

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.co.vt.edu>

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Interdepartmental Service Requests

On July 1, 2001, the Controller's Office began posting interdepartmental service requests (ISR) individually rather than in batches. This change was made so both the department receiving the charge and the department receiving the credit would have the detail of each service request.

The department initiating the service requests should keep a copy of the ISR before submitting it to the service center. When the charge is posted to the Banner Fund, the amount of the charge and the ISR number appear for both the debit and credit funds.

Because all of the information contained on the copy of the ISR is now being entered on the Banner Funds, the Controller's Office will not mail copies of the ISRs that have been charged. There is no added value that the copy provides to the department. If you have questions, please contact Bradley Scott at 231-3623.

New Form W-9

The Internal Revenue Service (IRS) requires us to use the newly revised Form W-9 for all **new** vendors from whom we buy goods or services. This was effective June 30, 2001. Please destroy any older version(s) of this form. The new form can be completed and printed from our web site: <http://www.co.vt.edu/forms/W9.pdf>

The major change to the form is that under Part III, Certification, a payee must now certify that he or she is a "U. S. person" (including a U.S. resident alien).

A foreign person or non-resident alien may **NOT** use Form W-9 to furnish his or her taxpayer identification number. Instead, he or she must use the appropriate Form W-8. Please contact Martha Laster Mullen, our Foreign National Tax Specialist, at 231-3754 or mlaster@vt.edu for payments to non-US citizens.

In order to comply with various IRS requirements, departments will need to request that **new individual or sole proprietor** vendors complete the new W-9 form prior to processing their payment. The W-9 form should be attached to the accounting voucher. Faxed copies will be accepted. **For all non-individual vendors, such as corporations, the purchasing department will continue to request the W-9 forms.** Please note that W-9 forms are not required for travel vouchers.

Questions regarding the W-9 process should be directed to Jeanie Quesenberry, our Accounts Payable Supervisor, at 231-2544 or e-mail jque@vt.edu.

Retention of Employment Eligibility Verification Form I-9

The Payroll Office receives and retains all original I-9 forms. To comply with the complex federal regulations on I-9's, we maintain them in separate filing cabinets from all other records and dispose of them in accordance with those laws. We literally have 5 filing cabinets that contain nothing but I-9 forms. When we are audited by the federal Immigration and Naturalization Service (INS), they should use our records. Therefore, departments do not need to keep copies of the I-9 forms. Additional information regarding the I-9 process is on this web site: <http://www.co.vt.edu/procedures/p20320c.htm>

If departments wish to keep copies of the I-9's in their offices, they must be careful to become knowledgeable about all the regulations on filing, retention, etc. If the INS were to find an old I-9 with an error, they could fine the University even if the I-9 could have already been destroyed. If the I-9 is filed with other personnel records, the University could be fined for discrimination.

Some departments might want to retain a "temporary" copy of the I-9 until they know it has been received in the Payroll Office. You can rest assured that it has been received by checking the PZII9HS screen. When the second box to the right of the field "I9 Ind/Status" says "Complete" it has been received from the department indicated.

For further information on completing an I-9 form, please attend one of our monthly training classes on Employing Foreign Nationals. Information on this and other training programs offered by the Controller's Office can be found on the following web site: <http://training.vt.edu/index.phtml?list=dept&details=3&summary=on>

The lengthy federal regulations on completing the I-9 can be found on this web site: http://www.ins.usdoj.gov/graphics/lawsregs/handbook/hand_emp.pdf

Please note that you can contact Jerry Palmer at 231-8320 or gepalmer@vt.edu to have records destroyed that you do not want to retain. "Original" records require a Certificate Of Records Destruction signed by Jerry before you destroy the original. Any documents that you do not want to keep which contain a social security number must be shredded (you can not simply throw them in the trash). More information on record retention can be found on: <http://www.rms.vt.edu>

If you have any questions regarding the I-9 form, please contact either Jackie Hester at 231-5201, email carroljq@vt.edu or Martha Laster Mullen at 231-3754, email mlaster@vt.edu.

OfficeMax Accounts

Recently one of our departments had a problem with payments being misapplied to their OfficeMax account. After reviewing payment information, we discovered that OfficeMax offers two types of accounts – Corporate Accounts and Business Accounts. The Business accounts are **credit card accounts**. They have 16 digit account numbers and also have late fees applied with interest. The Corporate Accounts are 14 digit account numbers and do **not** apply late fees or interest and are the types of accounts university departments should request.

Any department that has an OfficeMax account needs to make sure that it is a Corporate Account and not a Business Account. A representative from OfficeMax customer service said that this switch could be made with a phone call.

As a reminder, departments should not enter into any credit card contracts with any businesses. The university cannot agree to the payment terms of their credit cards. Departments should use the American Express Corporate Purchasing Card (AMEX card) when making small university purchases at businesses that accept the card. The AMEX card provides the following advantages:

- All invoices charged to the AMEX card are recorded in your monthly prompt pay totals as on-time payments thus helping your prompt pay percentages.
- AMEX payments are paid centrally on the due date and the departments do not prepare an invoice to pay the vendors.
- The AMEX charges can be distributed to multiple Banner funds when the "AMEX Payment Certification Form" (<http://www.purch.vt.edu/html.docs/forms.html>) and attachments are submitted.
- The AMEX bill can be charged to the special account code 13090 for supplies for non-sponsored funds. The state will not accept this general supplies code for other invoices.
- The state has approved a procedure for deferring the credit memos for returned merchandise until the next billing period with the AMEX card. The same waiver has not been granted to "credits not yet applied" to other vendor accounts.

