

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 68

July 2, 2009

Account Code Classification Changes for Purchase Charge Card

The State Comptroller's Office recently issued a revision to their policy on the purchase card (P-card) program rules. The policy says that the proper account code must be used for the P-card transaction instead of the convenience codes such as 12090, 13090, 22090, and 22095. The policy states this is necessary for state financial reporting purposes.

Effective July 1, 2009, all departments must provide the correct account code for classification of P-card charges when the monthly P-card reconciliation report is submitted to the Controller's Office. No transactions can be left in account code 13090. Effective July 1, 2009 account codes 12090, 1209U, 1309U, 22090, and 22095 will no longer be available in Banner Finance.

Please direct questions on this topic to Amy Morris, Accounts Payable Manager (1-8554) or Mike Long, Accounts Payable Supervisor (1-9308).

Travel Restructuring Updates

(A) Restructured travel policies

As a reminder, restructured travel policies, effective for travel occurring on, or after, July 1st, are posted, and available on the Controller's website.

A second on-campus session covering the changes will be held on Tuesday, July 7th in Torgersen 3100 at 11:00 a.m.

More extensive travel training is available on the third Wednesday of most months in the Controller's Office. For more information, and to register, please contact Kimberly Myers at 231-4721, or kiharve1@vt.edu.

(B) Travel Estimate and Approval Form Clarification

Please note that the Travel Estimate and Approval Form is no longer required by the Controller's Office for individuals to be reimbursed for business travel. The form no longer needs to be sent to the Controller's Office with the Travel Expense Reimbursement voucher. The form is required by CNS, OSP, and OESRC in certain situations as explained in more detail below. In addition, departmental procedures may require the continued use of the form for internal approval purposes. When required, please attach the Travel Estimate and Approval Form to your departmental Travel Expense Reimbursement Voucher copy maintained in the department.

(1) Communications Network Services (CNS) (<http://www.cns.vt.edu/>):

CNS should review an individual's plan to acquire telecommunications service while traveling abroad. This should be done prior to the trip. There are cases where CNS may recommend a certain approach, or provide a solution based on their experiences. CNS is also charged with the responsibility to make sure telecommunications services are procured correctly.

When a person is traveling internationally, CNS is requesting that these costs be estimated and approved on the Travel Estimate and Approval Form. CNS can use this form as a departmental approval for that travel since the form will be signed by an authorized approver. Otherwise, a separate letter from an authorized approver is required before they can approve telecommunications services for an individual that will be traveling internationally. The department can send an image of this form attached to an email to Bill Blevins in CNS at blevins@vt.edu. As a best practice suggestion, CNS approval should be retained with departmental Travel Expense Reimbursement Voucher copies through: (a) CNS sign-off on the Estimate and Approval Form (next to CNS-approved charges line item) or, (b) an approval e-mail from CNS.

(2) Office of Export & Secure Research Compliance (OESRC) (<http://www.oesrc.researchcompliance.vt.edu/>) and Office of Sponsored Programs (OSP):

OESRC supports Virginia Tech's commitment to complying with U.S. laws and regulations applicable to export and trade sanctions. OESRC is charged with this task, and thus require that international travel be reviewed prior to departure.

When a person is traveling internationally OESRC requests that a copy of the Travel Estimate and Approval Form be provided to OESRC for their review. The department can send an image of this form attached to an email to Amanda Gland in OESRC at agland@vt.edu. OESRC will review the request and contact the department if necessary. If the international travel is charged to a sponsored fund, OESRC will forward the form to the Office of Sponsored Programs (OSP) for their approval. OSP will email the department with their approval. An electronic web-based form for communicating this information is under consideration and future developments will be disclosed in The Ledger.

(C) Authorized Approver departmental listing requests

If you need the most recent authorized-approver listing for your department, please contact an AP supervisor Michael Long (231-9308); Julie Rosenberger (231-2544); Jason Sayre (231-8551)) at the Controller's Office and they will provide that information. A finance web report will be developed in the future for this information and will be announced in The Ledger when available.

The Inn Now Accepting HokieMart Orders

Effective July 1, 2009, when using University funds, all departments can begin entering requests for services incurred at The Inn at Virginia Tech and Skelton Conference Center in HokieMart prior to the event/reservation. Due to the large number of purchase orders that will be generated by this new payment process. The Inn requests that you include the following information on all purchase order requests for services.

- Event Name (i.e., ABC Dean's Luncheon, lodging for Mr. Smith, etc.)
- Event and/or Reservation Date(s)
- Contact (the person in your office planning the event or reserving a guest room)
- Contact at The Inn (the person you are working with at The Inn)
- Event Order number(s) or guest room confirmation number(s)

Please include any additional information that would be helpful to identify your event(s) or reservation(s) and expedite the request.

When entering the order in HokieMart select the interdepartmental service request form. The supplier is listed as VT The Inn at Virginia Tech and Skelton Conference Center. Your order is an estimate. The actual charges will be billed.

There is an option of entering a blanket order for the fiscal year, July 1, 2009 – June 30, 2010. Be sure to include “blanket order” in the description of the purchase order. This will give you the ability to only enter one order per fund.

There may be a person in your office/department that is not a HokieMart user but does plan events, make guest room reservations or makes an occasional reservation in Preston's Restaurant; therefore, it is very important to pass this information along to other members of your office/department who do not receive The Ledger or The Cart.

New Accounting Procedure for Departmental Share of Royalty Payments from VTIP

Effective July 1, 2009, a procedural change is being made regarding the accounting of the departmental portion of royalty payments received from the commercialization of intellectual properties from VTIP. Previously, most of these resources were deposited with the Virginia Tech Foundation. Since they are not gifts, they will now be deposited as revenues (account code 0252) in a new series of funds established for each department. The funds will be in the 579xxx series. The Budget Office will establish the initial series of funds based on activity and notify affected departments. Departments will neither gain nor lose resources as a result of this change.

As royalty revenues are deposited, the Budget Office will establish budgets equal to revenues. Expenditures from these funds must comply with state rules and regulations. Fund balances will carry forward automatically at the end of each fiscal year. Departments that need additional Banner funds should contact Christine Snider in the Budget Office. Departments will be able to transfer budgets within this fund type.

If you have questions regarding this accounting change, please contact Stacy King (kings@vt.edu) in the Controller's office. Questions about the new budget process should be directed to Travis Hundley in the Office of Budget and Financial Planning at tlhundley@vt.edu.