

Dear Colleagues,

The year 2001 is well underway, and I hope that everyone is healthy and enjoying life! If we are lucky, maybe we will have an early spring this year.

An item of special note is that the Executive Committee of the Board of Trustees formally approved the Program Improvements recommended by the Planning and Priorities Committee. The One-Time items totaled \$316,416, which will be spent during the current fiscal year. The total awarded for Continuing budget lines beginning July 1 is \$1,759,670. This includes 9 new positions, 2 position upgrades, additional merit scholarships, and need-based financial aid. A notebook of all requests has been placed at the circulation desk in Boatwright Library for review.

As always, let us know if you have questions or issues that you would like addressed in future issues.

Jenni Sauer
 Controller
jsauer@richmond.edu

THE NEWSLETTER STAFF

<i>Natolyn Quash</i>	<i>X8173</i>
<i>Susan Galvin</i>	<i>X8537</i>
<i>Suzanne Kallighan</i>	<i>X6562</i>
<i>Valerie Cemprola</i>	<i>X8150</i>
<i>Jean Hines</i>	<i>X8181</i>
<i>Lynn Spencer</i>	<i>X8882</i>



UNIVERSITY OF RICHMOND
 FOUNDED 1830

Did You Know.....

The University's endowment is valued at \$1,142,696,000 as of December 31, 2000.

The mileage reimbursement rate increased on December 1, 2000 to \$.32 per mile.

Tuition and Fees for the 2001-02 Academic Year:

Tuition A&S	<i>Entering students</i>	\$22,570
	<i>Returning students</i>	\$21,170
Housing		\$2,150
Meals(19)		\$2,580
Tuition Law		\$21,770
Tuition Graduate,MBA		\$21,270
Tuition School of Continuing Studies		\$226/credit hour



Welcome

Please join us in welcoming one of our newest employees to the Controller's Office. **Deanna Jans** comes to us from First Market Bank. She joined our staff on January 2, 2001.

Deanna will be processing travel and related reimbursements and expenses as well as a variety of accounting duties. (*See Accounting*) In the future, she will also be handling our Purchasing Card account.

Please feel free to contact Deanna at X8169, with questions about travel reimbursements, questions about budget entries or just to say "welcome". You may also email her at djanss@richmond.edu.

Travel

When submitting travel and expense reports for reimbursement, it is your responsibility to make sure that you are reporting the correct amounts for reimbursement. Original receipts or detailed explanations must be attached to the report. If someone else prepares the report for you, please verify that the amount requested is correct.

All expense reports are audited for compliance with University Travel Guidelines as well as verifying totals. If mistakes are found, the report must be returned for correction and this could cause your reimbursement to be delayed by several days.

Remember, by signing your name to your report, you are verifying the correctness of the request, so please take the time to check for errors. Submitting a false request for reimbursement is a serious offense and may be grounds for dismissal.

Purchasing Cards Changes

There has been a change in how we handle purchasing card receipts. **ALL** purchasing card receipts **MUST** be taped or glued to 8 ½ X 11 paper. Statements and receipts are now being scanned into our Imaging software.

Effective immediately, we are suspending accounts that do not comply with the "Approve By" deadline stated in your email. It is extremely important that you submit your documentation on time so that payment may be made to US Bank.

Continued

Car Rentals

When traveling on University business and you need to rent a car, it is NOT necessary to purchase insurance from the rental agency. The University of Richmond provides liability insurance for employees and as an authorized driver/ representative of the University of Richmond, you are covered under this plan. If you use the US Bank VISA card, you are also insured through them. If the rental agency requires proof of insurance, contact Safety Services and they will provide you with a letter to take to the rental agency. Information on preferred vendors may be found at: <http://www.richmond.edu/~userv/Contracts/CarRental.html>.

If you are the designated driver for events that involve University of Richmond vehicles or you are responsible for driving students to or from University events, you must have approval from Safety Services to do this. For more information on Driver Safety, go to: <http://www.richmond.edu/~safety/drsafety.html>.

Federal ID Numbers

Did you know that there is a difference between a Federal Taxpayer ID number (FEIN), and a State Tax Exemption number? A Federal ID number is issued by the government to identify a business or corporation, much the same as a social security number is issued to identify an individual taxpayer.

A State Tax Exempt number is issued by the state to exempt your business from paying state SALES tax. The University of Richmond is tax exempt in the state of Virginia. This means that you do NOT have to pay state sales tax on MOST items. If you have questions on what sales tax you must pay, contact Purchasing for information. You may also contact Purchasing if you need a copy of our Sales Tax Exemption Certificate for your vendor.

