

# WELCOME TO THE FOCUS ON FINANCE 2019 TRAINING SESSIONS

THIS IS A COMPLETE DOCUMENT WITH ALL OF THE FINANCE DEPARTMENTS SESSIONS  
COMPILED INTO ONE AREA.

NOT ALL THE SESSIONS HAD POWER POINT PRESENTATIONS. BELOW IS A LIST OF THE ONES  
THAT USED THEIR WEBSITE. IF YOU NEED ADDITIONAL TRAINING, PLEASE CONTACT THE  
APPROPRIATE OFFICE TO GET A TIME SCHEDULED

*FAMA WORK ORDERS-WEBSITE*

*ADMIN SERVICES AD ASTRA-WEBSITE*

*CATERING CATERTRAX-WEBSITE*

# Accounts Payable Training



# Accounts Payable Mission & Information

The primary mission of Accounts Payable is to ensure all payments processed by the department are done timely, accurately, and in compliance with the University; along with the federal and state rules and regulations, with excellent customer service and a commitment to continuous process improvement.

The following are some examples of the procedures in place for requesting payments for Vendors, Memberships, Subscriptions, Accreditation Fees, Agency, Stipends, and other types of payments.

All forms, instructions, and other pertinent information can be found on the Controller's web site at <http://www.atu.edu/controller/forms>.

# Accounts Payable Request for Payment

## Purchase Order Check Request

The following documents are required and must be received by Accounts Payable in order to process payments.

- Purchase Order (signed & dated by authorized supervisor)
- Original Invoice

Upon receipt of the above documents, Accounts Payable will process the invoice for payment in accordance with the established payment terms for that vendor. We ask that all purchase orders are forwarded to Accounts Payable directly after receiving goods or services. *When applicable, contracts or quotes are required.*

## Non-Purchase Order Check Request

The following documents are required and must be received by Accounts Payable in order to process payments for non-purchase order check requests.

- Check Request Form
- Invoice or Itemized Receipts
- Memo from Department Supervisor (in certain circumstances, \*please see slide eight (8) for additional information)

Upon receipt of the above documents, Accounts Payable will process the check request for payment. We ask that all check requests and documents are forwarded to Accounts Payable directly after receiving goods or services.

An explanation of required documents to follow.



# Supporting Documentation

## Purchase Order Check Request

### Acceptable Documentation:

- **Invoice** (original)
  - Vendor name, address, & phone number
  - Invoice date & number
  - Purchase order number
  - Description of goods/services
  - Amount of goods/services
  - Sales tax (if applicable)
  - Shipping charges (if applicable)
  - Total amount due

### Additional Supporting Documentation (if applicable):

- When available – forward packing slips with PO.
- When applicable – quotes or contracts are required. However, a quote or contract does not take the place of an invoice.

### Unacceptable Documentation:

- Personal Checks or Bank Statements
- Credit Card Statements or Receipts

## Non-Purchase Order Check Request

### Acceptable Documentation:

- **Invoice** (original)
  - Vendor name, address, & phone number
  - Invoice date & number
  - Purchase order number
  - Description of goods/services
  - Amount of goods/services
  - Sales tax (if applicable)
  - Shipping charges (if applicable)
  - Total amount due
- **Itemized Receipt**
- **Memo** (\*please see slide eight (8) for additional information)

### Unacceptable Documentation:

- Personal Checks or Bank Statements
- Credit Card Statements or Receipts

### Agency Check Request

- Please visit the Forms page at [www.atu.edu/controller](http://www.atu.edu/controller) for Agency check request instructions.

# Supporting Documentation Examples

## Sample Invoice

SHIPPING METHOD						SHIPPING TERMS						DELIVERY DATE					
QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL												
10.00	K2498	8 1/2 x 11 copy paper		\$ 28.92	\$ 289.20												
				<b>SUBTOTAL</b>	\$ 289.20												
				<b>SALES TAX</b>	8.50%												
				<b>TOTAL</b>	\$ 313.78												

Remit to Address:  
 Office Supply Inc.  
 P.O. Box 100  
 Russellville, AR 72811

Payment Terms: Net 30

**Thank you for your business**

- Vendor name, address, & phone number
- Invoice date & number
- Purchase order number
- Description of goods/services
- Amount of goods/services
- Sales tax (if applicable)
- Shipping charges (if applicable)
- Total amount due

## Sample Handwritten Invoice

Salesperson	Shipping Method	PO Number	Delivery Date	Payment Terms	Due Date
Joe Miller		PO0917519	11-5-14	Due on receipt	10th

Qty	Item #	Description	Unit Price	Discount	Line Total
5	12845XX	Paper, Carb	20.00	-	100.00
4 doz.	XX15809V1	Pen, Red	5.43	-	27.15
1	VCT1240	Add Machine	45.27	-	45.27
Shipping					7.87
Subtotal					180.29
Sales Tax					16.23
Total					196.52

*Joe Miller*

Remit to:  
 Office Supply Chain Store  
 PO Box 51978  
 Little Rock, AR 72001


Make all checks payable to Office Supply Chain Store  
**Thank you for your business!**

Handwritten invoices require all information as other invoices, as well as, a *company representative signature*.

If an incomplete invoice is received, it will be returned for corrections to the appropriate department.

# Purchase Orders

- Prior to making a purchase with a vendor, a requisition must be entered and a purchase order created. For questions regarding requisitions and purchase orders, please contact Purchasing at [www.atu.edu/purchasing](http://www.atu.edu/purchasing) or 968-0269.
- Upon receiving goods/services, print purchase order
- Complete bottom right portion of the purchase order:
  - Enter the date goods/services are received
  - Mark Final, if order is complete, or Partial, if order is incomplete
  - Enter date of approval
  - Departmental Supervisor signature is required

 <b>Arkansas Tech University</b> Purchasing Department Young Bldg Suite 101 203 West O Street Russellville, AR 72801-2222 Phone: (479) 968-0269 Fax: (479) 968-0633		Page 1		
SEND INVOICES TO: ATU ACCOUNTS PAYABLE 1505 NORTH BOULDER AVENUE ROOM 302 RUSSELLVILLE, AR 72801-2222		PO Number: P0096982 Issue Date: 01/06/15 Delivery Date: 01/13/15 REQ Number: R0090739 THE UNIVERSITY IS SUBJECT TO AR SALES TAX. STATE OF ARKANSAS: 6.5% CITY & COUNTY: 2.5%		
Vendor No: T01154011 Goddess Products, Inc. 624 E. 12th Street North Little Rock AR 72114-4302		Ship to: Arkansas Tech University Cary Wills Controllers Office Browning Hall Room 302 1505 North Boulder Ave Russellville AR 72801		
Contact Person & Phone Cary Wills (479) 498-6032 ext.		FOB Destination - Prepaid Terms: Net 30 Days		
Item	Description	Quantity	Unit Cost	Total Cost
1	ARTECH R-1106	1.00 LOZ	305.7300	305.73
			TOTAL TAXES:	27.52
<b>TOTAL:</b>				<b>333.25</b>
Account Codes AFCONT 110000-340000-703916-250000- \$333.25		VENDOR INFORMATION: ID: T01154011 Phone: Fax: APPROVED _____ DATE RECD _____ FINAL _____ PARTIAL _____ DATE APPROVED _____ BY _____		
DEPARTMENTAL COPY				

- Paperclip the following forms together and forward to: Accounts Payable, Browning Hall, 3<sup>rd</sup> Floor

- Signed and approved Purchase Order
- Invoice
- \*Packing Slip
- \*\*Quote (if applicable)
- \*\*Contract (special services)

\*If available – forward packing slips with purchase order.


\*\*When applicable – quotes or contracts are required.

However, a quote or contract does not take the place of an invoice.

Contract (special services)

Quote (if applicable)

### Invoice

 <b>Arkansas Tech University</b> Purchasing Department Young Bldg Suite 101 203 West O Street Russellville, AR 72801-2222 Phone: (479) 968-0269 Fax: (479) 968-0633		Page 1																				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>Unit Cost</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>ARTECH R-1106</td> <td style="text-align: center;">1.00</td> <td style="text-align: right;">305.7300</td> <td style="text-align: right;">305.73</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL TAXES:</td> <td style="text-align: right;">27.52</td> </tr> <tr> <td colspan="4" style="text-align: right;"><b>TOTAL:</b></td> <td style="text-align: right;"><b>333.25</b></td> </tr> </tbody> </table>		Item	Description	Quantity	Unit Cost	Total Cost	1	ARTECH R-1106	1.00	305.7300	305.73	TOTAL TAXES:				27.52	<b>TOTAL:</b>				<b>333.25</b>	
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DEPARTMENTAL COPY

# Non-Purchase Order Check Request

Examples of check requests that do not require a purchase order are:

- Memberships
- Subscriptions
- Accreditation Fees
- Agency
- Stipends
- Postage
- FedEx or UPS

A Request for Check Form will need to be completed and the following attached:

- Invoice
- Itemized receipt (if applicable)
- \*Memo (if applicable)
- Contract (if applicable)

*\*A Purchase Order is required for all standard purchases, with the exception of those listed above. If the purchase order policy has not been followed for a standard purchase, please contact the Accounts Payable department at 968-0691 or 964-0512 for further instructions.*

# Request for Check Instructions

The Request for Check Form must be completed and submitted to Accounts Payable with supporting documentation in a timely manner. Incomplete forms will be returned, which will delay the payment process.

Please make sure that all required areas are filled in or marked appropriately.

- Mark the type of check
- Check Requested by: Department or Office
- FOAP: Fund, Organization, Account, & Program code for your department. (Account information can be found at [www.atu.edu](http://www.atu.edu), under Purchasing, Faculty & Staff, Account Code Listing.)
- Vendor Number/T Number (Refer to Banner – Self-Service)
- RA number (Remit Address, Refer to Banner – Self-Service)
- Check Payable To
- Send Check to Address
- Description of Goods/Services or Reason for Refund
- Amount of Check
- Requester Signature
- Approval Signature
- Signature of Payee (required when an invoice is not present, i.e. Stipends)

For Agency check request instructions, please visit the Forms page at [www.atu.edu/controller](http://www.atu.edu/controller).

***If, for any reason, the check issued is no longer required, please write VOID on the check and return the check to the Controller's Office, with an explanation, so that the check can be cancelled. Please do not shred the check.***

**ATU REQUEST FOR CHECK** DATE: \_\_\_\_\_

Honoraria    Game Officials    Refunds    Stipends    Agency Funds    Other

Supporting documentation **MUST** be attached to the Request for Check Form  
OR  
If no invoice is available, this form **MUST** be signed by the Payee and a memo submitted as documentation

**AGENCY FUND REQUESTS** must be submitted to the Accounting Office in Browning Hall, Rm 312 for verification. The Accounting Office will forward the check request to Accounts Payable.  
**OTHER CHECK REQUESTS** are to be submitted to Accounts Payable in Browning Hall, Rm 302.

Check Requested By: \_\_\_\_\_  
(Department or Office)

FOAPAL #:    Index    Fund    Organization    Account    Program

The vendor block must be completed before check request will be processed.

T: \_\_\_\_\_ RA: \_\_\_\_\_  
Vendor Number/T Number    Vendor Address No.

Check Payable To: \_\_\_\_\_  
Send Check To Address: \_\_\_\_\_

Check Box for Pickup  Email Address for Notifications: \_\_\_\_\_

Description of Services/Goods OR Reason for Refund: \_\_\_\_\_

Amount of Check \$ \_\_\_\_\_

Requested By: \_\_\_\_\_  
(Signature)

Approved By: \_\_\_\_\_  
(Signature of Immediate Supervisor)

Signature of Payee: \_\_\_\_\_  
(If required. See above)

Checks not mailed must be picked up by the payee only.

Form ATU-086    Revised June 2015

- Paperclip the following forms together and forward to: Accounts Payable, Browning Hall, 3<sup>rd</sup> Floor
  - Signed and approved Check Request Form
  - Invoice/Itemized Receipt *(all receipts smaller than a standard sheet of paper should be taped to an 8 1/2" x 11" sheet of paper, please do not staple)*
  - Memo (if applicable)
  - Contract (special services)

Contract (special services)

Memo (if applicable)

Invoice/Itemized Receipt

**ATU REQUEST FOR CHECK** DATE: \_\_\_\_\_

Honoraria   
  Game Officials   
  Refunds   
  Stipends   
  Agency Funds   
  Other

Supporting documentation **MUST** be attached to the Request for Check Form  
OR  
If no invoice is available, this form **MUST** be signed by the Payee and a memo submitted as documentation

**AGENCY FUND REQUESTS** must be submitted to the Accounting Office in Browning Hall, Rm 312 for verification. The Accounting Office will forward the check request to Accounts Payable.  
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Vendor Number/T Number      Vendor Address No.

Check Payable To: \_\_\_\_\_  
Send Check To Address: \_\_\_\_\_

Check Box for Pickup  Email Address for Notifications \_\_\_\_\_

Description of Services/Goods OR Reason for Refund: \_\_\_\_\_

Amount of Check \$ \_\_\_\_\_

Requested By: \_\_\_\_\_  
(Signature)

Approved By: \_\_\_\_\_  
(Signature of Immediate Supervisor)

Signature of Payee: \_\_\_\_\_  
(If required. See above)

Checks not mailed must be picked up by the payee only.

