

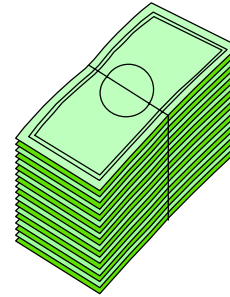
Dear Colleagues,

In an effort to keep the University Campus informed of changes in the Controller's Office, we have decided to publish a quarterly newsletter.

Accounting issues affect everyone on campus at one time or another, whether it is simply requesting reimbursement for office expenses or managing the departmental budget. We hope that this newsletter will provide you with some of the answers to your accounting questions or at least let you know where to direct your call.

If you have a question, chances are that someone else on campus would like to know the answer also. Contact us and we will publish your question and the answer in our next newsletter.

Jenni Sauer
 Controller
 jsauer@richmond.edu



THE NEWSLETTER STAFF

<i>Natolyn Quash</i>	<i>X8173</i>
<i>Susan Galvin</i>	<i>X8537</i>
<i>Cindy Lloyd</i>	<i>X6562</i>
<i>Brenda Neal</i>	<i>X8150</i>
<i>Jean Hines</i>	<i>X8181</i>
<i>Lynn Spencer</i>	<i>X8882</i>

Did You Know.....

- ⇒ The University has an **Interest Free Loan Program** for computer purchases.
- ⇒ The **mileage** reimbursement rate for the University is **\$.28** per mile.
- ⇒ **Cash Receipts forms** required for deposits are available at the Print Shop at no cost.
- ⇒ **You** can get a reimbursement for out-of-pocket **expenses less than \$50.00** at the University Cashier office. See the "**University Cashier**" section.
- ⇒ **Your** budgets are available on-line through Banner Finance. For access to Banner Finance, please contact Lynn Spencer, X8882, cspencer@richmond.edu.

CORPORATE ACCOUNTS OFFICE

TRAVEL & ENTERTAINMENT GUIDELINES

The Controller's Office has recently revised the official "University Travel and Entertainment Guidelines". It gives basic information about the University's Travel and Entertainment Policy. Your department may have its own internal guidelines but you may find the information useful. If you would like a copy, please call Lynn Spencer, X8882.

TRAVEL/ EXPENSE ADVANCES

If you have received a Travel Advance for your international travel, please remember that the advance must be settled within 7 days of your return. Advances may be settled with Ella Wood in the Accounting Office. When settling these advances please list the rate of conversion used from foreign currency to dollars. Expense advances must be settled within 7 days of your purchase. Any advances not settled within 30 days may be considered taxable income.

TRAVEL EXPENSE REIMBURSEMENTS

ALL travel related reimbursements/payments should be submitted to Lynn Spencer. Sending them to Accounts Payable first could delay your reimbursement.

The Accounts Payable office is now filing expenses electronically. All travel expenses, invoices, check requests and supporting documentation must be 'scanned' into electronic folders. To help speed up this new process, we are requesting that you tape or glue all receipts smaller than 5X7 to an 8 1/2 x 11 sheet of paper. Requests for expense reimbursements and travel expenses will be returned to the individual if documentation is not properly attached. Please **DO NOT STAPLE** the receipts to the paper.

REGISTRATIONS

Registrations are part of your University travel budget pool. If you submit a registration fee for payment, please send two copies so one may be returned with the check. Accounts payable must retain a copy for the files and they cannot be responsible for making copies for the entire campus.

VISA PURCHASING CARD

Does your department have a VISA Purchasing Card? Eliminate the hassles of dealing with vendors who either want to be paid in advance, require an application for a charge account or want a purchase order. With a University Purchasing Card you can order over the phone, by FAX or in person. You don't have to worry about following up on lost invoices, writing check requests or waiting for your personal out-of-pocket reimbursement. Contact Lynn Spencer, cspencer@richmond.edu, X8882, for an application.

SAM'S CLUB CHARGE ACCOUNT

The University has opened a corporate charge account with SAM'S CLUB. This is a **DIRECT** charge account and has certain restrictions. If you would like information or an application, please contact Lynn Spencer, X8882.

GENERAL ACCOUNTING OFFICE

The General Accounting Office is open Monday through Friday from 8:30 am until 5:00 pm. We are located on the ground floor of Maryland Hall in room G-12.

Tammy Hicks thicks@richmond.edu	Accounting Clerk	X8175
Ella Wood Ewood@richmond.edu	Sr.Acctg. Clerk	X8169
Susan Galvin Sgalvin@richmond.edu	Sr. Accountant	X8537
Natolyn Quash Nquash@richmond.edu	Associate Controller	X8173

INTEREST FREE COMPUTER LOAN

If you have questions about the Interest Free Computer Loan Program that the University offers to Faculty and Staff, contact Susan Galvin, X8537, sgalvin@richmond.edu.

