Finance Updates
2008
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- Modifications to the Payment Requests
- Departmental Card Program
- Printing Services - Policies & Procedures
- Administrative Services Reorganization
Modifications to Payment Request

As of 02-04-2008, mandatory employee and supervisor signatures are being STRICTLY ENFORCED for the following:

• Payment Requests
• Travel reimbursements (Statement of Travel Expense form)
• Travel advances (if necessary)

For faculty, supervisor signatures will be taken care of in Administrative Services
## Modifications to Payment Request

### Categories Removed
- Advertising
- Legal fees
- Florists
- Lodging
- Membership / Dues
- Registrations
- Small vendors
- Subscriptions
- Taxi / Limo service

### Valid Categories
- Honoraria
- INS fees / Visa *(if applicable)*
- License & Inspection fees *(Non-software)*
- Postage
- Research Participants
- Travel Advances *(if necessary)*
- Travel Reimbursements
Departmental Card Program

• For the items on the **categories removed** list, Requisitions /Purchase Orders may be issued, and for those **not related to travel**, the P-Card is also a viable option.

• **Travel related expenses** such as; lodging and taxi/limousine services may be paid for with the T&E card or by personal credit card and reimbursed.

• The **preferred travel vendors**: Traveline & Flite II are also options for travel arrangements.
Departmental Card Program

D-Card

• Low dollar food and event products.

• Purchases MUST be directly related to the department and/or division.

• The D-Card is a corporate liability “purchasing” card rather than a “credit” card.

• Full liability rests with the University for immediate payment to the bank for all transactions.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum $ per transaction</td>
<td>$500.00</td>
</tr>
<tr>
<td>Number of transactions per day:</td>
<td>No Limit</td>
</tr>
<tr>
<td>Maximum dollar per card per cycle:</td>
<td>$4,999.00</td>
</tr>
<tr>
<td>Merchants accepted for use:</td>
<td>Food, Beverage, and retail in support of division or departmental campus events.</td>
</tr>
<tr>
<td>Card Assignment</td>
<td>Administrative Services</td>
</tr>
<tr>
<td>Speed types Allowed as Default</td>
<td>Primary MUST BE OPRXX</td>
</tr>
</tbody>
</table>
Departmental Card Program

D-Card

What is the process for using the D-Card?

• Select vendor and be sure your order is within D-card guidelines.

• Contact Maya Gilbert to set up arrangements.

  • Sign out D-card
    – Vendor, amount, department, purpose, and the date.
    – 2 copies of the original receipt.
    – Speed type and account numbers.
    – Any additional information if necessary.
Departmental Card Program

D-Card

Administrative Services is responsible for the:

• Administration & oversight
  – Distributing the D-card and updating users of all changes.

• Monthly Reviews
  – Reconciling the monthly statement and the online transactions.

• Audits
  – Maintaining current records; receipts and statements.
Printing Policies

• Have been implemented to develop and deliver a range of strategic printing solutions for the University community.

• The policies will streamline and simplify the process of procurement and production while lowering costs.

• These policies will generate savings and ensure the consistent and transparent delivery of superior service.
Printing Policies

Standard University items ordered online:

• Business cards
• Letterhead
• Envelopes
• Mailing labels
• Binding
Printing Policies

Non-Standard items

(Catalogs, Newsletters, Brochures, Publications etc.)

• Printing has a web based ordering system for individual users to submit print orders and to obtain competitive bids.

• We can request a quote online, which will then be distributed to a preferred printer vendor’s list for bid.
Printing Policies

• This list has been approved by use of the University and will be reviewed periodically and systematically to ensure the university’s need are supported.

• CWRU Printing Policies
Administrative Services Reorganization