Form ATU-088      Revised June 2015      [Clear Form](#)



# Accounts Payable Contact Information

For questions regarding the Accounts Payable process please contact us at 968-0691 or 964-0512.

All forms, instructions, and training are located on-line at:

<http://www.atu.edu/controller> or under on-line forms at [www.atu.edu](http://www.atu.edu).

Arkansas Tech University

Controller's Office, Browning Hall, 3<sup>rd</sup> floor

1505 N Boulder Ave

Russellville, AR 72801



# Agency Account Training

How to Complete an  
Agency Check Request Form

# Accounts Payable Mission & Information

The primary mission of Accounts Payable is to ensure all payments processed by the department are done timely, accurately, and in compliance with the University; along with the federal and state rules and regulations, with excellent customer service and a commitment to continuous process improvement.

The following information is in place to assist all Agencies on campus with detailed instructions on how to complete an Agency Check Request form.

All forms, instructions, and other pertinent information can be found on the Controller's web site at <http://www.atu.edu/controller/forms>.

# Request for Check Instructions

The Request for Check Form must be completed and submitted to the Accounting Office with supporting documentation in a timely manner. Incomplete forms will be returned, which will delay the payment process. All complete forms will be reviewed by the Accounting Office for funding availability & forwarded to A/P for processing.

Please make sure that all required areas are filled in or marked appropriately.

- Mark: Agency Funds
- Check Requested by: Department or Office
- FOAPAL: Agencies will fill in the Fund & Account only.
- Vendor Number/T Number (Refer to Banner – Self-Service)
- RA number (Remit Address, Refer to Banner – Self-Service)
- Check Payable To
- Send Check to Address/or email address for pick-up
- Description of Goods/Services
- Amount of Check
- Requester Signature
- Approval Signature (Authorized Personnel Signature – Agencies/Organizations should maintain a copy of the approved personnel)

**ATU REQUEST FOR CHECK** DATE: \_\_\_\_\_

Honoraria   
  Grants/Officits   
  Refunds   
  Stipends   
  Agency Funds   
  Other

Supporting documentation **MUST** be attached to the Request for Check Form  
OR  
If no invoice is available, this form **MUST** be signed by the Payee and a memo submitted as documentation

**AGENCY FUND REQUESTS** must be submitted to the Accounting Office in Browning Hall, Rm. 312 for verification. The Accounting Office will forward the check request to Accounts Payable.  
**OTHER CHECK REQUESTS** are to be submitted to Accounts Payable in Browning Hall, Rm 302.

Check Requested By: \_\_\_\_\_  
(Department or Office)

FOAPAL #:    Index    Fund    Organization    Account    Program

The vendor block must be completed before check request will be processed.

T \_\_\_\_\_ RA \_\_\_\_\_  
Vendor Number/T Number    Vendor Address No.

Check Payable To: \_\_\_\_\_  
Send Check To Address: \_\_\_\_\_

Check Box for Pickup  Email Address for Notifications \_\_\_\_\_

Description of Services/Goods OR Reason for Refund: \_\_\_\_\_

Amount of Check \$ \_\_\_\_\_

Requested By: \_\_\_\_\_  
(Signature)

Approved By: \_\_\_\_\_  
(Signature of Immediate Supervisor)

Signature of Payee: \_\_\_\_\_  
(If required. See above)

Checks not mailed must be picked up by the payee only.

Form ATU-098    Revised June 2016

# Supporting Documentation

The following supporting documentation must be attached to the Request for Check form. Please do not staple documents or forms together.

## Acceptable Supporting Documentation

- Invoices – listing goods/services
- Receipts – listing goods/services
  - Hand-written receipts must be signed by company representative and include the company name & address on the receipt
- Memos
  - For donations to other organizations

## Unacceptable Supporting Documentation

- Debit/Credit Card Receipts
- Bank Statements
- Credit Card Statements

Receipts should be securely taped to an 8 ½ X 11” sheet of paper

# Additional Information

- Payees may not request or approve their own check
- Checks will be mailed to Payee, unless otherwise noted
  - Make a note on the *Request for Check* form if Payee would prefer to pick-up the check
    - Include Payee's email address. The Disbursing office will email Payee when the check is ready to pick-up
    - Checks made out to individuals must be picked up by the Payee only (ID is required)
  - Checks made out to vendors that are picked up will have a *Receipt of Check Statement* attached
    - Individual picking up the check must sign out the check
    - Vendor must sign Receipt of Check Statement, showing receipt of the check
    - Receipt of Check Statement must be returned to the Disbursing office within 5 business days of delivery (Disbursing, Browning Hall, Room 307)
- If a Vendor does not have a T number, please contact the Purchasing office to set one up before submitting a request
- Incomplete forms will be returned
- If there are errors on the form or with the back up information, the individual who requested the check will be contacted via email in order to correct the errors
- Please allow 3-5 business days to process requests
- Agency checks are printed on Wednesdays & Fridays only

***If, for any reason, the check issued is no longer required, please write VOID on the check and return the check to the Controller's Office, with an explanation, so that the check can be cancelled. Please do not shred the check.***

# Gifts/Prizes/Awards

All purchases for Gifts/Prizes/Awards must have prior approval from the Controller's Office before purchases are made. Please forward the completed Pre-Approval form to Donna Rankin through campus mail or via email at [drankin@atu.edu](mailto:drankin@atu.edu).

- For goods over \$50, gift cards, or cash, the Gift/Prize/Award Reporting Form must be filled out by each recipient and submitted with the Request for Check form.
- Request for checks will not be processed until the correct forms are received for purchases of stated Gifts/Prizes/Awards.
- Please carefully review all procedures prior to making purchases and submitting requests.



# Agency Contact Information

For questions regarding the Agency check request process, please contact the Accounting department at 968-0395 or [slatus@atu.edu](mailto:slatus@atu.edu).

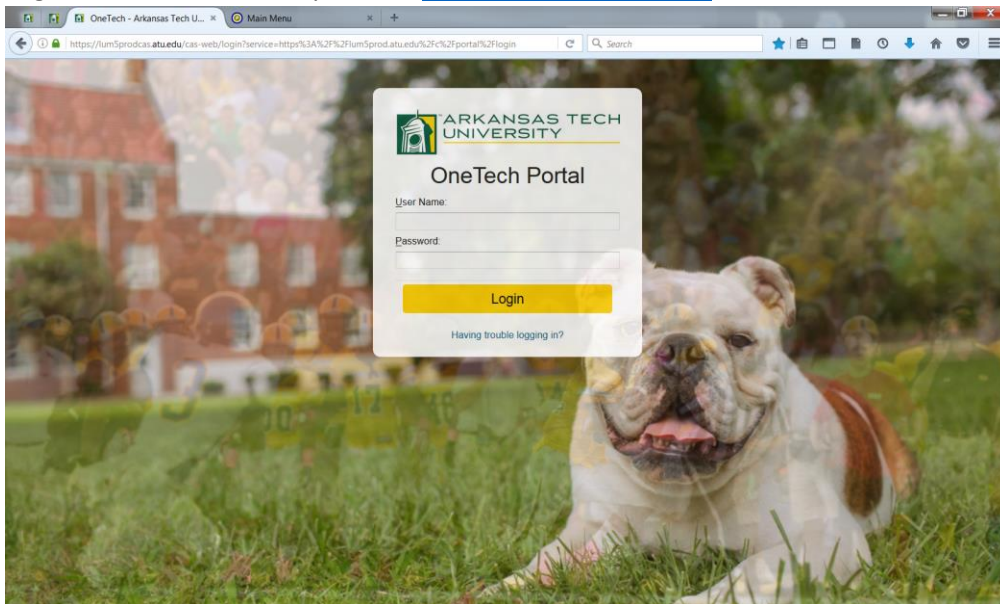
All forms, instructions, and training are located on-line at:  
<http://www.atu.edu/controller> or under on-line forms at [www.atu.edu](http://www.atu.edu).

Arkansas Tech University  
Accounting Office, Browning Hall, Room 312  
1505 N Boulder Ave  
Russellville, AR 72801  
Phone: 479-968-0395  
email: [slatus@atu.edu](mailto:slatus@atu.edu)

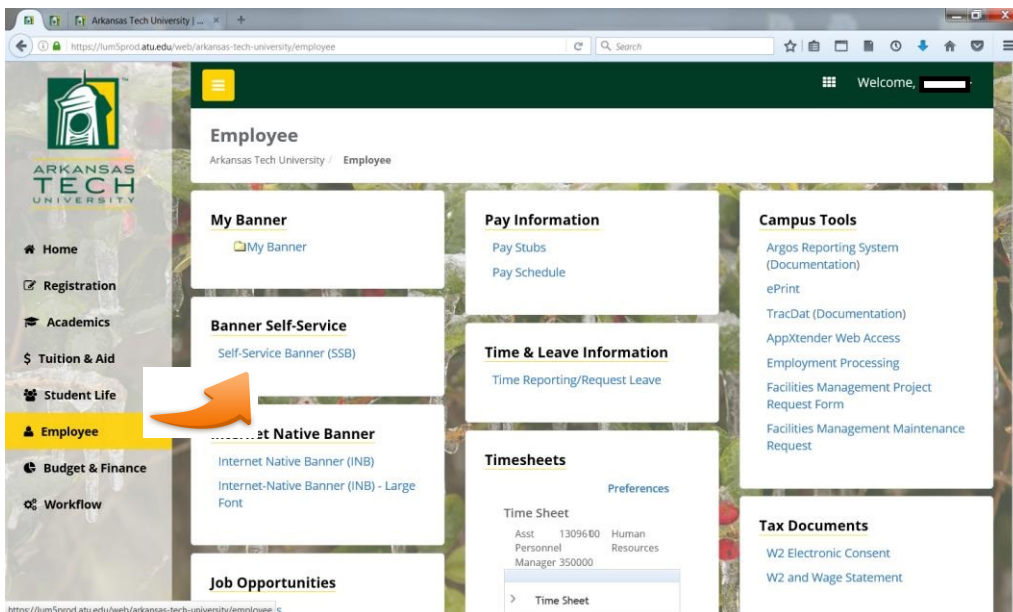
# Accounts Payable Direct Deposit Reimbursement Enrollment

The Controller's Office is excited to announce the option for employees to receive travel reimbursements by direct deposit instead of a check. Simply follow the steps below to enroll:

1. Log on to ATU's OneTech portal at <https://onetech.atu.edu>:

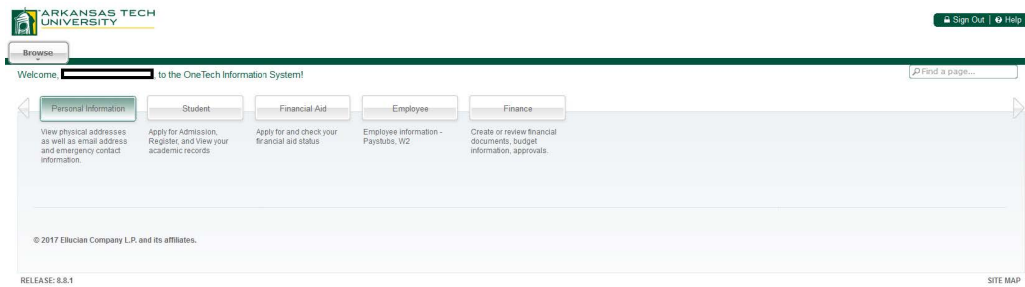


2. Click on "**Employee**" located on the left-hand navigation menu, and then click on "**Self-Service Banner**":

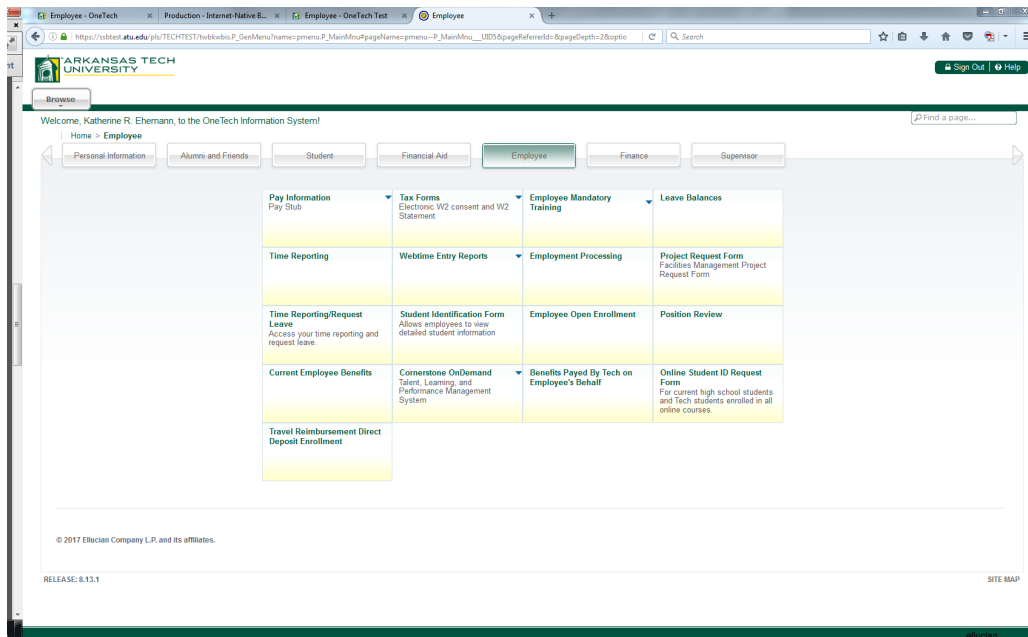




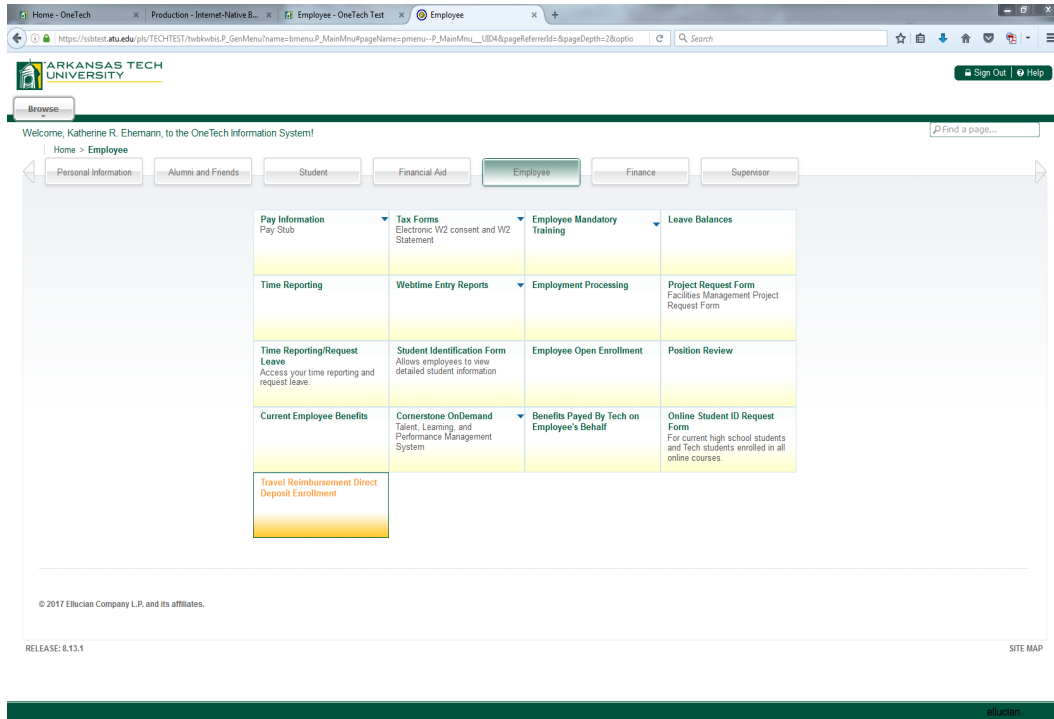
3. You will be directed to the page below.



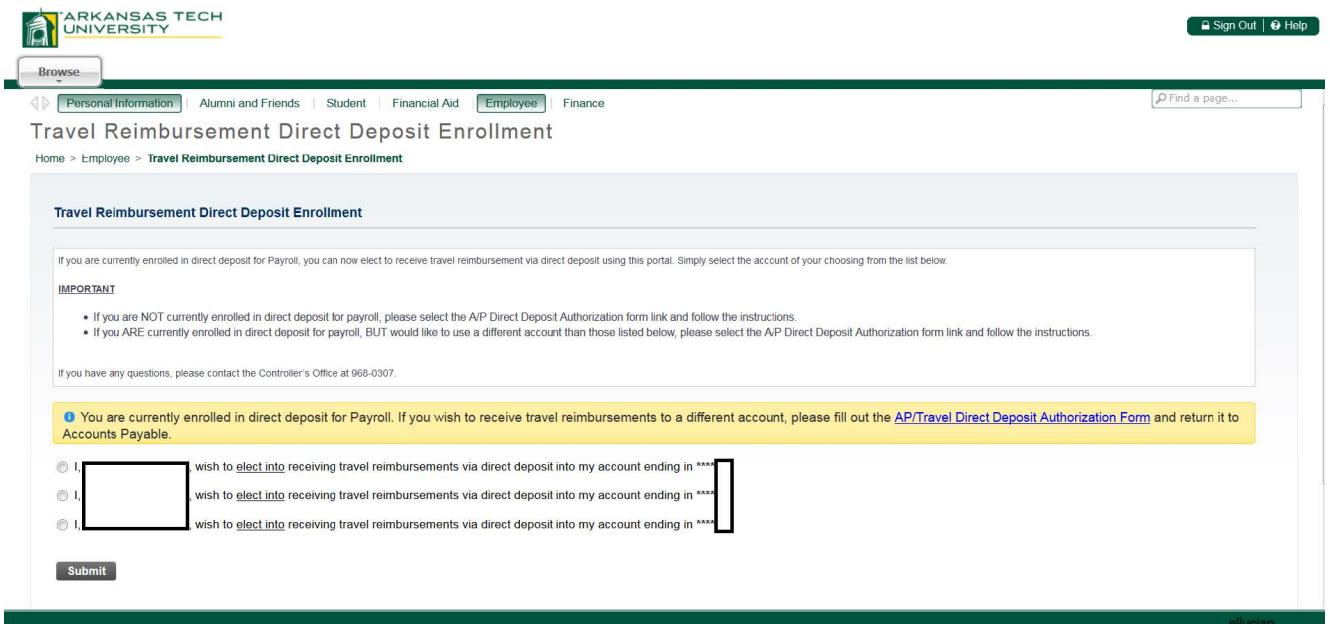
4. Click on the Employee tab located at the top – It should look like the following:



5. Now click on the Travel Reimbursement Direct Deposit Enrollment.



6. The yellow message bar displays your current direct deposit enrollment. To enroll in direct deposits for Accounts Payable employee travel reimbursements, choose one of the accounts listed and Submit.
- If you do not have an active direct deposit account listed or you would like AP travel reimbursements to go to a new account, you will need to enroll by completing the form located at <http://www.atu.edu/controller/forms>



7. After submitting, the screen will show your current enrollment in the yellow message bar. This completes your enrollment through the OneTech Portal.

If you didn't choose one of the listed accounts and are required to complete the form, please return the completed form and a voided check to Accounts Payable.

ARKANSAS TECH UNIVERSITY Sign Out

Browse

Personal Information | Alumni and Friends | Student | Financial Aid | **Employee** | Finance Find a page...

### Travel Reimbursement Direct Deposit Enrollment

Home > Employee > Travel Reimbursement Direct Deposit Enrollment

#### Travel Reimbursement Direct Deposit Enrollment

If you are currently enrolled in direct deposit for Payroll, you can now elect to receive travel reimbursement via direct deposit using this portal. Simply select the account of your choosing from the list below.

**IMPORTANT**

- If you are NOT currently enrolled in direct deposit for payroll, please select the A/P Direct Deposit Authorization form link and follow the instructions.
- If you ARE currently enrolled in direct deposit for payroll, BUT would like to use a different account than those listed below, please select the A/P Direct Deposit Authorization form link and follow the instructions.

If you have any questions, please contact the Controller's Office at 968-0307.

**i** You are currently enrolled in direct deposit for travel reimbursements. You may choose to opt-out from receiving travel reimbursements via direct deposit below.

wish to opt-out from receiving travel reimbursements via direct deposit into my account ending in \*\*\*\*

# Administrative Service & The Office of Events

INVENTORY, MEAL PLANS, EVENTS MANAGEMENT





# Who are We??

- ▶ Missy Hubbard - Oversee our Department
- ▶ Lena Couch – Fiscal Support Specialist
- ▶ Rachel Broussard – Special Event Coordinator
- ▶ Satya Batchu – Upcoming GA for Office of Events
- ▶ <https://www.atu.edu/adminservices/index.php>



# INVENTORY

TRACKING, TAGGING, REMOVAL, TRANSFER, REPURPOSE, 16<sup>TH</sup> STREET  
WAREHOUSE



# The goals for the Inventory Manager include:

1. Provide a means of collecting, storing, updating, and retrieving equipment inventory information.
2. Provide departments with accurate and timely information concerning equipment under their control.
3. Maintain database for calculating and documenting equipment placement by building and room.
4. Comply with inventory management principals governed by the University and state of Arkansas guidelines.



- 
5. Provide data for capitalization and depreciation entries for the University's general ledger.
  6. Record and reconcile the results of the annual equipment audit as received from the University's departments.
  7. Timely process departmentally prepared internal transfer, inter-departmental transfer, property removal, property storage, and technical removal forms.
  8. Comply with all disposition and transfer regulations established by the State of Arkansas Department of Finance and Administration, Division of Marketing and Redistribution.



# What is Inventory?

- ▶ These items will be tagged and entered into the University's inventory database:
- ▶ **Capital Assets**
- ▶ **Non-Capital Assets**
- ▶ **Non-Capital, High-Risk Assets**: costing between **\$500** and **\$999.99**
- ▶ **All other assets**

# CAPITAL ASSETS

**Capital Assets:** Any movable property valued at **\$5000 and above.\***

All Capital Assets will receive a **RED** Inventory tag.

Capital Assets are subject to annual State Audits

Administrative Services is responsible for tagging Capital Assets, however the Controllers Office tracks the property in Assetworks.



# Non-Capital Assets

- ▶ **Non-Capital Assets:** Any movable property valued between \$1000 and \$4999.\*
- ▶ **Administrative Services tags and tracks all Non-Capital Assets**
- ▶ **Non-Capital Assets will receive a GREEN ATU Property tag**



# Non-Capital, High-Risk Assets

costing between \$500 and \$999.99 .\*



# All other assets

These assets will not be tagged or entered into the University's database. However, these items are still considered State Property and cannot be disposed of without following Arkansas Tech University's guidelines for disposal of property.

# DISPOSAL OF STATE PROPERTY!!

## **VERY IMPORTANT!**

- ▶ YOU CANNOT throw away any State property
- ▶ Please complete the appropriate forms for removal
- ▶ We must get permission from M&& (State of Arkansas) to dispose or sell any State property.
- ▶ It is vital that all individuals follow this policy!



# Tagging University Property

- ▶ The initial process of placing an item on the inventory system begins when a Purchase Order is received by the Inventory Manager in the Department of Administrative Services. From this PO the item will immediately be assigned an official university property tag and pertinent information will be entered into Assetworks. It is the Departmental Inventory Specialist responsibility to notify the Inventory Manager when the equipment has been received so the proper inventory tag may be placed on the item. At this point the Inventory Manager will note the location and serial number of the item in Assetworks. Any movement after this point must be communicated to the Inventory Manager so the information in Assetworks may be updated.
- ▶ \*\*\* A special note concerning computers as they pose a unique challenge. Computer systems are purchased as a “bundle” on a single PO. A CPU, monitor, keyboard, and mouse are considered part of the bundle. For administrative purposes, the CPU will be tagged and tracked as the main unit of the microcomputer system. As such, the CPU only is considered complete and tracked in Assetworks.



# Your Role with Inventory


YOU are the DEPARTMENTAL INVENTORY SPECIALIST!!! YAY YOU!!  
SORRY THERE IS NO EXTRA COMPENSATION FOR THIS ROLE! ;)

The Departmental Inventory Specialist will be responsible for the day-to-day inventory processed within the department and will serve as the contact person to the Inventory Manager in the Department of Administrative Services. The coordinator must be a full-time employee and may not be a student.

## Your role

- To work with our Office to identify/tag/remove any State of Arkansas property that is in your department





To track all departmental Inventory – Capital and Non-Capital Assets in your department and notify the Inventory Manager of any changes in your Inventory.

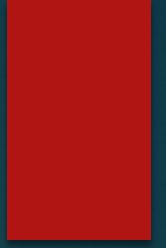
- Assist with yearly State Audits. Locating and identifying requested Capital Assets
- Account for and return the yearly Inventory in a timely manner with any additions and/or deletions

# STATE AUDITORS

- ▶ On campus Mid August – Mid to End of October
- ▶ Random list of Capital Assets
- ▶ We must find and identify these items
- ▶ They must have an ATU issued Inventory tag
- ▶ If we cannot locate the requested item – it results in a comment on the audit and that is what we strive to NOT happen.



16<sup>th</sup> STREET  
WAREHOUSE!!!





# Budget Office

**RCB Room 406**

**Phone: 964-0821**

**<https://www.atu.edu/budget/>**



# WHO WE ARE

## ▶ The Budget Team

- ▶ Sandra Cheffer, Director of Budget
  - ▶ Matt Fraser, Assistant Budget Director
  - ▶ Karen Alexander, Coordinator of Grants Management
  - ▶ Lou Ann Reeves, Business Manager
  - ▶ Becky Summey, Budget Specialist
  - ▶ Thomas Walker, Restricted Fund Accountant
- ▶ Responsible for: budget development, allocation and oversight, financial planning, grant and special projects management (restricted funds accounting), financial reporting
- ▶ Goal: to ensure funds availability and proper handling of funds in compliance with budget, state, federal guidelines and laws

# GRANTS & SPECIAL PROJECTS

- ▶ Overview of E&G and Restricted Funds
- ▶ SPUI and Budget Grant roles
  - ▶ SPUI
  - ▶ Budget
- ▶ Expenditure alignment with grant guidelines
- ▶ Time and Effort reports
- ▶ P-card purchases
- ▶ Matching
- ▶ Indirect Cost

# BUDGET ALLOCATION AND OVERSIGHT

## ▶ FOAPAL

- ▶ F: Fund - Russellville, Ozark, Grant, Camp, Restricted
- ▶ O: Organization - Department
- ▶ A: Account - Expense category
- ▶ P: Program - Activity

## ▶ Budget transfer

- ▶ Paper form available on website
- ▶ Work Flow

## ▶ Budget transfer vs. recode of expense

- ▶ Transfer - before expense occurs
- ▶ Recode - after expense has occurred



# NEW TOOLS!!

- ▶ One Tech Financial Advisor Dashboard
- ▶ Excel Budget and Payroll Spreadsheet

# Financial Advisor Dashboard

Arkansas Tech University / Budget & Finance

**Financial Advisor** Preferences

The chart displays financial data for five categories. The y-axis represents dollar amounts from \$0 to \$400,000. Category 1 has the highest value at approximately \$380,721. Category 2 is at approximately \$175,636, and Category 3 is at approximately \$45,891. Categories 4 and 5 show zero activity.