GRANTS

Do you have questions about a grant? The University sponsors Faculty, Undergraduate and Graduate Research grants that are awarded by faculty committees. If you have post-award questions, contact Tammy Hicks, X8175, thicks@richmond.edu. All external grants and contracts, federal, state and private, are financially managed by Natolyn Quash X8173, nquash@richmond.edu. Contact the Office of Corporate and Foundation Relations, www.richmond.edu/~grants/, for proposal and grant assistance.

STUDENT ORGANIZATIONS

If you are a faculty advisor for a student organization and need to set up an on-campus index, please contact the Accounting Office. These accounts can usually be set up within one to two days. We will send a monthly budget printout to the advisor each month in order for the organization to track its revenues and expenses. Reports **will not** be sent to the students as there is so much turnover from year to year.

MONTHLY BUDGET PRINTOUTS

Please review your monthly budget reports carefully each month. Notify us immediately if you find any errors. If you need help in understanding how to read your reports, contact anyone in the Accounting Office.

If there is a need to transfer budget or reallocate an expense, please complete the Journal Voucher/Budget Reallocation form and forward to the Accounting Office. State where the charge should have gone, where it actually went, the exact dollar figure, the vendor name or description and invoice number or journal voucher number assigned. If you require additional assistance, contact us and we will research item for you.

If you are not receiving your monthly budget reports or are receiving printouts that you no longer need, please contact the accounting office.

Please return the brown envelopes that the monthly budget reports are sent in as we re-use them each month. The white confidential envelopes may be recycled.

UNIVERSITY CASHIER OFFICE CHECK CASHING HOURS

Check cashing hours are Monday, Wednesday, and Friday, 9:00 am to 2:00 pm. Tuesday and Thursday hours are 9:00 am to 2:30 pm. Personal checks may be cashed for up to \$100.00 a day with a current UR ID. All student payroll checks may be cashed for any dollar amount. We are located in Richmond Hall, Room G-28.

CHANGE REQUESTS

Change requests for various University departmental needs may be made between the hours of 9:00 am to 2:00 pm Monday through Friday. Please give at least 2 days advance notice for change requests over \$200.00.

UNIVERSITY DEPOSITS

It is the intent of the Cashier's Office to receipt all monies in a timely fashion. To expedite this process, please fill out all information on the Cash Receipt Form. A receipt cannot be processed without the index and account code.

Deposits are receipted in the order they are received. Therefore, depending on workflow, all offices should receive a receipt within 3 working days of delivering their deposits. If a Cash Receipt has not been received within 5 working days, it is the department's responsibility to notify the Cashier's Office. Funds will not be deposited in a timely fashion if pertinent information is missing or incorrect on the Cash Receipt Form.

PETTY CASH REIMBURSEMENTS

A petty cash ticket cannot be processed without the department or origination's index and account code, description of items to be reimbursed, signature of supervisor, and appropriate receipts attached.

A maximum **\$50.00** reimbursement is available from the Cashier's Office. You must submit a check request to Accounts Payable if a reimbursement is for more than \$50.00. Contact Michelle Samuels at X8143, or Charley King at X8149 if you have any questions.

FORMS

The University has a standard Cash Receipt form that is required for all deposits. These forms are available from the Print Shop (X8525) at no cost to the user. Petty Cash forms are also available from the Print Shop.

UNIVERSITY CASHIERS

Charley King, mking@richmond.edu, X8149

Michelle Samuels, msamuels@richmond.edu, X8143

STUDENT ACCOUNTS OFFICE OFFICE HOURS

The Office of Student Accounts is open Monday, Tuesday, Thursday, and Friday from 8:30 am until 5:00 pm. Office hours on Wednesday are from 9:00 am until 5:00 pm. We are located in Richmond Hall, Room G-28.

SERVICES PROVIDED

- Questions answering tuition, room and board payments.
- Payments taken for:
 - Tuition, Room and Board
 - Long Distance Phone Bills
 - Adding Money to a Spidercard
 - Parking Tickets (once they become past due)
 - Health Center Charges
 - Old Library Fines and Lost Books
 - Advance Fee Deposits
 - Drop/ Add Fees
 - Any Other Miscellaneous Fees Charged to the Student Account

BURSAR

Annemarie Hellman, ahellman@richmond.edu, X8147

ASSISTANT BURSAR

Cindy Lloyd, clloyd@richmond.edu, X6562

STUDENT ACCOUNT REPRESENTATIVES

Westhampton College and Jepson School of Leadership Studies

Mildred Alves-Sampson, msampson@richmond.edu, X8146

Richmond College

Valerie Cemprola, vcemprol@richmond.edu, X8147

TC Williams School of Law and Business School (ECRSB)

