DISBURSEMENTS

Accounts Payable/Payroll, E-1S Processing Quarterly Newsletter Issue 5 March 1, 2007

IMPORTANT TRAVEL REIMBURSEMENT CHANGE

Effective April 2, 2007, Old Dominion University will no longer issue travel reimbursements via check. The University must comply with the State mandate to issue all reimbursements via direct deposit. Accounts Payable will contact travelers who submit a travel reimbursement request after April 2nd but do not have an ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form on file.

- The ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form must be completed and submitted to Linda Wallace in Accounts Payable.
- The ODU Accounts Payable Travel/Petty Cash Reimbursement Direct Deposit Enrollment Form is available from the Office of Finance web site under Faculty/Staff Forms. *This form should not be confused with the Employee Payroll Direct Deposit Form.*
- A new form should be submitted when banking information changes so reimbursements can be deposited to your correct bank account.

TRAVEL

Travel Reminders

The following areas are identified as needing special attention.

Guaranteed Hotel Reservations. When making hotel reservations using your Corporate Travel Card, be sure to ask the hotel not to charge your card for a one-night deposit if your travel is scheduled far in the future. Ask the hotel to bill the University directly. If a payment is needed immediately, prepare a prepayment purchase order for the one-night deposit. Hotel industry practice has changed and many hotels are charging credit cards a one-night deposit at the time the reservation is made. Travelers cannot be reimbursed until after a trip has taken place.

Estimated Cost of Proposed Travel.
This form is used to obtain pre-approval for all OVERNIGHT travel. Complete the form in advance of travel. Keep the original form – attach it to the Travel Expense Reimbursement Voucher when seeking travel reimbursement. Send a photocopy when requesting a travel advance or requesting approval for excess lodging.

Business Related Meal Statement.
This form is used in the following circumstances.

- It must be attached to the Travel Reimbursement Voucher for non-overnight, business meals.
- It must be attached to the Aramark Payment Authorization Form.
- It must be attached to any purchase order where food is ordered for an event.
- It must be attached to any petty cash form seeking reimbursement for food.

Be sure that the Business-Related Meal Statement is attached to the Travel Expense Reimbursement Voucher, the Aramark Payment Authorization Form, the purchase order, or the PC1 petty cash form.

Travel Expense Reimbursement Voucher Deadlines.

- Traveler submits to supervisor within 5 working days of trip completion
- Supervisor submits to AP within 3 working days of receipt from traveler
- ***If form is complete and accurate***, AP processing time is 5-7 working days.

COMING SOON

- New on-line travel expense reimbursement voucher
- The following forms are being combined into one form:
  - Estimated Cost of Proposed Travel
  - Excess Lodging Form
  - Out of Country

PAYROLL

Wage Time Slips are considered state documents and any falsification is considered fraud and could be grounds for termination. **The time slips should be signed and dated after all hours are worked and the form is completed. The date on the time slip should be a date AFTER the hours are worked.** When a supervisor signs and dates a wage time slip, the supervisor is certifying that all information contained is correct and that the employee worked the hours shown on the time slip.

Timeslip Transmittal. Do not send time slips without the Timeslip Transmittal or some other type of authorization form. For full information about Timeslip Transmittals, refer to the Payroll training materials available from the Office of Finance web site www.finance.odu.edu. Look under our Faculty/Staff link for the Certificate in University Financial Management.

Timeslip Transmittal/Check Distribution. Please review the address label information on the Check Distribution List and the Timeslip Transmittal Report and verify that the information is correct. Please send corrections via e-mail to Lisa Hecker at lhecker@odu.edu. Please be sure to include the following information with any correction: mail drop, department name, building and room number.

ACCOUNTS PAYABLE

Prompt Payment of Vendor Invoices.

The University is required to pay for all completely delivered goods and services by the required payment due date. Payments may be processed earlier than the required payment due date - if the vendor's cash discount terms are advantageous. The required payment due date is established by the terms of the contract. If a contract is not in existence, the required payment due date is set at thirty calendar days after the receipt of a proper invoice, or thirty days after the receipt of the goods or services, **whichever date is later.**

Please remember that the **proper** date to be used on the receiving report is the **actual** date that the goods and services are received at ODU - NOT the date that **you** sign the receiving report.