Legend	Fund	Orgn	Adjusted Budget	YTD Activity / Commitments	Available Balance	Percent Spent	Percent Available
1	217700		380,721	0	380,721	0.00	100.00
2	110000	315060	175,636	45,891	129,746	26.13	73.87
3			0	0	0		
4			0	0	0		
5			0	0	0		

**Reqs and POs**

- [Create a Requisition](#)
- [Create a Purchase Order](#)
- [Check Available Balance](#)

**Approval Alerts**

You have no documents pending approval

**Finance Alerts Grants**

No Grants are scheduled to end in selected time period

# FUTURE TRAINING SESSIONS

- ▶ College Work Study
  - ▶ August 16 in RPL 331
  - ▶ 9:30-11:00 and 2:30-4:00
- ▶ Self-Service Budget Viewing
  - ▶ October 30 in RPL 331
  - ▶ 9:00 and 2:00

# Facilities Management Motor Pool

2505 Red Hill Lane

**Dona Kirkpatrick 968-0317**

**Website: [www.atu.edu/facilities](http://www.atu.edu/facilities)**



**Must be on  
CDL List**

1-Motor Coach Bus that holds 56 Passengers plus driver  
\$2.75 per mile  
This covers mileage, gas, and driver

**On Overnight stays the  
Department/Agency is  
responsible for lodging  
and meals for Bus Drivers**

2-Mini Buses that holds 28 Passengers plus driver  
.70 per mile

3-Passenger Vans that holds 11 passengers plus driver  
Starting fee of \$50.00

**Must be 21 years old  
to drive Motor Pool  
Vans or Cars**

5-Cars that holds a total of 5 Passengers  
.44 per mile







**Fuel Cards that can be used when going over 100 miles using Motor Pool Vehicles or Rental Cars from Enterprise.**

**STEPS** to use a WEX Fuel Card

Need a WEX Fuel Card ID Number

Call Motor Pool and give first and last name and T number

Need at least 2 days prior to travel for activation on Fuel Card prior to travel date.



# Steps to Reserve a Motor Pool Vehicle

## STEP 1

You must call to make reservations for any Motor Pool vehicle  
Dona Kirkpatrick at 479-968-0317 or 968-0261  
[dkirkpatrick@atu.edu](mailto:dkirkpatrick@atu.edu)

Need at least  
24 hr. Notice

## STEP 2

**Submit a Requisition** to the Travel Office including the following information:  
**Who** (Driver) **What** (Vehicle) **When** (Date) **Where** (Location) **Why** (Reason)

NO Purchase Order,  
NO Travel

## Rules to Remember

- ➔ All University vehicles are to be used for official business only and **not used for personal use**.
- ➔ Occupants are **strictly limited** to faculty, staff, current ATU students and individuals registered with an official University event which is limited to camps and conferences. Friends and family may not accompany passengers on the van if they are not a member of one of these groups.
- ➔ Seat belts must be worn at all times by the driver and passengers when accessible.
- ➔ No smoking is allowed in University vehicles.
- ➔ The use of a handheld wireless telephone while operating a motor vehicle is prohibited
- ➔ CDL Drivers will be paid \$10.49 per hour, on-duty behind the wheel of the bus or Monitoring (setting on bus), otherwise considered off-duty.
- ➔ Traffic violations must be reported to the driver's supervisor within 24 hours of the occurrence, or by the following business day.

# VEHICLE ASSIGNMENT

Assigned To: \_\_\_\_\_ Date: \_\_\_\_\_ Vehicle # \_\_\_\_\_

Beginning Odometer Reading \_\_\_\_\_ Ending Odometer Reading \_\_\_\_\_

Date Returned \_\_\_\_\_ Signature of Driver \_\_\_\_\_

**\*\*\* PLEASE PARK VEHICLE AT FACILITIES MANAGEMENT PARKING LOT UPON RETURN\*\*\***

**Please complete this form and turn in with keys, WEX credit card and receipts for fuel.**

**The driver is responsible for removing all trash from vehicle.**

Vehicle repairs needed: \_\_\_\_\_

Completed by Motor Pool

Total Miles Charged \_\_\_\_\_ Rate \_\_\_\_\_ Amount \_\_\_\_\_

**THE DRIVER IS RESPONSIBLE FOR BREAKDOWNS ON THE ROAD OR AFTER HOURS  
PLEASE READ THE INFORMATION ON THE BACK**





### **BREAKDOWN INFORMATION:**

1. Monday through Friday 7:00 am to 5:00 pm, call 479-968-0317 to report a breakdown.
2. The Motor Pool is not able to provide Roadside Assistance outside of Pope County and/or outside the normal working hours listed above. Do not plan on a replacement vehicle from the motor pool, they are usually not available.
3. **HAVE A BACKUP PLAN IN THE EVENT OF A BREAKDOWN. THE LISTED DRIVER IS RESPONSIBLE FOR HANDLING BREAKDOWNS.**
4. The WEX card may be used for repairs if the vendor accepts WEX. Be sure to obtain an itemized receipt.
5. If you decide to leave the vehicle, remove the keys, all personal belongings, and lock the vehicle.
6. If the vehicle is towed, report the location of the vehicle to the Motor Pool as quickly as possible.



Thank  
you

Dona Kirkpatrick  
Fiscal Support Specialist for MotorPool  
[dkirkpatrick@atu.edu](mailto:dkirkpatrick@atu.edu) 968-0317



# Hiring Process: Student Workers, GA's, and Extra Labor positions

Presented by Human Resources

# Overview

- ▶ Student Employment Procedures
  - ▶ Request Forms
  - ▶ Background Checks (If student needs system access)
    - ▶ Required as part of the Student Employment Handbook
  - ▶ Personnel Packets
- ▶ Terminations



# Student Employment Procedures

- ▶ When a department offers a student a job
  - ▶ Supervisor will prepare a “Request/Assignment for Student Employment”
  - ▶ Supervisor will send new student worker to Human Resources on or before their first day of work, with appropriate IDs for the I-9 form and a voided check for the direct deposit form.
  - ▶ If student needs system access, supervisor submits the background request through Self-Service Banner
    - ▶ Takes about one week to complete
    - ▶ Good for one year
- ▶ Requests received after the 22nd of each month may not be processed until the following month
- ▶ Make a copy of the Request form and keep for departmental records and for later termination of assignment.

# Student Employment Procedures Cont.

- ▶ We will provide student with an employment packet which contains:
  - ▶ Personnel Data Event Form
  - ▶ I-9 Form
  - ▶ State & Federal Tax Forms
  - ▶ Drug Free Workplace acknowledgement
  - ▶ Selective Service and Disclosure Forms
- ▶ Once a student has completed the packet, we will review the packet and IDs for completion. If there is any missing information, the department will be notified and student may not be eligible to begin work.

# Request Forms

- ▶ Request forms are completed as such:
  - ▶ Spring: January - May
  - ▶ Summer I: June only
  - ▶ Summer II: July only
  - ▶ Fall: August - December
- ▶ Student workers are not to exceed 28 hours per week.
- ▶ If a student works in more than one department, it is the responsibility of the student to divide the hours accordingly so as not to exceed the 28 hour limit.
- ▶ International Students cannot work more than 20 hours per week during the school year.
- ▶ Financial Aid can advise if students are eligible for college work-study funds.
- ▶ The Budget Office can provide index code and Banner position number.

# Request Forms Cont.

- Request forms MUST have all required signatures BEFORE they can be processed.
- Graduate College approval, if student is also a GA.
- VP of Admin & Finance approval for special pay rates.
- Senior Service Fellowships must be signed off by the VP of Academic Affairs.
- Request forms must have Supervisor's and Department Head/Dean's signature
- Requested earnings, work-study or non work-study, must match Banner Position #
  - Work-Study: Begins with C
  - Non Work-Study: Begins with N

**Arkansas Tech University  
Request/Assignment for Student Employment**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M: \_\_\_\_\_

T#: \_\_\_\_\_ Estimated hours worked per week: \_\_\_\_\_

\*Work-Study Requested Earnings: \$ \_\_\_\_\_ \*Non Work-Study Requested Earnings: \$ \_\_\_\_\_

**\*\*A STUDENT WORKER'S COMBINED HOURS FOR THE UNIVERSITY MAY NOT EXCEED 28 HOURS PER WEEK. \*\***

- Is this person employed in any other position for the University?  Yes  No  
If yes, what department: \_\_\_\_\_
- Is this person enrolled in the Graduate College Program?  Yes  No
- Is this person on a Graduate Assistantship?  Yes  No  
If yes, he/she will need to contact the Graduate Office for approval prior to working (signature below).

Graduate College Approval: \_\_\_\_\_

First day of work for pay: \_\_\_\_\_ Last day of work for pay: \_\_\_\_\_

\*Others \$: \_\_\_\_\_ (Special Rate) Signature (V.P. Admin/Finance): \_\_\_\_\_

\* S.S. FELLOWSHIP (\$10.25) \*\* SIGNATURE (V.P. ACADEMIC AFFAIRS): \_\_\_\_\_

Budget Name: \_\_\_\_\_ Index Code: \_\_\_\_\_ Banner Position #: \_\_\_\_\_

Building/Room #: \_\_\_\_\_ Supervisor/Electronic Timesheet Approver: \_\_\_\_\_

Supervisor phone #: \_\_\_\_\_ Assignment Notification Email Address: \_\_\_\_\_

Purpose of Job & Qualifications: \_\_\_\_\_

Duties & Responsibilities: \_\_\_\_\_

\*\*\* DEPARTMENT HEADS ARE RESPONSIBLE FOR ALL EXPENDITURES MADE FROM THEIR BUDGETS. DEPARTMENT HEADS WILL BE GIVEN ACCESS TO VIEW ALL STUDENT LABOR TIMESHEETS THAT ARE PAID FROM POSITIONS WITHIN THEIR BUDGET. \*\*\*

_____ Designated Supervisor's Printed Name	_____ Department Head or Dean's Printed Name – (Required)
_____ Designated Supervisor's Signature	_____ Department Head or Dean's Signature - (Required)



# I-9 Form

- ▶ It's the LAW!
- ▶ U.S. employers are required by law to verify the employment authorization of all workers they hire.
- ▶ The I-9 form must be completed by the first day of work.
- ▶ Employers who hire or continue to employ individuals knowing that they are not authorized to be employed in the U.S. or who fail to comply with employment authorization verification requirements, may face civil, and in some cases, criminal penalties including fines:

Failing to comply with Form I-9 employment verification requirements	\$216 for each form (minimum)	\$2,156 for each form (maximum)
--	-------------------------------	---------------------------------

# I-9 Form Cont.

- Must be original forms of identification
- Cannot specify what to bring
- Employee will have three business days from hire date to provide identification

## LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		12. Day-care or nursery school record		

# Terminations

- ▶ Complete Part II at the bottom of the Request/Assignment for Student Employment form and send it to Human Resources.
  - ▶ Termination forms must be submitted for all student workers.
  - ▶ Please specify the termination reason when completing the form. Examples: graduated, resigned, been terminated, or end of assignment.
- ▶ Why terminations are very important.
  - ▶ We must ensure that all computer access is terminated for that employee.
  - ▶ We also use this information in the case of employment verifications.
    - ▶ For this reason it is important that the termination date be the last day worked

.....  
**THIS SECTION MUST BE COMPLETED IF THE STUDENT IS NO LONGER EMPLOYED IN YOUR DEPARTMENT.**  
**\*\*\* If your department is anticipating the student to return the next semester, do not complete this section. \*\*\***

## **PART II TERMINATION OF ASSIGNMENT**

Please terminate this assignment effective (***physical last day of work***): \_\_\_\_\_

Termination of employment: Reason- \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

# Terminations Cont.

- ▶ Once terminated in the system, students will not have access to retrieve their electronic W-2. If they have selected the electronic consent, they will want to “uncheck” this box before they leave.
- ▶ To ensure that they receive their W-2 for the following year, students will also need to update their mailing address online once they have been terminated and/or moving.
- ▶ Students will need to contact the Payroll office if they fail to update their address.



# Failure to Follow Procedures

If HR is not notified, either by the hiring department or if the student fails to complete their paperwork, there are consequences that can affect both the student and the department

## Department

- ▶ Out of compliance with federal law
  - ▶ HR Director will be notified of the department in question
- ▶ Department is responsible for making sure student submits blue timesheet
- ▶ Department is not allowed to let the student work any additional hours until student's paperwork is completed.

