

The Ledger

A Newsletter of the University Controller's Organization

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

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United Parcel Service Again Selected as Primary Vendor

The Commonwealth of Virginia has renewed its contract with UPS as the primary vendor for express mail and package delivery services. Effective July 1, 2002, the Controller's Office is canceling the centrally billed Federal Express (FedEx) account. Under that arrangement, the Controller's Office received the bill from FedEx and distributed the charges to the department funds after researching and identifying the transactions.

About 20 years ago, Federal Express offered the university a shipping discount if the university would agree to one billing for the whole university. Because of the deep discounts, the University Controller's Office agreed to receive and pay the bill to FedEx. In turn, they researched the charge transactions with individuals in the departments and distributed the charges after identifying the charges.

With the advancement of technology, both UPS and FedEx have the flexibility of providing contract discounts to departments with subsidiary accounts. Departments receive the invoices directly, review them for accuracy, and distribute the charges when they pay the bill.

Because FedEx is no longer on the state contract, we do not have a formal agreement for the rates, the surcharges, and the payment terms; therefore, they are subject to change without notice. The FedEx company continues to call the Controller's Office about late payments when, in fact, they are being paid in accordance with the state prompt payment act. Because FedEx no longer has the state contract, they do not have to honor the state procedures for payment.

Many departments already have an account with UPS. The university does not require the departments to use UPS although they are the preferred vendor, have agreed to all payment terms as required by the Commonwealth of Virginia, and generally have better pricing. If a department does not have an account with UPS, contact their representative, **Betty Henderson** (phone 804-261-3590 or toll free at 888-461-5046). Request that she establish a subsidiary shipping account(s) for your department under control account **91026-03**. They will establish the account and provide the training and supplies you need to use their services and discounted rates. Betty is also the contact for customer service inquiries.

After the account is active, pay the bill by printing a copy of the UPS Receiving Report <http://www.purch.vt.edu/html.docs/ups/91026R.pdf> found on the Purchasing Department web site under State Contracts. Attach the UPS invoice to the completed, approved Receiving Report as you would any other payment. Send the payment document to the Controller's Office and it will be charged directly to the funds you listed. If you need additional lines for distribution of the charges, you may use the Accounting Voucher Continuation Sheet on the Controller's Web site at <http://www.controller.vt.edu/forms/>.

If you have questions about this change, please contact Shelby Garrett at 231-8619 or garretsc@vt.edu.

Departmental Procedures for Paying H-1B Visa Expense

Effective immediately, the university can pay H-1B visa expenses directly to the Immigration and Naturalization Service (INS). It has been ruled that the H-1B visa expense for the employee is an employee expense that is not subject to employee taxation. The procedures for paying the H-1B visa expense are as follows:

- 1) Department contacts the Office of the Visa Program Coordinator (Steve Conrad) in the Cranwell Center to work out the procedures for inviting a foreign national individual to become an employee at Virginia Tech.
- 2) Department completes the H-1B Department Approval Form and secures all of the required signatures.
- 3) Department prepares an Accounting Voucher, payable to the INS. Details of the accounting voucher follow.
 - a. Name: INS
 - b. Address: 75 Lower Weldon Street, St. Albans, VT 05479
 - c. Description: Payment of H-1B visa application fee for Name of foreign national who will be beginning work at Virginia Tech on Date.
 - d. Instructions in the body of the accounting voucher should explain when the check is needed and who will pick it up at the Bursar's Office. A phone number should be included in case there are questions.
 - e. Amount: The amount is generally \$130 for the application fee.
 - f. If the department needs processing expedited, a second voucher must be created. The fee for expediting (premium processing) is \$1,000. The university can pay both fees but they must be on separate accounting vouchers because INS requires separate checks for the two services.
 - g. Attachment: Each payment to the INS must include a copy of the endorsed H-1B Department Approval Form available from the department or the Visa Coordinator.
- 4) The Department should send the accounting voucher to the Controller's Office. In order for the voucher to be easily identified, the department should staple a note on the voucher with special instructions for it to be distributed to the Check Disbursement section of the Controller's Office.
- 5) The Controller's Office will prepare the check and notify the department of when the check will be ready for pick up at the Bursar's window.
- 6) The Department picks up the check and takes it to the Visa Coordinator, who sends it to the INS.
- 7) Note: Occasionally, there are complications with the VISA and the Visa Coordinator's office decides it needs the assistance of legal counsel. The Commonwealth of Virginia has the legal firm, McCandlish Holton, on retainer for the purposes of submitting applications to the INS. When the services of McCandlish Holton are used, the firm will pay the fees and bill the department the INS fees plus \$1,000 for their services.
- 8) The university cannot pay INS fees for family members of the individual being hired. Those fees are considered personal and must be paid by the individual.