A FEDERAL TAX ID number or SOCIAL SECURITY number is required for ALL invoices and check requests submitted to Accounts Payable for processing. If you are doing business with a new vendor, it is your responsibility to ask the vendor for his FEDERAL TAX ID number. Invoices or check requests that do not have this information will be returned to the requestor. If you have access to Banner, you may query the database for vendor numbers. If you are unsure how to do this, contact Kevin Creamer (X8677) for training.

Direct Billing Accounts

When dealing with a new vendor that may require a credit application to open a direct bill credit account, please remember that only the Purchasing Department is authorized to set up credit accounts with vendors. Setting up a new account usually requires a credit application and only certain University officials are authorized to do this. By signing a credit application you could be obligating *yourself* to a debt and not the University.

Ask the vendor if they accept VISA. If they do, just use your purchasing card. If they do not, contact Purchasing for other options.

GENERAL ACCOUNTING OFFICE

Who's who in Accounting?

The Accounting Office would like to introduce ourselves to those people who are new on campus and to reintroduce ourselves to those people who have been here for a while. This should give you an idea of who to call with questions. Of course anyone in our office is always willing to help or at least direct you to the person that can help you.

Tammy Hicks, our Senior Accounting Clerk, has been with the University since May of 1997. She is familiar with all aspects of the Accounting Office and can help answer any questions. The areas that are specifically her responsibility include Faculty, Undergraduate, and Graduate Research Grants, notifying departments and student organizations when their indexes are in a deficit, processing journal entries and answering questions. She also reconciles numerous internal, as well as external accounts.

Deanna Janss, our Accounting Clerk, is the newest addition to our staff. She joined the University, January 2001. (*See picture under "Corporate Accounts Office"*) Deanna handles the monthly budget status distribution list. She can assist with any questions regarding receipt of these reports. She also processes journal entries and can help if you have questions about the monthly reports. Deanna also handles several reconciliations such as the advances, catering receivable accounts, as well as external accounts.

Susan Galvin, our Accounting Manager, has been with the University since June of 1994. She handles the day to day questions regarding Accounting. Susan is responsible for preparing monthly, quarterly and annual financial reports, as well as surveys. She maintains the Fixed Asset System for the University and manages the accounting of the Interest Free Computer Loan program. Another big part of Susan's job is Position Control, which ensures that there is budget in departmental indexes to cover all of the salaries paid throughout the year.

ACCOUNTS PAYABLE OFFICE

Who Does What?

The workload in Accounts Payable is distributed based on the vendors' names. Each staff member is responsible for an alphabetical range of vendors. If you have any questions, please contact the appropriate staff member. Also, if your vendor calls you, please give them the number for the appropriate staff member. The vendor distribution is as follows:

Linda Bean handles vendors whose name begins with the letters **A through E**. Please contact Linda at extension 8177.

Ginny Emigh processes payments for vendors whose name begins with the letters **F through M**. Ginny's extension is 8179.

ACCOUNTS PAYABLE OFFICE con't

For vendors whose name begins with the letters **N through U**, please contact **Karla Connelly**. Karla's extension is 8180.

Please contact **Larissa Bouyett** for vendors whose name begins with the letters **V through Z**. Larissa's extension is 8178.

Jean Hines is the Accounts Payable Manager. Jean's primary responsibility is to oversee the operation of the Accounts Payable office. She is responsible for the IRS 1099 reporting and maintains vendor records. Since Accounts Payable no longer allows departments to pick-up checks from the office on a routine basis, if you have an emergency and must pick up a check (rather than have it returned to you via campus mail), please contact Jean for approval. You may also contact Jean if you need to re-classify a charge on an invoice, an emergency check issued, a PO liquidated, or if you have any concerns regarding policies or procedures in the Accounts Payable office. Jean's extension is 8181.

Reminders

Approval Signatures

Please insure that there is a Dean, Director, or Department Heads' signature on all check requests submitted to Accounts Payable. Requests without will be returned to the department.

Attachments

If you require an attachment mailed with your check, please include a photocopy of the attachment so that we may mail the original with the check. We must maintain a copy for our files in the event that a question arises.

STUDENT ACCOUNTS/CASHIER'S OFFICE

WELCOME

The Controller's Office is pleased to introduce our new Assistant Bursar, Suzanne Kallighan. She joined us on January 29, 2001. Stop by the Cashier's Office and welcome Suzanne to the University.

