description
- Purchase Order Number (if applicable)

# INVOICE REQUIREMENTS

- Non catalog and catalog PO invoices should be sent to [PCPSAP@mail.wvu.edu](mailto:PCPSAP@mail.wvu.edu) directly from supplier
- Do not alter the invoice if you receive it directly
- Never change the invoice number
- Invoice number typed into Marketplace must match what is listed on the invoice
  - Exception: to remove special characters



# WIRE PAYMENTS

- Wires should be only when absolutely necessary
- Increased risk
- Memo from supplier's bank is required
- Emails are not acceptable proof of wire info

# REMEMBER TO USE PCARD FOR:

- Advertising
- Hospitality
- Travel
- Association dues
  - Individual agreement and checklist no longer required

\*Anything that requires an agreement must be approved by Procurement first.

# SUPPLIER REGISTRATION



- Supplier contact is required when submitting supplier request form
- W9's and ACH set up forms are sent via file locker
- ACH-
  - PCPS processes ACH registration for RCH through
  - ACH registration for WVU funded invoices must be processed by the State of WV

# HOSPITALITY POLICY- UPDATED



- Effective July 1, 2019
- Applies to all WVU, WVURC, WVUIC, and WVU Affiliates when using WVU, WVURC, WVUIC funds
- Does not apply to WVU Foundation funds
  - But WVU PCard can't be used for unallowable hospitality expenses even if funded through WVU Foundation backbill
  - WVU Foundation card must be used or paid directly by them

# HOSPITALITY POLICY- ALLOWABLE



- Business Meals
- Courtesy refreshments
- Employee recognition/appreciation
- Employee training & development
- Patients & research subjects
- Recruiting meals
- University hosted events
- Student meals
- Reasonable tips

**\*\*See policy for specific definitions for each type of expense**

# WORKING MEALS (EMPLOYEE ONLY)

## **WVU- allowable if:**

- Necessitated by emergency operational requirements
- Longer than 2 hours
- During regular meal time
- Could not be scheduled during regular working hours
- Meal served on campus (not off)

## **WVURC overhead/WVUIC allowable if:**

- Enhances/extends quality of work
- Facilitates business meeting
- Necessitated by workload/scheduling conflicts
- During regular meal time
- Could not be scheduled during regular working hours

# UNALLOWABLE (NOT ALL INCLUSIVE LIST)

- Paid using grant funds unless specific exception listed in Policy
- Departmental staff meetings
- Standing internal committee meetings
- Meals not permitted by the Travel Manual
- Meals with new hires/exit interviews
- Hospitality while on travel unless specific exception listed in Policy
- Employee only social gathering:
  - Anniversaries
  - Birthdays parties
  - Holiday parties
  - Promotion parties
  - Retirement parties

# DOCUMENTATION REQUIREMENTS

- Detailed business purpose
- Original itemized invoice/receipt
- Groups of 20 or less- names and relationship
- > 20- group's relationship to University
- Personal guests of employees require names regardless of size
- Hospitality line item/exp type should be used unless meal is specifically for a student activity





**MYEXPENSES**

# MYEXPENSES

- Upcoming updates
  - Reducing number of expense icons
  - Removing auto expense icon choice for PCard
- Remember!
  - Reduce number of reports you are submitting when possible
  - FTA's shall not approve their own expense reports
  - Taking pictures of receipts on your computer screen should be avoided
  - Creating report as a delegate vs creating for non-employee

# NON-TRAVEL REIMBURSEMENTS

- Should be last resort-- PCard or Mountaineer Marketplace should be used whenever possible
- Certain items should never be paid using personal funds (always use Marketplace or PCard)
  - Books, equipment, furniture, gift cards or other payments to human subjects, lab supplies, office supplies, services
  - Employees can not pay individuals or companies for services with their own funds



# Travel Program Update

# BOG TRAVEL RULE



- Proposed Effective date: October 1, 2019
- Strongly encourages use of MyTravel and Travel Management Company
- International travel must be approved in advance by Office of Global Affairs & Office Export Control
- Strongly encourages use of PCard

# BOG TRAVEL RULE



## Use of personal vehicle:

- Travelers must carry/maintain liability insurance
- Shall not include daily commute unless doing so results in lower cost to WVU
- Mileage for travel within the same county as official work location is not permitted

# WHAT'S NEXT

- Travel Manual will be updated
- Webinars for MyTravel
- In person demos and Q&A for MyTravel

# WHY USE MYTRAVEL?

- Knowing where travelers are in case of emergency
- Dedicated customer service representative to resolve issues
- Capture spend info to leverage spending power to negotiate rates
- All of your rewards & perks can be loaded into the system
- International travel bookings sent to International SOS



# WHAT WE'VE HEARD

- / MyTravel is mandatory
- / Higher prices
- / Booking fee makes the prices higher
- / Do I have to be on campus to use it?
- / Emergencies- What if I have one?
- / What about my rewards programs?

# WHAT WE'VE DONE

- / MyTravel is strongly encouraged
- / Price matching & upcoming sourcing
- / Fees will be covered by central finance
- / Can access anywhere on any device
- / Contact agent if system is down (rare)
- / Rewards can be loaded into your profile

# WHAT WE'VE HEARD

- / Use of PCard is mandatory
- / Is my secure personal information being sent to the site?
- / Can someone book for me?
- / Can I use this for WVU guests?

# WHAT WE'VE DONE

- / PCard is encouraged, not mandatory
- / Only the information required by airlines- system meets info security standards
- / Anyone can book as a proxy
- / Can book for visitors/guests



# MyTravel Demo

# MYTRAVEL WEBINARS



World Travel is providing webinars on how to use MyTravel:

- June 4<sup>th</sup> at 11:00 AM
- June 19<sup>th</sup> at 2:00 PM

# HOW TO CONTACT PCPS

- PCard questions: [PCardAdministration@mail.wvu.edu](mailto:PCardAdministration@mail.wvu.edu)
- All other questions: [pcps@mail.wvu.edu](mailto:pcps@mail.wvu.edu)
- If not on the pcpsuser listserv, contact us to get added!