If you need an AMEX purchasing card, please contact Debra Bales in Purchasing at dbales@vt.edu or 231-8548.

Some local businesses that accept the AMEX Procurement Card:

Kroger	Home Depot
Lowe's	OfficeMax
Taylor Office Supply	Sears
Heavener Hardware	Salem Office Supply
New River Office Supply	CITC
Mish Mish	Kmart
Target	Wal-Mart
Books-A-Million	Waldonbooks

American Express Payment Certification Form

The University Controller's Office has changed the date for which departments are required to submit the monthly American Express Certification Form. The schedule was created so that departments were to submit the form by the 5th of the month. We have learned that many departments do not receive their statement in time to submit it by that date. We have learned that American Express does not mail the statements until the 27th of the month, even though they are produced with data received through the 20th. Because the statements are mailed about a week later than we thought, we are changing the date you are required to submit your Payment Certification Form to allow you more time to reconcile your payment document to your packing slips and vendor receipts. The new date is the 10th of the month. Your Certification Forms and all accompanying documents should be received by the Controller's Office no later than the 10th of the month. If the form is not received by the 10th, we'll charge the expenditures to your default fund and you'll need to process a journal entry to transfer the charges to the appropriate fund and account. You will still be required to submit the Payment Certification Form to document the formal receipt of the goods or services on your statement and to acknowledge that the statement has been reconciled. These forms should be sent to Dorothy Carter (0312). If you have questions about the new processing date, please contact Dorothy Carter (231-8618 or dicarter@vt.edu).

New Contracts for Employee Household Goods Moving Services

Purchasing has awarded several new contracts for employee household goods moving services. Information concerning the contracts can be found on the purchasing department web page www.purch.vt.edu.

The contacts for each moving service provider are listed on the website. Discounts range from 45% to 60% off of published tariff rates and may translate to substantial savings for Virginia Tech customers. In order to receive contract pricing you must contact the companies designated representative prior to arranging the move.

Three estimates will no longer be required if a moving contract is used.

If you have any questions regarding these contracts, please call Angie McCoy at 231-5240.

University Authorized Travel Agencies

The university recently entered into agreements with six travel agencies to provide travel services for university business travel. The six agencies and their contacts are listed below. At this writing, ticketing fees range from nothing to \$20 and are subject to change. You need to check with the travel agent at the time of booking for any fees charged by the agency.

Payments may be made to the Travel Agencies by use of the Travel Services Authorization (TSA) form found on the Controller's website at

http://www.co.vt.edu/forms/travel_services_authorization.pdf.

You may use this form to authorize the travel agents to purchase the tickets on your behalf and charge them to your university funds.

Additionally, you may use the American Express (AMEX) Purchasing Card to purchase the tickets from the travel agent. When you use the AMEX process, you **must** attach a copy of the TSA and the itinerary to the AMEX Payment Certification form. The TSA form in conjunction with the itinerary is used to document the business nature of the trip and to support the business nature of any side trips.

Christian Travel

1115 Norwood Street. Suite B
Radford, VA 24141

Contact: Beth Hurst

Phone: 639-9388

FAX: 540/731-9424

Statewide/National Access: 1-800/889-8235

Flight insurance coverage: \$200,000

Web Page: <http://www.christiantravelcorp.com>

E-mail: beth@ct.webmail.com

Martin Travel, Inc.

1346 South Main Street
Blacksburg VA 24060

Contact: Connie Walters or Joann Meneghini

Phone: 951-7854 or 951-7855 FAX: 540/951-5043

Statewide/National Access: 1-800/817-1227

Flight insurance coverage: \$200,000

Web Page : <http://www.martintravel.com>

Email: mel@martintravel.com

Omni Travel and Tours, Inc.

508 South Main Street Suite A
Blacksburg VA 24060

Contact: Rosemarie Sawdon

Phone: 552-4120 FAX: 540/552-4718

Statewide/National Access: 1-800/809-6496

Flight insurance coverage: \$500,000

Web page: <http://www.go-omni.com>

E-mail rosemarie@go-omni.com

Travelmasters, Inc

401 South Main Street, or P O Box P
Blacksburg VA 24060

Contact: Dick Marchal

Phone: 951-8000 FAX: 540/951-3869

Statewide/National Access: 1-800/277-8747

Flight insurance coverage: \$200,000

Web page: none

E-mail: travel@bev.net

University Travel Consultants

922 University City Boulevard
Blacksburg VA 24060

Contact: Bill Ortega

Phone: 961-2700 FAX: 540/951-2921

Statewide/National Access: 1-800/638-2701

Statewide/National Access after hours: 1-800/847-4282 (24 hour service)

Flight insurance coverage: \$500,000

Web Page: <http://www.universitytravel.com>

E-mail: bill@universitytravel.com

World Travel Service

100-B Hubbard Street
Blacksburg VA 24060

Contact: Josie Bishop or Ann Porterfield

Phone: 951-1151 FAX: 540/953-1076

Statewide/National Access: 1-800/845-4895

Flight insurance coverage: \$200,000

Web Page: <http://www.worldtravelva.com>

E-mail: josieb@worldtravelva.com