## Students

- ▶ Will not be paid on time.
  - ▶ Students will have to wait until the next pay cycle to receive payment.
- ▶ A blue timesheet will need to be submitted to the Payroll office
- ▶ Student is not allowed to work any additional hours, until all paperwork is completed.

## What to do to hire an Extra Labor Employee

- Contact Michelle Bishop in the HR office for an appropriate title and rate of pay for the position
- HR can advertise the position under Extra Labor Opportunities
- If you have a person in mind for the job have them submit an online application
- HR will review the application to make sure they meet minimum requirements
- Once it is approved, submit the Pre-Employment Screening request for the individual
- When person has a clear background check, then submit the Extra Labor request form for each quarter they will work
- Employee will need to come to HR office to fill out Employment packet
- Must bring the appropriate ID's for the I-9 form
- Must also bring voided check for Direct Deposit
- Once paperwork is complete, employee can begin work
- Employee cannot work over 28 hours per week

# Payroll Time Sheet Procedures

- **Employees**

- Deadlines (submit **two working days** after pay period ends)
- Don't wait until the last minute
- Enter hours as worked (daily if possible)

# Time Sheet Procedures

- **Employees, cont.**

- Must account for 40 hours from Sunday to Saturday
- At least eight hours per day
- Always enter every hour actually worked (anything over 8 hours is comp time and should be reflected on the timesheet as well as a comp request form)
- Leave should be requested as soon as needed (unless using sick time)



# Time Sheet Procedures

- **Supervisors (full-time)**

- Deadlines (approve four working days after pay period ends)
- Don't wait until the last minute
- Leave should be approved as soon as possible after requested

# Time Sheet Procedures

- **Supervisors (full-time), cont.**
  - Make sure timesheet is complete (must check for 40 hours per week before approving)
  - All leave must be taken in quarter hour increments
  - Approve leave then wait a day for it to process
  - Leave Credits (only required when leave has hit the timesheets)

# Time Sheet Procedures

- **Supervisors (part-time)**

- Student workers and Extra Labor timesheets should always account for actual hours worked
- Student workers and Extra Labor timesheets are due to be submitted by the employee by the **second working day** following the pay period and due to be approved by the **fourth working day** following the pay period (same as all other timesheets)
- Student and Extra Labor hours should always be entered in quarter hour increments

# Time Sheet Procedures

- **Supervisors (part-time), cont.**
  - To ensure timely processing please submit Student and Extra Labor requests to HR by the **23<sup>rd</sup> of the month preceding** the start date of the employee
  - Only one approver required for timesheet if Department Head designates approver on request



# Time Sheet Procedures

- Common Mistakes

- Waiting until after the deadline to submit (locked out of timesheet)
- Copying hours on time sheets when using other leave
- Hitting the submit button twice can cause errors
- Submitting a leave credit when you can still cancel the leave
- Timesheets always go to Payroll
- Requests always go to Human Resources



# Focus on Finance 2019

## Procurement Session

Arkansas Tech University

# Business Services

## Staff Members

Jessica Holloway-Director  
Jennifer Warren-Assistant Director

### Procurement and Risk Management Services

DeAnna Kile-Procurement Manager

Cindy Hubbard-Senior Buyer

Tammy Rye-Contracts Coordinator

Kristi Higgs-Procurement Specialist

Contact Information  
479.968.0269  
purchasing@atu.edu

### Travel Services

Cindy Pratt-Travel Administrator

Brooklyn Meeks-Travel Coordinator

Contact Information  
479.356.2069 or ext. 3558  
travel@atu.edu

Travel session scheduled for 10:50 a.m.  
RCB 435.

# Session Overview

- Procurement Services-who we are and what we do
- Ethics
- Procurement process
- Data entry standards for requisitions
- P-card
- Promotional items and giveaways
- Electronic requisition approval process
- State contracts
- Contracts and agreements



# Procurement and Risk Management Services

- Staff of procurement professionals who have the knowledge, skills, and training to assist University personnel in the purchase of required goods and services.
- This expertise insures that procurement decisions are made in the best interest of the University and in compliance with the State of Arkansas procurement law and University policies.
- Support the educational and research missions of the University.
- Manage insurance coverage for the University.

# Procurement and Risk Management Services

## Areas of Responsibility

- Construction procurement/projects-releasing bids and issuing purchase orders
- Contract management
- P-Card program-training and auditing for compliance
- Post office
- Property and other insurance coverages and facilitate claims requests
- Purchases made using operating funds and grants
  - Office of Advancement handles purchases using Foundation funds.
  - Agency purchases are requested through the Accounting Office.
- Revenue generating contracts (food service, bookstore, and vending)

# Ethics

ATU is an institution of the State of Arkansas.

As public employees our employment is a public trust and must be executed in such a manner to foster public confidence.

- Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of public trust. –Ark. Code Ann. §19-11-704(a)
- Personal gain include financial gains by any member of an employee's family.
- All funds received under the University umbrella should be reported directly to the Controller's Office immediately.
  - New grant funds, student organization dues, rebates, or refunds. All checks must be made out to Arkansas Tech and not to an individual.

# Ethics Breech

A vendor providing an ATU employee anything of value at no cost or substantially below market value even if that vendor is not currently participating in a solicitation.

Examples include

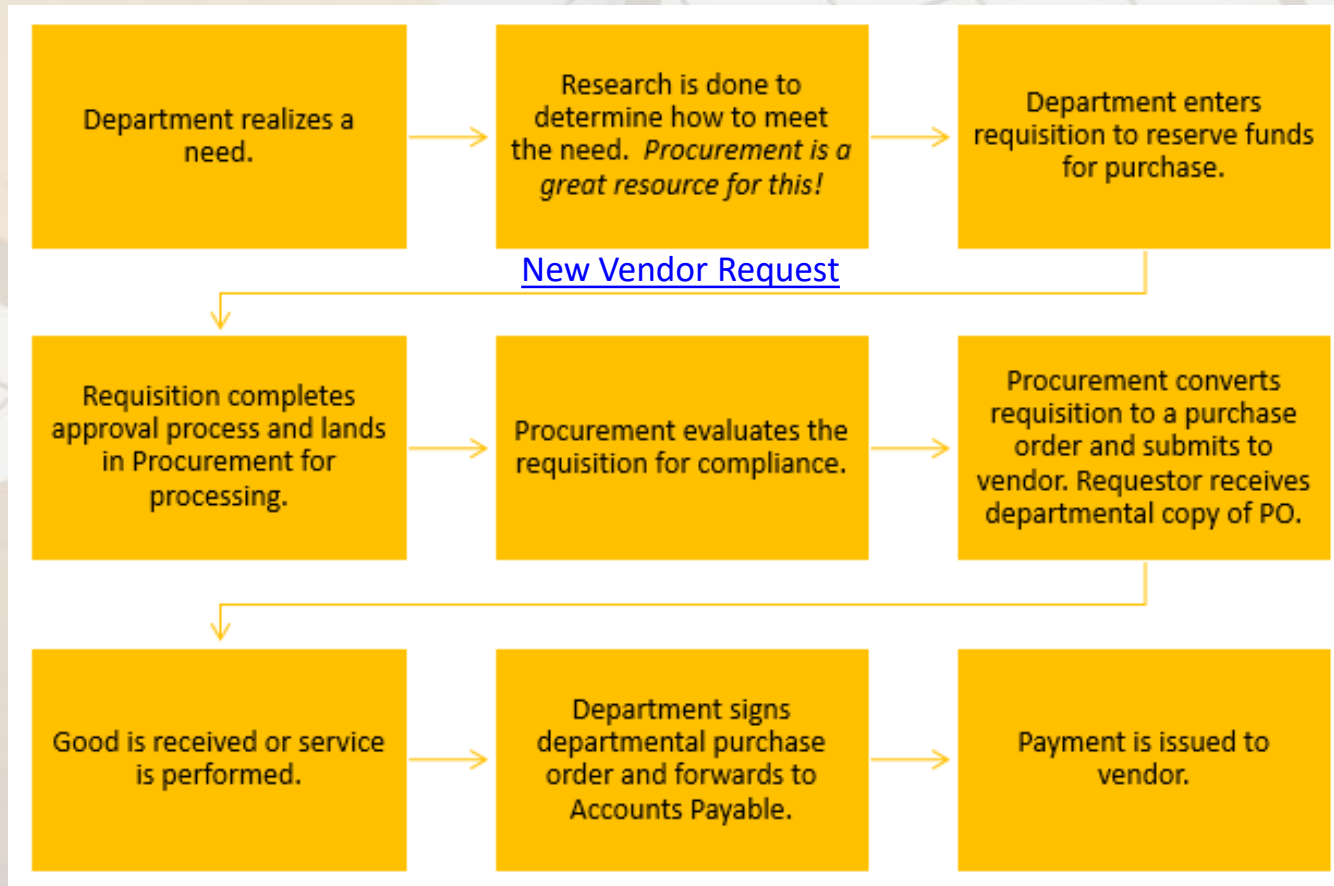
- Meals, equipment, clothing, vehicles, and event tickets.
- Any attempt to circumvent the bidding process.

*Please note: Product samples or sponsored meetings (i.e. conferences or trade shows) are permissible but must not allow for individual gain.*

**If you aren't comfortable with it being in the headlines, don't do it!**



# Procurement Process-Purchase Order



Don't commit to buying anything unless you have a PO or P-card in hand.  
Don't sign any agreements or contracts.  
*This is for your protection!*



# Data Entry Standards-Requisitions

- Information entered should be clear, concise, and complete.
- No commodity codes for procurement requisitions-**only for travel**.
- Do not use symbols such as @, #, %, &, /, or \_.
- Do not copy and paste as often Banner cannot interpret this text.
- Use mixed case letters-not all lowercase or ALL CAPS.
- Document Text should pertain to the entire document. A quote number is a good example.
- Item Text should pertain to that specific line item. Information that does not fit in the description-make, model, color, etc..

Important as these are now seen by approvers before moving to Procurement.



# Procurement Card (P-Card)

- P-Card is a state-sponsored Visa credit card utilized for small dollar amount purchases.
- Requires agreement be signed by employee, Dean, and V.P. and employee is solely responsible for compliance when using the card.
- Card is reconciled by the cardholder once monthly by submitting a P-Card log and original receipts.
- Training is offered after agreement has been submitted to Procurement Services.

P-Card and T-Card sessions are available at 2 p.m. in RCB 435.

# Promotional Items and Giveaways

**Approval is a must from the Controller if given to faculty, staff, or students!**

- Anything w/Tech logo also must be approved through MARCOMM
- Awards
- Plaques
- Promotional items (Swag)
- T-shirts (must be approved through MARCOMM and bid) and don't forget to enter a requisition.

**Approval form must be turned in with P-Card log or requisition.**

# Electronic Requisition Approvals

## What is it?

- Requisition approval process facilitated through existing Banner software.
- Replaces the current process with standardized approvals throughout all departments. Approvers will now see requisitions before Procurement or Travel. *Need more than one requisition for a purchase? Include "Page #" or "1/2, 2/2, etc" in document text.*
- Currently applies only to requisitions. Procurement and Travel will continue to evaluate requisitions for compliance.
- Two roles exist-approver and initiator. Security prevents one person from being in both roles.

Approver Training Sessions are available at 9:40 a.m. in RCB 446  
Initiator Training Sessions are available at 2 p.m. in RCB 446



# State and Cooperative Contracts

## State

These contracts offer discounted pricing from quality vendors and our participation supports cost saving opportunities for all AR state agencies. Complete list is available online.

- Staples Advantage-Office supplies (min \$35 for online ordering)
- ASU Printing-letterhead and two color envelopes
- Printing Papers-paper (min \$500) and black/white envelopes
- Target Printing-business cards
- Dell and Apple
- Amazon Business-Variou items, no office supplies.

## Cooperative

Volume discount pricing is available through our participation as an educational institution.

- B and H Photo
  - CDW-G
  - Connection
  - Claridge-white boards
- } Technology equipment



# Contracts and Agreements

Requestor completes requisition, contract cover sheet, and submits hardware/software application (if applicable).

Requestor forwards contract along with completed and signed coversheet to [purchasing@atu.edu](mailto:purchasing@atu.edu).

Procurement Services reviews requisition and contract to determine if bid is required. If so, then requestor is contacted for additional information.

When all procurement requirements have been met and OIS evaluation (if applicable) has been received Procurement Services will forward contract to the University Counsel for review.

After reviewed contract is signed by both the vendor and the University, a purchase order is issued and sent to the vendor.

- Enter "Contract to follow" on requisition
- Cover sheet must be signed by the requestor and VP
- Send all contracts with cover sheet to Tammy Rye at [purchasing@atu.edu](mailto:purchasing@atu.edu)
- Be sure to include vendor's email address.

# Contract Approval Cover Sheet

- Please complete entire document.
- Requestor and VP signatures are required.
- Missing information will impede the process.
- You may check with Tammy Rye (trye@atu.edu) in Procurement for contract status updates.