If you knowingly and wittingly use a date other than the **actual** date that the goods and/or services were received at ODU, this is considered a falsification of a state document and could result in disciplinary action.

Additionally, this inaccuracy has a direct and negative impact on Prompt Pay, which could open the University to sanctions.

Defects and Incorrect Billings must be documented in writing. Departments must provide documentation to Accounts Payable. The University must notify a supplier/provider of the goods or services of any impropriety within 15 calendar days of receipt of the vendor's invoice.

Aramark Catering.

- Departments must submit the Catering Request Form to Monarch Dining.
- The event is held.
- Monarch Dining submits an invoice to Accounts Payable and sends a copy of the invoice to the department.
- The department submits payment authorization
  - Aramark Payment Authorization Form
  - Business-Related Meal Statement (using the appropriate per diem rate)
  - Copy of the Aramark invoice
- Deadline for payment authorization – 3 working days after receipt of invoice from Aramark

Aramark Payment Authorization Form

This form is to be used to authorize all charges for Aramark (Webb Center and Ted Constant Convocation Center).

Reconciling Bookstore Charges.

- Departments are responsible for tracking and reconciling bookstore charges according to dates of purchase – keep receipts.
- Accounts Payable receives a summary of charges monthly.
- Accounts Payable posts charges to each budget reflected on the summary (currently running one month behind).
- Bookstore contact – Marc Katz , Follet, 683-0048.

ReconcilingCorporate Express Charges.

- Corporate Express is the University's contracted office supply vendor
- Departments are responsible for tracking and reconciling charges according to the date of purchase – keep receipts.
- Accounts Payable receives a summary of monthly charges.
- Accounts Payable posts charges to each budget reflected on the summary.

Worker Classification Review Process. The University is required to make every effort to ensure that individuals engaged to perform services at the University are properly classified – either as employees or as independent contractors. This classification process determines whether an individual is subject to employment tax withholding and W2 wage reporting (employee) or Form 1099 reporting (independent contractor with no tax withholding). Workers who are misclassified as independent contractors when they are actually employees can expose Old Dominion University to serious tax penalties. To assist departments in this complex process, we have revised our procedures for paying independent contractors.

Independent Personal Services Certification Form (IPSC) – formerly Certified Work Statement – must be completed **before** services are rendered. Complete this form each time your department wishes to pay an individual as an independent contractor.

Industry Practice (IP) Checklist – use for the service categories listed. For services listed on the checklist, send the checklist, the *original* IPSC, and procurement documents to Accounts Payable instead of Human Resources.

Worker Classification Review Questionnaire (formerly Independent Contractor Questionnaire) – required only for services not listed on the IP Checklist. Send the questionnaire and the *original* IPSC to Human Resources for review. If approved, send the completed/approved questionnaire, the IPSC, and procurement documents to Accounts Payable.

Full information on the worker classification process can be found on the Office of Finance web page (Faculty and Staff/Disbursements/ Accounts Payable/Independent Contractors).

Electronic Limited Purchase Orders (LPOs) – net 30. When departments are authorized to use electronic LPOs, it is important that copies be distributed to Accounts Payable.

1. ***Prior to making distribution copies***, be sure that the LPO is prepared, signed, and encumbered and that all special authorizations have been obtained.
2. Be sure to include the encumbrance date and the initials of the individual who encumbered the LPO.
3. For net-30 purchases (when the purchase order is ***not*** a prepayment), **send only the Accounts Payable copy to Accounts Payable immediately after encumbering.** Please circle "AP" – do *not* use a highlighter.

