

The Ledger

A Newsletter of the University Controller's Organization

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Ensure Timely Cancellation of Charge Cards

A recent State Audit found that departments are not notifying the P-Card administrator timely to have cards cancelled when an employee terminates employment. The Purchasing Department has updated its website to clarify the department head's responsibility for such notification upon termination of an employee who was issued a P-card as follows:

- Upon request by the university or upon termination of employment, the department head is responsible for immediately contacting Debra Reed at 231-8548 (dbales@vt.edu) to cancel the card. The card (plastic) can be destroyed by the department.

In addition, the Controller's Office has updated their website to follow the same procedure for travel charge cards as follows:

- Upon request by the university or upon termination of employment, the department head is responsible for immediately contacting the travel card administrator at 231-8619 (travelvt@vt.edu) to cancel the card. The card (plastic) can be destroyed by the department.

The two Human Resources separation forms have been revised to provide similar clarification for the employee's responsibility to return the charge card upon separation (Important Information for Staff Employees Separating From Virginia Tech Employment) and Department Head's responsibility (the P4A Separation Notice) to ensure the charge card administrator is promptly notified to cancel the card.

Additional Internal Service Units Available In HokieMart

The following internal service areas are now accepting purchase request through HokieMart.

Biological Systems Engineering – Water
Biological Systems Engineering – Vehicle
ECE Clean Room
ESM Machine Shop
Key Shop*
NCFL (Nanoscale Characterization & Fabrication Laboratory)
Office of Research Vivaria
Soil Testing Lab – Fertility Analysis
Soil Testing Lab – ICP Analysis

Vet Med Animal Care
Vet Med Aquatics
Vet Med Flow Cytometry
Vet Med Hospital Stores
Vet Med Morphology
Vet Med Statistical Lab
Vet Med Toxicology
VTTI Smart Road

*Departments submitting ISRs to the Key Shop, for services beyond making keys, need to contact Anthony Watson anwatson@vt.edu or LeRoy Minnick lminnick@vt.edu for an estimate before entering the request into HokieMart.

If your department provides internal services, please contact Stacy King at 231-8624 (kings@vt.edu) to register as an internal vendor in HokieMart.

Travel Policy Changes

Effective October 1, 2008, certain lodging rates and meals and incidental expense (M&IE) limits were modified. The primary modifications were adjustments to lodging rates and seasonal timeframes. Blacksburg is now listed with an increased allowable lodging rate of \$80. Please note the In-State and Out-of-State standard lodging rates and M&IE rates remain the same (\$70/\$39 In-State and \$88/\$44 Out-of-State).

The updated changes can be seen at <http://www.co.vt.edu/Procedures/p20335r.html>.

The other significant change is that **boarding passes are no longer required** for reimbursement.

If you have any questions regarding these matters please contact Jason Sayre at 231-8551 (jasayre@vt.edu).

Accounts Payable Tips

- When submitting accounting vouchers, travel vouchers, and reimbursements for faculty, staff, and students, it is appropriate to use the Virginia Tech ID number instead of Social Security number. This complies with the University's mission for non-disclosure of this confidential information. Please ensure that the correct identification number is clearly marked on these documents so that the correct individual is paid.
- Remember to complete receiving in HokieMart once goods or services have been received by the department. The receipt date should be the day the items were received by the department which is not necessarily the day the receipt was entered into HokieMart. All invoices received by the department should be delivered to the Controller's Office in a timely fashion to ensure adherence to Prompt Pay for timely payment to the vendor. Due dates on invoices are

computed from the later of the invoice receipt date or goods receipt date.

- The purchase order number should be clearly marked on invoices that are sent to the Controller's Office by the department. The purchase order number should be referenced instead of the purchase requisition number. If the purchase order number is not referenced, it may delay payment. Please do not submit an invoice before the PO number has been issued through HokieMart (this can happen when a contract vendor provides the goods or services without requiring a PO in advance).
- Any requests for purchase of food on State funds should be forwarded to the Manager of Accounts Payable, Amy Morris (ammorri2@vt.edu or 231-8554) for pre-approval. There are limited situations where purchase of food can be charged to State funds. The approval should be submitted with the invoice or reimbursement request.

Procedural Change on Repayment of Traveler's Checks

Please note that the Controller's Office has updated travel procedures to enable the repayment of traveler's checks from travel reimbursements. This should benefit those who travel on behalf of the University and will be accomplished using procedures already in place for the repayment of travel loans.

For those who would like to take advantage of this procedural change and apply travel reimbursements towards an outstanding traveler's check balance, please insert "Or Treasurer of Virginia Tech" after your name in the 'Name and Mailing Address of Traveler' box of the travel voucher. The Controller's Office will take note of this during the travel voucher audit process and follow up accordingly with the Bursar's Office.

If you have any questions regarding these matters please contact Jason Sayre at 231-8551 in the Controller's Office or Janet Moran at 231-6277 in the Bursar's Office.