Contract Approval Cover Sheet	
Office of University Counsel, Administration Building Room 212	
<p>Complete and attach this cover sheet to all contracts, agreements, and memorandums of understanding (MOU) prior to submission. Contracts should be submitted no less than 14 days prior to the date needed.                      If purchasing goods or services this contract MUST be reviewed by Procurement.                      If purchasing goods or services: Email this cover sheet along with your contract to purchasing@atu.edu.                      If NOT purchasing goods or services: Email this cover sheet along with your contract to wcondley@atu.edu.</p>	
Submitted By: _____	Date Submitted: _____
Department: _____	
Phone #: _____	Date you received contract: _____
1. For purchase of goods or services, please provide the requisition # or notate the source of the funds. Requisition # _____ or Other (Agency or Foundation) _____	
2. Type of Agreement: <input type="checkbox"/> New Agreement <input type="checkbox"/> Modification of Existing Agreement <input type="checkbox"/> Renewal of existing agreement	
3. Vendor Name: _____	
4. Contract Terms: \$ _____ Start Date: _____ End Date: _____	
5. Briefly explain the purpose of the contract/agreement. _____ _____	
6. Will this contract require the Vendor to possess data about students or employees? If yes, please explain. _____ _____	
7. If submitted less than 14 days prior to date needed, explain nature of emergency. _____ _____	
<b>General Information</b>	
<ul style="list-style-type: none"> <li>• Any purchase over \$20,000 must be bid.</li> <li>• Arkansas Tech University <u>will not agree</u>:                             <ol style="list-style-type: none"> <li>1. That the contract is to be governed by the laws of any state other than the State of Arkansas.</li> <li>2. To indemnify the other party to the contract.</li> <li>3. To jurisdiction in a state other than the State of Arkansas.</li> </ol> </li> <li>• This contract will be reviewed with the assumption that all bidding, publication and notice procedures required under Arkansas law have been followed. If these procedures have not been followed, you should not pursue this contract until full compliance with all Arkansas procurement laws have been achieved. In addition, no opinion is rendered regarding the economic feasibility of the terms of the contract or the advisability of the venture as a whole.</li> <li>• It is the responsibility of the department to contact the vendor regarding any necessary revisions.</li> <li>• Any revised language or additional changes the vendor makes to the contract/agreement must be resubmitted to the Office of University Counsel for review.</li> <li>• <b>ALL</b> contract/agreements must be signed by the President or Vice President for Administration and Finance or the President or Vice President for Administration and Finance's designee.</li> </ul>	
I confirm that the contract/agreement is complete and <u>includes all exhibits, attachments, and pages.</u>	
Signature: _____	Date: _____
Contract Approved by Vice President: _____	Date: _____

# Online Resources

[www.atu.edu/purchasing](http://www.atu.edu/purchasing)

Arkansas Tech University

Explore ATU Campuses Future Students Current Students Parents & Family

## FACULTY & STAFF RESOURCES

### GENERAL FORMS

- [Online Ordering Request Form](#) (we will get you set up with Office Depot, Staples Advantage and Amazon Business)
- [Office Depot portal/login password info](#)
- [Staples Advantage Registration](#)
- [Staples Advantage Buy online/Pickup in Store](#)
- [Staples Advantage Returns/Missing Items](#)
- *I need to enter a requisition, but the vendor doesn't have a T number. What do I do?*
- [Request for New Vendor](#)
- [Request for New/Corrected Address](#)
- [Arkansas Claims Commission](#)
- [Camp Insurance Claim Form](#)

### P-CARD INFORMATION

- [How do I apply for a P-Card?](#)
- [US Bank Access Online](#)
- [Dispute Form](#)
- [P-card application/Information Manual](#)
- [Training Slide Presentation](#)
- [Missing Receipt](#)
- [Order Request Form](#)
- [Online Registration](#)
- [Pocket Guide](#)
- [Transaction Log Instructions](#)
- [Transaction Log](#)
- [Items not allowed on P-Card](#)
- [Pcard Inventory No](#)

### BUSINESS CARDS & SPECIFICATIONS

### MANUALS

- Announcements
- Bimonthly newsletter
- Faculty and Staff Resources Page
- Forms and guidelines
- Training manuals
- Step-by-step requisition entry video and others

# Take Away

- Procurement and Travel Services is here to help you meet departmental needs within State and University guidelines.
- We are all subject to behaving ethically in our job duties.
- The procurement process is in place to ensure that needs are met in an efficient and responsible way.
- Requisitions must be entered clearly, concisely, and completely to allow for proper evaluation and processing.
- P-Cards exist for low dollar amount purchases and an additional session is available at 2 p.m. each day in RCB 435.
- Promos and giveaways require Controller's Office approval.
- Electronic requisition approvals are in place and additional sessions are available. Approver-9:40 a.m. RCB 446 and Initiator-2 p.m. RCB 446.
- State and Cooperative Contracts are available for discounted pricing.
- Contracts and agreements must be sent to purchasing with complete coversheet for evaluation.
- Online resources are available at [www.atu.edu/purchasing](http://www.atu.edu/purchasing) website.



# Special Thanks!





# Travel Services

Young Building  
Suite 102

<https://www.atu.edu/travel/>

Cindy Pratt  
&  
Brooklyn Meeks





# Requisitions

## Information Needed

- ◆ Who?- The Traveler
  - ◆ Ex. Cindy Pratt
- ◆ What?- What's Taking Place
  - ◆ Annual Travel Conference
- ◆ When?- What Date
  - ◆ August 18, 2019 – August 25, 2019
- ◆ Where?- Location of Travel
  - ◆ Nashville, TN

## What holds up the requisition

- ◆ Driver's form
- ◆ After-the-fact-memo – signed by supervisor
- ◆ Wrong Vendor
- ◆ Not enough information
- ◆ Need copy of agenda or airfare

# TR-1s

- ◇ Need originals – no scanned copies of TR-1s
- ◇ Need two signatures
  - ◇ The traveler's
  - ◇ The supervisor's
- ◇ Send a copy of agenda with it
- ◇ Zero balance on lodging receipt- (separate by night)
- ◇ Google map for mileage
- ◇ Airfare- name, price, and ticket number
- ◇ Need a copy of the signed purchase order
- ◇ Original receipts (parking, taxi, etc..)
  - ◇ We do not need meal receipts, not even copies

Arkansas Tech University EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1E														
PO Number(s)										Please indicate here if you would like to pickup your check in the Disbursing Office located in Browning Hall.				
DEPARTMENT:										Index:				
Name of Payee:										OFFICIAL STATION (Rsvl, OZ, ATCC, etc.):				
Home Address:										Private Vehicle License Number ( Only necessary if claiming mileage reimbursement ):				
DETAILED EXPENDITURES OTHER THAN MILEAGE									Personal Vehicle Mileage Reimbursement					
DATE	NAME OF TOWN VISITED	Common Carrier (airline, train, etc)	Lodging	Meals	Meal Designation (B,L,D)	Incidentals	Incidental Code (see below)	Total Per Day	FROM	TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED	
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
												0.42		
SUB-TOTALS											TOTALS FOR MILEAGE		0.42	
<b>If Incidental Code 6 is used, explain here :</b>														
<b>Lodging Provided Statement-To be completed if lodging is provided at no cost to the University</b>										For travel performed as indicated on this travel reimbursement form, the payment of actual lodging expense is authorized because lodging within the Federal Travel Directory rates was unavailable or unfeasible for the area in which the travel occurred. I certify that the travel was completed as indicated on this travel reimbursement form and if the travel reimbursement is for a volunteer, a non-state employee, and/or official guest(s), to my knowledge, that person will not be reimbursed these same travel expenses from any other source.			<b>Incidental Codes</b>	
I certify that the person listed below provided lodging to me at no cost while I traveled on University business.													1. Taxi 2. Parking Fee 3. Registration Fee 4. Emergency Car Repairs 5. Meals for State Guests 6. Other (Explain Above)	
Name:					Address:									
City, State, Zip:					Telephone:									
Signature of Traveler: _____										Date: _____				
Signature of Supervisor: _____										Signature of Travel Administrator: _____				
Title of Supervisor: _____												<b>SUB-TOTAL</b>		
												<b>MILEAGE CLAIMED</b>		
												<b>TOTAL CLAIMED</b>		



# Meal Receipts


- ◇ We do not need meal receipts, not even copies
  - ◇ Keep them on file in your department for two years
  - ◇ Have to be itemized
- ◇ First and Last day of Travel
  - ◇ 75% of the meal rate
- ◇ Tips
  - ◇ Allowed a 15% tip on meal, and that is included on the meal rate
- ◇ No longer allowed \$1.67

Not itemized Not reimbursable	Itemized Reimbursable																				
<p><b>Harvest Moon</b> 12125 N Oracle Rd D5 Tucson, AZ 85739 TEL:520-825-5351 www.harvestmoontucson.com</p> <p>CARD TYPE : MC CARD HOLDER : ██████████ CARD NUMBER : ██████████ EXPIRATION DATE : XXXX</p> <p>DATE : 2013-11-11 TIME : 1:57:34 PM</p> <p>Invoice# : 00301111 Table# : B05 Server Name : CYNTHIA_LOPEZ</p> <p><b>Charge Amt\$ : 19.46</b></p> <p>TIP AMOUNT\$ _____</p> <p>FINAL AMT\$ _____</p>	<p><b>Harvest Moon</b> 12125 N Oracle Rd D5 Tucson, AZ 85739 TEL:520-825-5351 www.harvestmoontucson.com</p> <p>Re-Printing 1</p> <p>Dine In Date: 11-11-2013 Time: 1:23PM # 30</p> <p>Server: CYNTHIA_LOPEZ <b>TAB#: B05</b> No. of Guest : 2</p> <table><tbody><tr><td>1 L- Cashew Chicken</td><td>7.50</td></tr><tr><td>    w. Brown Rice</td><td></td></tr><tr><td>    w. Egg Flower Soup</td><td></td></tr><tr><td>1 L- Mongolian Chicken</td><td>8.00</td></tr><tr><td>    w. Brown Rice</td><td></td></tr><tr><td>    w. Egg Flower Soup</td><td></td></tr><tr><td>1 Hot Tea (per pot)</td><td>2.50</td></tr><tr><td>Amount :</td><td>18.00</td></tr><tr><td>TAX(8.1%) :</td><td>1.46</td></tr><tr><td><b>TOTAL :</b></td><td><b>19.46</b></td></tr></tbody></table>	1 L- Cashew Chicken	7.50	w. Brown Rice		w. Egg Flower Soup		1 L- Mongolian Chicken	8.00	w. Brown Rice		w. Egg Flower Soup		1 Hot Tea (per pot)	2.50	Amount :	18.00	TAX(8.1%) :	1.46	<b>TOTAL :</b>	<b>19.46</b>
1 L- Cashew Chicken	7.50																				
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Amount :	18.00																				
TAX(8.1%) :	1.46																				
<b>TOTAL :</b>	<b>19.46</b>																				

# Trip Optimizer

- On Travel Website
  - Under Employee Travel
  - Click Trip Optimizer
  - Hit Open
  - Click Enable Editing

<https://www.atu.edu/TechA-Z.php>



Input Variables	
Total Miles to be Traveled	
Total Days in Trip (24-hr periods)	
Car Rental Daily Price *	\$ 33.20
Sales Tax**	9.00%
AR Vehicle Rental Tax**	12.50%
Cost of Gasoline per Gallon	
Mileage Reimbursement Rate***	\$ 0.42
Rental Car Gas Mileage (MPG)	29

Input variables

Calculated Results	
<b>Own Car Cost</b>	
Total Reimbursement Expense	\$ -
<b>Rental Car Cost</b>	
Rental	\$ -
Vehicle Licensing Fee	\$ -
Sales Tax	\$ -
Refueling	-
Total Rental Cost	\$ -
<b>Savings</b>	<b>\$ -</b>
Cost per Mile to Rent	#DIV/0!

Results appear here

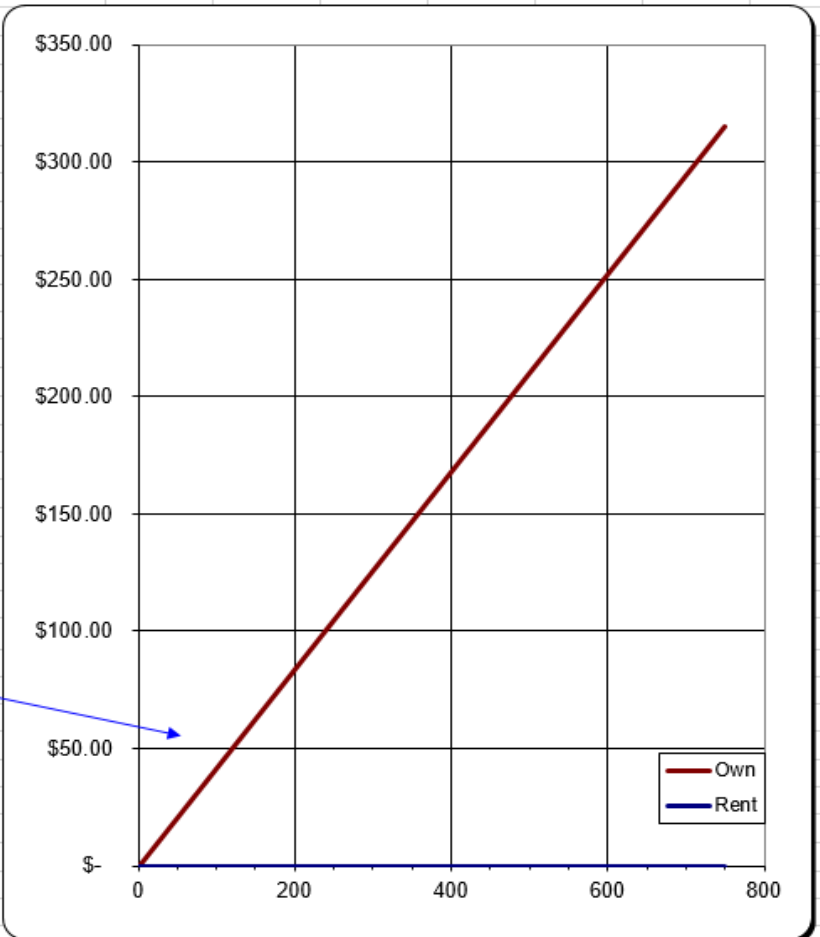
* Business Use Daily Rates	
Intermediate	\$33.20
Standard	\$33.20
Full size	\$35.79

### Car Rental vs Mileage Reimbursement Calculator

**Chart Help:**

- ← Input round trip miles
- ← Use # of 24-hour periods
- ← See chart below
- ← Input current pump price
- ← Current Reimbursal Rate
- ← Average MPG

\*\*For additional assistance, see Instructions tab at the bottom.



