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

• 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 cannot pay individuals or companies for services with their own funds
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
World Travel is providing webinars on how to use MyTravel:

- June 4\textsuperscript{th} at 11:00 AM
- June 19\textsuperscript{th} at 2:00 PM
HOW TO CONTACT PCPS

- PCard questions: PCardAdministration@mail.wvu.edu
- All other questions: pcps@mail.wvu.edu

- If not on the pcpsuser listserv, contact us to get added!