Prepayment Electronic Limited Purchase Orders (LPOs). Departments must send the following to Accounts Payable when requesting prepayment via an electronic LPO:

1. ***Prior to making distribution copies***, be sure that the LPO is prepared, signed, and encumbered and that all special authorizations have been obtained.
2. Be sure to include the encumbrance date and the initials of the individual who encumbered the LPO.
3. A copy marked "Vendor" (indicated by circling "Vendor" - **do not use highlighter)**
4. All required supporting documentation, such as order forms, must be attached.
5. A copy clearly marked "Accounts Payable Copy" (indicated by circling "AP" - **do not use a highlighter).**
6. Receiving copy, if applicable.

Encumbrance Reminder. For those campus customers authorized to use Limited Purchase Orders (LPOs), please remember to encumber all Limited Purchase Orders before sending any copies to Accounts Payable. Be sure to include the encumbrance date and the initials of the individual who encumbered the purchase order on the copy sent to Accounts Payable and be sure that the copy is clearly marked "Accounts Payable." Circle "AP" – do not use highlighter.

Receiving Reports.
Accounts Payable cannot begin the payment process without a properly completed receiving report and a vendor invoice. **Accounts Payable must have a receiving report for *each* invoice to be paid**. Once goods/services are received and the order is satisfactory, departments are responsible for completing and submitting a receiving report to authorize payment:

1. Make a photocopy of the purchase order.
2. Indicate partial or complete.
3. Enter the ***actual* date received (refer to Prompt Payment of Invoices).**
4. Print name and title of the individual receiving the order.
5. The receiving individual must sign **in ink**.
6. Forward the ***original*** receiving report to Accounts Payable no later than 3 working days after receipt of goods/services. Keep a copy for your file.
7. DO NOT wait for Accounts Payable to request a receiving report.

For eVA purchase orders:

1. Make a photocopy of the purchase order.
2. Complete the receiving certification.
3. Indicate partial or complete.
4. Enter the ***actual* date received (refer to Prompt Payment of Invoices).**
5. Print name and title of the individual receiving the order.
6. The receiving individual must sign ***in ink.***
7. Forward the ***original*** receiving certification statement **and a copy of the purchase order** to Accounts Payable no later than 3 working days after receipt of goods/services. Keep a copy for your file.
8. DO NOT wait for Accounts Payable to request a receiving report.

Reminder Concerning Receiving Reports – To avoid delays in vendor payment processing, all receiving reports must be submitted to Accounts Payable as soon as possible, but in no case more than 3 working days after delivery. Receiving reports must contain an **original signature** and the **actual date** that the goods and services were received **(written in ink**). For Electronic Purchase orders, complete the receiving certification.

FAQ

What is a receiving report?

- A receiving report is the departmental payment authorization.
- Without a receiving report, the payment process cannot begin.
- The date on the receiving report is the **actual date goods/services are received NOT the date you are signing the form**
- AP must have an original receiving report (and original approval signature) for each invoice to be paid
    - Multiple invoices? Multiple receiving reports with ***original signature and date received.***
- ***Receiving reports should be submitted timely***

STAFF CONTACT INFORMATION

Assistant Controller for Disbursements	Sandra Ianuzi sianuzi@odu.edu
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Disbursements Processing Manager	Rosa Breathwaite rbreathw@odu.edu
Disbursements Audit Manager	Patricia Collins pcollins@odu.edu
Payroll Accountant	Rob Stall rstall@odu.edu
ACCOUNTS PAYABLE PROCESSING	
If company name begins with:	Please contact:
A – D	Annette Savage amsavage@odu.edu
E – K	Cristina Wray cwray@odu.edu
L – R	VACANT
S - Z	Danielle Achterfeld dachterf@odu.edu
AP Processing Supervisor	Barbara Stokes bstokes@odu.edu
TRAVEL PROCESSING	
Names A - H	Marlene Owens mowens@odu.edu
Names I - Q	Meghan Hudak mhudak@odu.edu
Names R - Z	Cecelia Turnbull cturnbul@odu.edu
ACCOUNTS PAYABLE AUDIT	
If company name begins with:	Please contact:
A – D	Deborah Goodman dgoodman@odu.edu
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PAYROLL PROCESSING	
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