Breakeven appears at cross point

\*\*\*VLF (vehicle license fee is currently \$1.19 daily). This changes periodically. \*\*\*

# Official Function



Travel Services  
203 West O Street  
Russellville, AR 72801-2222  
479-356-6209  
travel@atu.edu



This section must be completed for payment processing.

Requestor Home Address:  
Street Address/PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_

To: Vice President for Administration and Finance

From: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Request for Reimbursement

Reimbursement for meal expenses incurred as an official University host is requested. An original itemized receipt(s) is attached. The expenses were incurred in (name of town) \_\_\_\_\_

Index Code-Fund-Organization-Account-Program Code Numbers Amount

Index Code- Fund-Organization-Account-Program Code Numbers Amount

Justification for Meal Expense:

List of Participants (first and last name):

_____	_____
_____	_____
_____	_____

Signature of Requestor

Signature of Department Head

Printed Name of Requestor

Printed Name of Department Head

Vendor Number of Requestor

Signature of Dean (If applicable)

Printed Name of Dean

Approved for Payment:

Vice President for Administration and Finance

Signature of Chancellor – Ozark Campus  
(required for all Ozark Campus employees)

Revised January 2017

- ❖ New Official Function Form
- ❖ Needs original meal receipt
  - ❖ Receipt has to be itemized
- ❖ Need non-state form to accompany it
- ❖ Needs to be signed by Department Head

PO Number:



ARKANSAS TECH UNIVERSITY  
Travel Services  
203 West O Street  
Russellville, AR 72801-2222

479-356-2034  
479-964-0583 ext. 3503  
travel@atu.edu

## Non-State Employee/Official Guests Reimbursement Form

This form is to be completed and submitted for travel expenses for non-state employees and official guests.

Date	Name	Purpose	Department

In compliance with Sub-Chapter 9 of the State Travel Regulations on non-state employees and official guests, this letter is authorization for travel reimbursement as listed on the attached travel reimbursement form. I certify that these individuals are not being reimbursed from any other source for their travel expenses. These persons have been requested to perform official duties or functions for Arkansas Tech University in the areas of employee interviews, university sponsored programs, field trips, workshops, conferences, and/or student recruitment

Certification of Travel By:

Date:

VP or Dean of School

Reimbursement  
Approved By:

Date:

Travel Administrator



# Reminders

- ◇ Travel Training
- ◇ Purchase Order in place *prior* to travel
- ◇ Purchase Order in place *before* T-Card use
- ◇ No tips on Taxi
- ◇ Purchase Order Cancellation
  - ◇ Email Travel with the *vendor and number of PO*
- ◇ Rental Cars
  - ◇ Send an email to travel requesting approval for rental





# Contact Us

◆ Cindy Pratt  
Travel Administrator  
356-2034 or ext. 3502  
[cpratt@atu.edu](mailto:cpratt@atu.edu)

◆ Brooklyn Meeks  
Travel Coordinator  
356-6209 or ext. 3558  
[bmeeks3@atu.edu](mailto:bmeeks3@atu.edu)

[travel@atu.edu](mailto:travel@atu.edu)

We Appreciate You!





# Travel Cards & Procurement Cards



Procurement Office  
&  
Travel Office





# Procurement Card (P-Card)



- P-Card is a state-sponsored Visa credit card utilized for small dollar amount purchases.
- Requires agreement be signed by employee, Dean, and V.P. and cardholder is solely responsible for compliance when using the card.
- Card is reconciled by the cardholder once monthly by submitting a P-Card log and original receipts.
- Training is offered after agreement has been submitted to Procurement Services.
- Be aware of phone calls requesting your P-Card number! A reputable vendor will never call and ask for your number.
- [Procurement Website](#)



# Approval Limits

Approval Chart				
Division	\$1-\$2,499.99	>\$2,500-\$4,999.99	>\$5000-\$49,999.99	>\$50,000
<b>Academic Affairs</b>	Department Head	Dean	Vice President	President
<b>Administration and Finance</b>	Specific Area Director		Vice President	President
<b>Advancement</b>	Vice President			President
<b>Athletics</b>	Head Coach, Head Trainer, Sports Information Director	Athletic Director		President
<b>Enrollment Management</b>	Specific Area Director		Vice President	President
<b>Ozark</b>	Department Head	Chief Officer	Chancellor	President
<b>President</b>	Specific Area Director		Chief of Staff	President
<b>Student Affairs</b>	Associate Dean	Dean of Students	Vice President	President
<b>Grant Funds-All grant funds will forward to Principal Investigator and Budget Office queues for approval prior to moving to the Department Head queue and so on.</b>	Department Head	Dean	Vice President	President

# P-Card Do's & Don'ts

## P-Card Do's

- Amazon Business
- Office Depot
- Memberships
- Orders under \$1,000 but not limited to
- Registrations
- Staples Advantage
- Subscriptions
- VIP Awards

## P-Card Don'ts

- Breakroom Supplies
- Candles
- Construction
- E-Bay
- Food
- Furniture
- Gifts/Cards/Flowers/Party items
- Office Supplies from Bookstore
- Personal items
- T-shirts
- Travel except registrations
- Gift Cards



# Promotional Items and Giveaways

**Approval is a must from the Controller if given to Faculty, Staff and Students!**

- Anything w/Tech logo (must be approved through MARCOMM)
- Awards
- Plaques
- Promotional Items

**Approval form must be turned in with P-Card log with all signatures**

# Approval Form



ARKANSAS TECH  
UNIVERSITY

## Gift/Prize/Award Pre-Approval Form

**Important Information:** IRS tax laws require the reporting of gifts/prizes/awards given to individuals. This form must be completed PRIOR to the purchase of any gift/prize/award including gift cards or non-monetary items.

**Current Date:** \_\_\_\_\_

**Department/Organization:** \_\_\_\_\_

**Department Representative:** \_\_\_\_\_

**Purpose of Gift/Prize/Award:**

Who will receive the gift/prize/award  
(i.e. student or off-campus individual) \_\_\_\_\_

Why & How is the gift/prize/award to be given. \_\_\_\_\_

When will the gift/prize/award be given  
(provide specific date) \_\_\_\_\_

**Number of Gift/Prize/Awards to be Purchased**  **Description**

**Value of Gift/Prize/Award:** \_\_\_\_\_

**Vendor Name** \_\_\_\_\_

**FOAP charged for Gift/Prize/Award** Fund \_\_\_\_\_ Orig \_\_\_\_\_ Acct \_\_\_\_\_ Prgm \_\_\_\_\_

<b>Confirmation of Departmental Representative</b>	
<i>I confirm that the Gifts/Prizes/Awards purchased will be used solely for the intended purpose listed above. I understand that failure to submit a completed Gift/Prize/Award Reporting form to the Controller's Office within a week of the gift/prize/award distribution will result in the possible suspension of my department's ability to purchase gifts/prizes/awards.</i>	
Department Signature	

<b>Vice President's Approval</b>	
<i>I hereby authorize the use of funds to purchase the Gift/Prize/Award for the intended purpose listed above</i>	
Vice President's Signature	

<b>Controller's Office Approval</b>	
Controller's Office Signature	



# P-Card Receipts

- Make sure business name is on receipt
- Must have descriptive details of purchase
- Must have shipping address
- Must have taxes broken down
- Must have Grand Total
- Total must match what is charged on P-card

amazon.com

**Final Details for Order #111-9928506-0957059**  
[Print this page for your records.](#)

**Order Placed:** June 21, 2018  
**Amazon.com order number:** 111-9928506-0957059  
**Order Total: \$38.69**

---

**Shipped on June 22, 2018**

Items Ordered	Price
1 of: <i>12-Digit Electronic Business Mini Solar Basic Desktop Financial Scientific Office Calculator, Simple Desk Calculators With Large LCD Display</i> <small>Sold by: LITVZ (<a href="#">seller profile</a>)   Product question? <a href="#">Ask Seller</a></small> Condition: New	\$12.99
1 of: <i>Canon LS-82Z Handheld Calculator</i> <small>Sold by: Amazon.com Services, Inc.</small> Condition: New	\$7.99
1 of: <i>Anker USB 3.0 4-Port Portable Aluminum Hub with 2-Foot USB 3.0 Cable (Carbon)</i> <small>Sold by: AnkerDirect (<a href="#">seller profile</a>)   Product question? <a href="#">Ask Seller</a></small> Business Price Condition: New <small>Anker USB 3.0 4-Port Portable Aluminum Hub with 2-Foot USB 3.0 Cable (Carbon), Ship next business day, 18 Months Manufacturer Warranty.</small>	\$16.99



---

<b>Shipping Address:</b> Tammy Rye 203 W O ST YOUNG BLDG STE101 RUSSELLVILLE, AR 72801-2222 United States	Item(s) Subtotal: \$37.97 Shipping & Handling: \$10.49 Free Shipping: -\$10.49 ----- Total before tax: \$37.97 Sales Tax: \$0.72
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$38.69</b> -----

---

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 8954	Item(s) Subtotal: \$37.97 Shipping & Handling: \$10.49 Free Shipping: -\$10.49 ----- Total before tax: \$37.97
<b>Billing address</b> Tammy Rye 203 W O ST STE 101 RUSSELLVILLE, AR 72801-2222 United States	Estimated tax to be collected: \$0.72 ----- <b>Grand Total: \$38.69</b>
<b>Credit Card transactions</b>	Visa ending in 8954: June 22, 2018: \$38.69



Arkansas VIP Awards, Inc.  
607 W B St  
Russellville, AR 72801  
479-968-8070  
orders@arvipawards.com  
www.arvipawards.com

Invoice

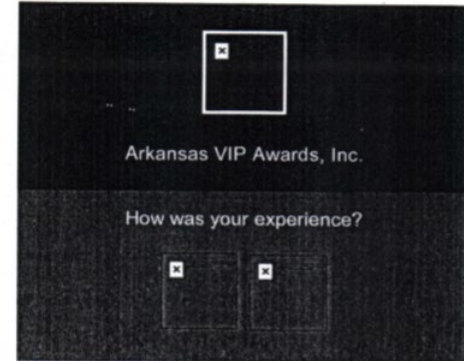


BILL TO  
[Redacted]

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
3017	07/09/2019	\$26.00	07/09/2019	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Name Badges [Redacted]	3	7.95	23.85T
SUBTOTAL			23.85
TAX			2.15
TOTAL			26.00
BALANCE DUE			<b>\$26.00</b>

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



**\$26.00**

Custom Amount	\$26.00
Total	<b>\$26.00</b>





  
**Pearson**  
 Attn: Credit Dept.  
 221 River Street  
 Hoboken, NJ 07030

**Statement of Account**

Statement Date: 30-APR-2019  
 Page: 1 of 1  
 Account Number: 3880227

**BANK INFORMATION FOR ACHWIRE:**  
 Bank of America  
 ABA ACH # 111-000-012  
 ABA WIRE # 026-009-593  
 SWIFT Code BOFAUS3N  
 Acct Name:  
 Pearson Education Inc  
 Acct #: 3752176276  
 (Include Inv # in Transmission)  
**FOR QUESTIONS CONTACT**  
 Credit Dept.  
 Toll Free: 1-800-232-6556  
 Fax: 201-767-5029  
 E-Mail: credit@pearson.com

**If Paying by Check  
 REMIT PAYMENT TO:**  
 Pearson Education Inc.  
 PO Box 409479  
 Atlanta, GA 30384-9479

12904 1 AB 0.412 E0150X 10151 D4808799244 S2 P6400778 0001:0001



ARKANSAS TECH UNIV



Terms and conditions:  
<https://www.pearson.com/social-impact/sustainability/policies---downloads/terms-conditions-for-sales-orders.html>

Transaction Date	Document Type	Transaction Number	Customer Contract / PO Number	Due Date	Currency	Amount	Past Due Amount	Current /Future Due
12-APR-2019	Invoice	4623733		12-MAY-2019	USD	378.76	0.00	378.76

SUMMARY OF ACTIVITY				
Balance on 31-MAR-2019	Less Payments Received	Less New Credits	Plus New Charges	Balance on 30-APR-2019
200.00	(200.00)	0.00	378.76	378.76