Irma Guajardo, iguajard@richmond.edu, X8148

SCS (School of Continuing Studies) A-L & Graduate School

Charley King, mking@richmond.edu, X8149

SCS (School of Continuing Studies) M-Z & MBA

Michelle Samuels, msamuels@richmond.edu, X8143

ACCOUNTS PAYABLE OFFICE

The Accounts Payable office is located in Maryland Hall, Room G-13. Our office hours are 12:00 –5:00 Monday and Wednesday and 8:30 –5:00 Tuesday, Thursday, and Friday.

If you have any questions regarding vendor payments or reimbursements, please give us a call at one of the numbers listed below:

Angie Smith asmith@richmond.edu	Accounts Payable Clerk	X8179
Linda Bean lbean@richmond.edu	Accounts Payable Clerk	X8177
Cindy Hearn chearn@richmond.edu	Sr. Accounts Payable Clerk	X8178
Carolyn Foster cfoster@richmond.edu	Accounts Payable Clerk	X8180
Jean Hines jhines2@richmond.edu	Manager	X8181

CHECK RUN SCHEDULE

A/P generally has checks processed and ready for distribution by noon each Tuesday and Thursday. Payment requests are processed first- in- first- out. If you have an emergency request, please mark your request as such. Emergency request for payment must be submitted to A/P by 5:00 pm on Friday for payment on Tuesday and by 5:00 pm on Tuesday for payment on Thursday.

Our check run schedule may change during holiday weeks. The next major holidays that will effect our check schedule are Thanksgiving and Christmas. Since we will only be open 3 days during the weeks of November 23 and December 21, we will have only one check run during those weeks. During the **Thanksgiving week**, we will run checks on **Wednesday, November 25**. During the **Christmas week**, we will run checks on **Wednesday, December 23**.

SALES TAX ON PREPARED FOODS

In July 1997 the Virginia Department of Taxation created a new law regarding taxes on prepared foods. Because the law was so ambiguous, we contacted the Department of Taxation directly for clarification. They explained the law to us in this way:

If an event is catered in a University facility, we do not pay sales tax on prepared foods.

If however the University has a catered event outside of the University, (i.e. a hotel, restaurant, convention center, etc) the sales tax must be paid.

We hope this clarifies the sales tax question on prepared foods.

“DO’S AND DON’TS”

It is not necessary to attach a Check Request form to a Vendor’s invoice, unless you need the check ‘held’ or returned to requestor.

“DO’S AND DON’TS” CONTINUED'

As mentioned earlier in this newsletter, Accounts Payable has started a new electronic filing system. Because of this, all reimbursement receipts smaller than 5X7 must be taped or glued to an 8 1/2 X11 sheet of paper. Also, rather than stapling your invoices, or check requests, please use paper clips whenever needed. Much like a photocopier, our equipment cannot handle small pieces of paper or staples.

When submitting requests for payments (whether vendor invoices or check request forms), please include the departmental index and account code to charge. Please also include the Federal ID number or Social Security Number and have your department head sign the form. Payments cannot be made without this information.

When requesting reimbursement for several different expenses for one event, you may combine all expenses on one check request form. If there are different accounting distributions for the different expenses, indicate the distribution on one form. You do not need to submit a separate check request for each one.

All payments to individuals must be processed by Accounts Payable. If the individual is an University employee, payment for any services performed are required to be paid through Payroll. No individual should pay another individual out of his/her own pocket and then request to be reimbursed. If you have hired an individual or company to provide a service to the University, **do not** pay them with your personal funds. These payments must be processed by A/P. All payments for **services** must be reported to the IRS. If you pay the individual (or company) directly, rather than letting A/P pay them, there is a chance that we will not provide the correct information to the IRS. **The University can be penalized very heavily for this.**

When you submit an invoice, order form, or check request to A/P for payment and a copy must be returned with the check, please make a copy for that purpose. We must keep a copy for our files and can not be responsible for making copies for everyone.

CHARGE ACCOUNTS WITH VENDORS

In an effort to speed payments to our vendors and reduce processing time in A/P, we will be closing University charge accounts with Kinko’s, Office Max, and Pleasant’s Hardware. We have contacted these vendors and they will accept the University’s purchasing card. If you have used these charge accounts in the past, please discontinue and use your department’s purchasing card. If your department does not have a purchasing card that you can use for small dollar purchases, please contact Lynn Spencer, X882, cspencer@richmond.edu. We will be closing the charge accounts this month.