Account Code Changes

The Secretary of Technology has begun a major initiative to improve reporting and accounting for information technology expenditures. The Commonwealth of Virginia is requiring that we change selected accounts for technology expenses effective July 1, 2002. The most significant changes in this area are that all **technology** registration fees for employee training (i.e., conferences, training sessions, workshops) will be coded to account

12898. Account 12897 will continue to be used for registration fees for employee training that is not related to technology training. Account 12890 is used for all other meal and travel expenses related to employee training. The web page at http://www.controller.vt.edu/procedures/Account_Descriptions_000814.pdf lists detailed descriptions of each account code and will be updated by July 1.

See the web page at http://www.controller.vt.edu/procedures/Account_04-2002.pdf for the entire Banner Finance account code listing (without detailed description).

ACCOUNT CHANGES EFFECTIVE JULY 1, 2002

<u>Account</u>	<u>Change</u>	<u>Description</u>
12050	New Code	Seat Management Services
12898	New Code	Technology-Registration Fees-Employee Training
12710	Title Change	Information Management Design/Development DIT
12720	Title Change	Information Mgt. Design/Development Non-State
12730	Title Change	Information Mgt. Design/Development State
12740	Title Change	Computer Hardware Maintenance Service
12760	Title Change	Computer Operating Services (DIT)
12770	Title Change	Computer Operating Services (Non-State)
12780	Title Change	Computer Operating Services (State)
12790	Title Change	Computer Software Costs
13730	Title Change	Computer Software Supplies
15210	Title Change	Computer Capital Leases
15220	Title Change	Central Processor Capital Leases
15310	Title Change	Computer Rentals (not mainframe)
22110	Deleted	ADP Peripheral Equipment
22120	Deleted	ADP Processor Equipment
22130	New Code	Personal Computing Systems & Components
22140	New Code	Mainframe Computers & Components
22150	New Code	Network Servers
22160	New Code	Network Components
22170	New Code	Other Computer Equipment
22180	Deleted	ADP Equipment Improvements

New Finance Web Report Added

A Transaction Detail-Operating Ledger-Inception to Date report has been added to the finance web reporting system.

This report provides transactions for multiple fiscal years (since the inception of the fund). Only inception to date funds will appear on the report. State operating funds are normally fiscal year funds (not inception to date) and will not appear on this report.

If you have questions about this new report, please call Doug Irvin (1-3381) or Shirlene Long (1-9260).

Exclusive Sponsorship Contract with Coca-Cola

The University and Virginia Tech Services, Inc. have entered into exclusive sponsorship contracts with the Coca-Cola Company. This is a ten-year agreement. The agreement specifies that the university will purchase beverages exclusively from Coca-Cola and not from competing brands. Coke has exclusive promotional and sampling rights on campus. As a result of this agreement, you will also see Coke products co-branded with VT logos on beverage products in the commercial marketplace.

As a result of our agreement, Coca-Cola will be providing the university with financial support, marketing support and preferential pricing on their products.

There are some exceptions to the exclusivity of Coke products. Culinary services will still be able to sell some specific brands of soda such as Pepsi and Dr. Pepper. VT Services' Bookstore and convenience stores will also be able to sell other brands of soda, teas, and specialty waters, etc. Further, this contract applies to the Blacksburg campus only. It does not apply to off-campus locations, even though these locations are a part of the university.

The important thing to know is that if your campus organization is purchasing sodas to be used for any purpose on campus, such as for a reception or meeting, or is seeking sponsorship in the form of donations or support for any on-campus event, you must deal exclusively with Coke and must not work with any other beverage supplier.

Persons who are knowledgeable of the contract and its provisions are Jim Dunlap in Purchasing, Rick Johnson in Culinary Services, and David Chambers in Athletics. Please contact any of these people if you have any questions. For any questions related to vending service, please contact Don Williams, at Virginia Tech Services. Thank you for supporting this valuable sponsorship agreement.