ACCOUNT AGING					
Current	1-30 Days	31-60 Days	61-90 Days	Over 90 days	Total Due
378.76	0.00	0.00	0.00	0.00	378.76

Please visit OASIS at <http://oasis.pearson.com>



This is not an invoice

**Order Charges and Credits**

Order Number: [REDACTED]  
 Date Order Placed: [REDACTED]

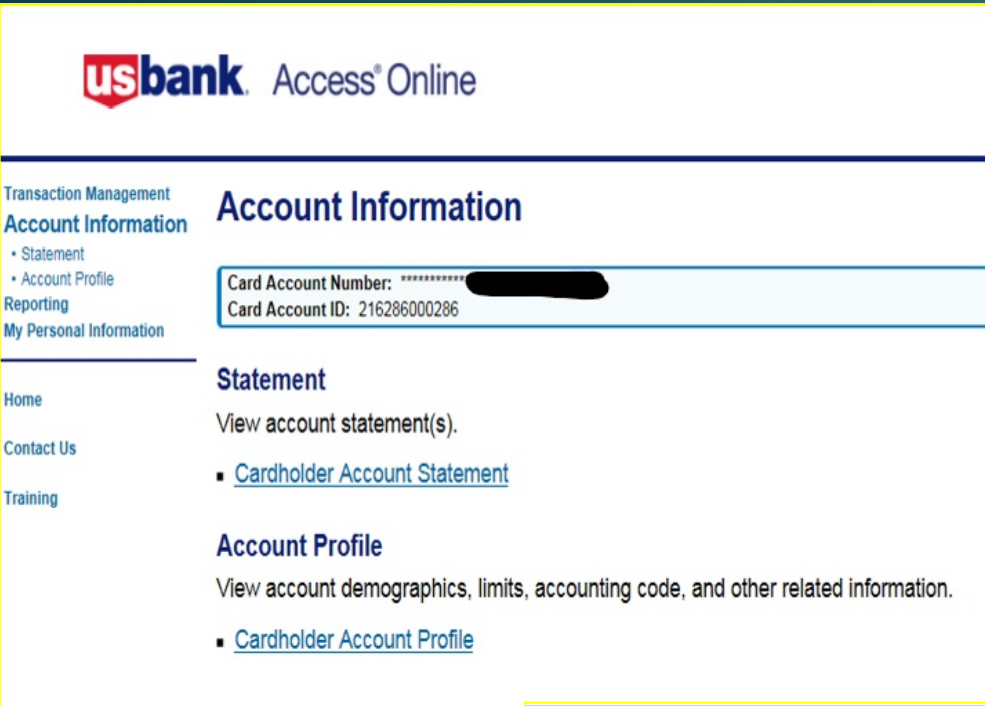
CHARGED  
 Item(s) Shipped

Item Number	Item Description	Price	Quantity	Subtotal
24304023	Image Brite Brother TN820 Black Compatible Toner Cartridge	\$55.99	1	\$55.99
Merchandise Total:				\$55.99
Tax:				\$5.04
Charged to Visa ending in 8825:				\$61.03

CHARGED  
 Item(s) Shipped

Item Number	Item Description	Price	Quantity	Subtotal
2596065	HP 410A Cyan, Magenta, Yellow Toner Cartridges. ON CONTRACT 3 Pack (CF251AM)	\$299.52	1	\$299.52
1878689	HP 410A Black Toner Cartridge (CF410A) ON CONTRACT	\$76.49	1	\$76.49
Merchandise Total:				\$376.01
Tax:				\$33.84
Charged to Visa ending in 8825:				\$409.85

# US Bank for P-Card



usbank Access Online

Transaction Management  
Account Information  
• Statement  
• Account Profile  
Reporting  
My Personal Information

**Account Information**

Card Account Number: \*\*\*\*\*  
Card Account ID: 216286000286

Home  
Contact Us  
Training

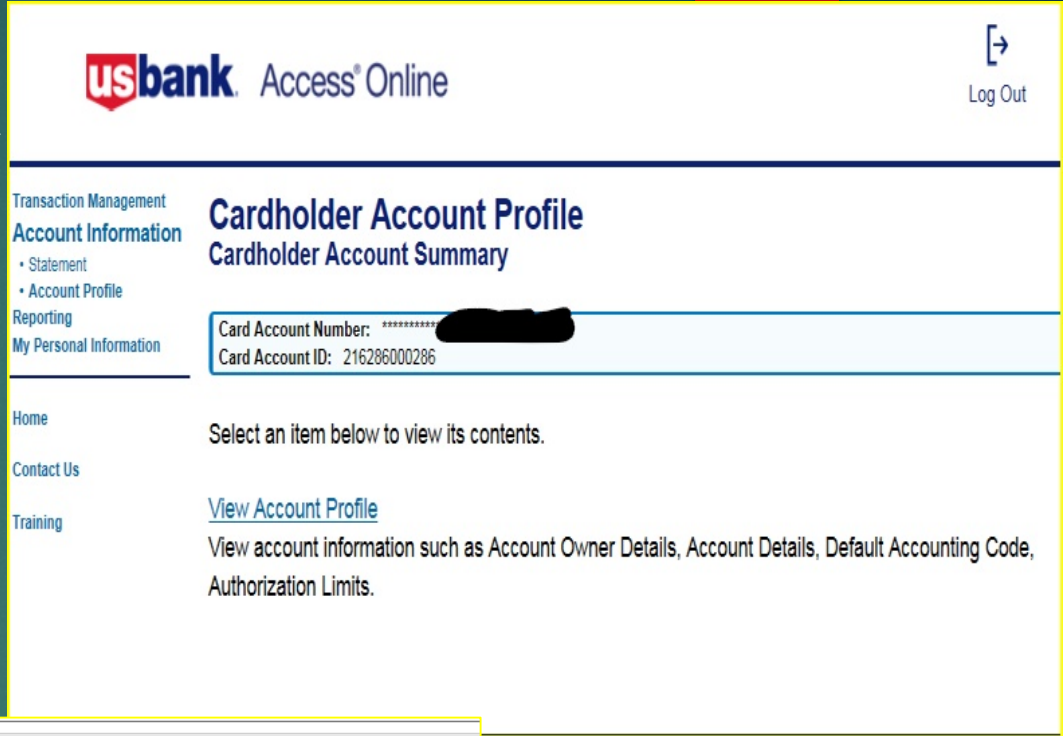
**Statement**  
View account statement(s).

- [Cardholder Account Statement](#)

**Account Profile**  
View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)

- Login to US Bank
- Click on Account Information
- Click on Account Profile
- View Account Profile to see details



usbank Access Online

Transaction Management  
Account Information  
• Statement  
• Account Profile  
Reporting  
My Personal Information

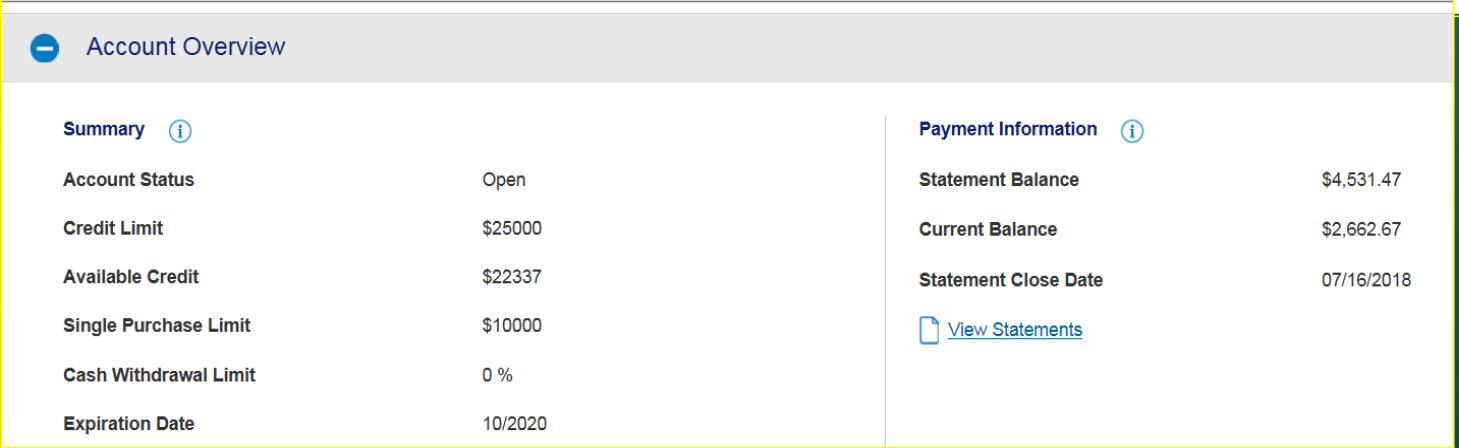
**Cardholder Account Profile**  
Cardholder Account Summary

Card Account Number: \*\*\*\*\*  
Card Account ID: 216286000286

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Select an item below to view its contents.

- [View Account Profile](#)  
View account information such as Account Owner Details, Account Details, Default Accounting Code, Authorization Limits.



Account Overview

<b>Summary</b> ⓘ	
Account Status	Open
Credit Limit	\$25000
Available Credit	\$22337
Single Purchase Limit	\$10000
Cash Withdrawal Limit	0 %
Expiration Date	10/2020

<b>Payment Information</b> ⓘ	
Statement Balance	\$4,531.47
Current Balance	\$2,662.67
Statement Close Date	07/16/2018

[View Statements](#)



# Contact Us!

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# Travel Cards (T-Cards)



Cindy Pratt  
&  
Brooklyn Meeks



# Application

ARKANSAS TECH UNIVERSITY

T-CARD EMPLOYEE AGREEMENT

Cardholder Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ DL Number: \_\_\_\_\_

I, as an authorized T-Card holder, fully understand and agree to the following terms and conditions:

1. I as an employee of Arkansas Tech University, fully understand and agree to the following terms and conditions regarding use and safekeeping of the Travel Card.
2. I agree that all credit limits or changes must be justified and approved by the department Vice President or the department Dean or Director.
3. I agree to document all Travel Card expenditures and obtain itemized receipts. These will be attached to the monthly Travel Card Log and signed by my approved supervisor. If my supervisor is unable to sign my log, I will submit it to the Vice President or Director.
4. I will not accept cash refunds or gift cards in exchange for any credits to the card. I understand that all credits must be issued directly to the card. I will report any vendors who do not comply with this guideline.
5. In the event that I cannot complete my monthly log, due to emergency, illness vacation, or conference I will notify the Travel Card Office and make arrangements with another trained employee to complete my monthly log.
6. I understand that if my Travel Card transaction log is late or incorrect and I have not amended the situation in a timely manner, my Travel Card privileges will be suspended or terminated by the Travel Card Coordinator.
7. I understand it is my responsibility to be aware of my department budget when using the Travel Card.
8. I understand that the Travel Card is to be used for official travel of Arkansas Tech University. I will not use the card for any unauthorized travel or personal purchases.
9. I understand that the card issued in my name is only to be used by me. I agree to not share my card or card number with anyone. No other employee's expenses may be charged to my card. I will be making financial commitments on behalf of Arkansas Tech University and will endeavor to obtain fair and reasonable prices.
10. I will immediately report the theft or loss of the card to VISA by phone at 1-800-VISA911, to the Travel Department 356-2034 and to my department head.
11. I will surrender my Travel Card upon (a) termination of employment, or (b) transfer to another department or (c) if requested by my supervisor or the Travel Office. Further, I understand that my last paycheck will be withheld until the Travel Card is properly surrendered.
12. I have received training for the use of the card and agree to follow all established procedures. I understand that I may be required to receive retraining when notified by the Travel Office due to changes in state travel regulations.
13. I understand that failure to follow any of the above listed terms and conditions or if found to have misused the Travel Card may result in (a) revocations of the privilege to use the card, (b) disciplinary action, (c) termination of employment and/or criminal charges being filed with the appropriate authorities.

I hereby accept the above terms and conditions:

\_\_\_\_\_  
Employee (printed name)      Employee Signature      Date Signed

I, as Department Head, assign Index \_\_\_\_\_ with an established monthly limit of \$ \_\_\_\_\_ to be used for all charges related to the use of this T-Card.

\_\_\_\_\_  
Department Head (printed name)      Department Head Signature      Date Signed

Approved by:

\_\_\_\_\_  
Vice President (printed name)      Vice President Signature      Date Signed

T-Card Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

T-Card No: \_\_\_\_\_  
Signature of Cardholder (acknowledging receipt of card)

Travel  
Website





# Travel Card Do's & Don'ts

- ▶ Purchase order must be completed prior to using t-card
- ▶ Keep all itemized receipts
- ▶ Complete t-card log and send to Travel Services
  - ▶ Make sure to have correct signatures
  - ▶ Need signed po's
  - ▶ Use correct account codes- listed at the bottom of the log
- ▶ Do not travel without a purchase order completed
- ▶ Do not use for personal travel
- ▶ Do not send t-card log without signed po's or signatures on log
- ▶ Do not send hotel bill without having a zero balance and the name of the traveler
- ▶ Do not send the airfare without a name, price, or ticket number
- ▶ Do not send copies of receipts
- ▶ Do not use for fuel
- ▶ Do not use for meals
- ▶ Do not use for flight upgrade



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