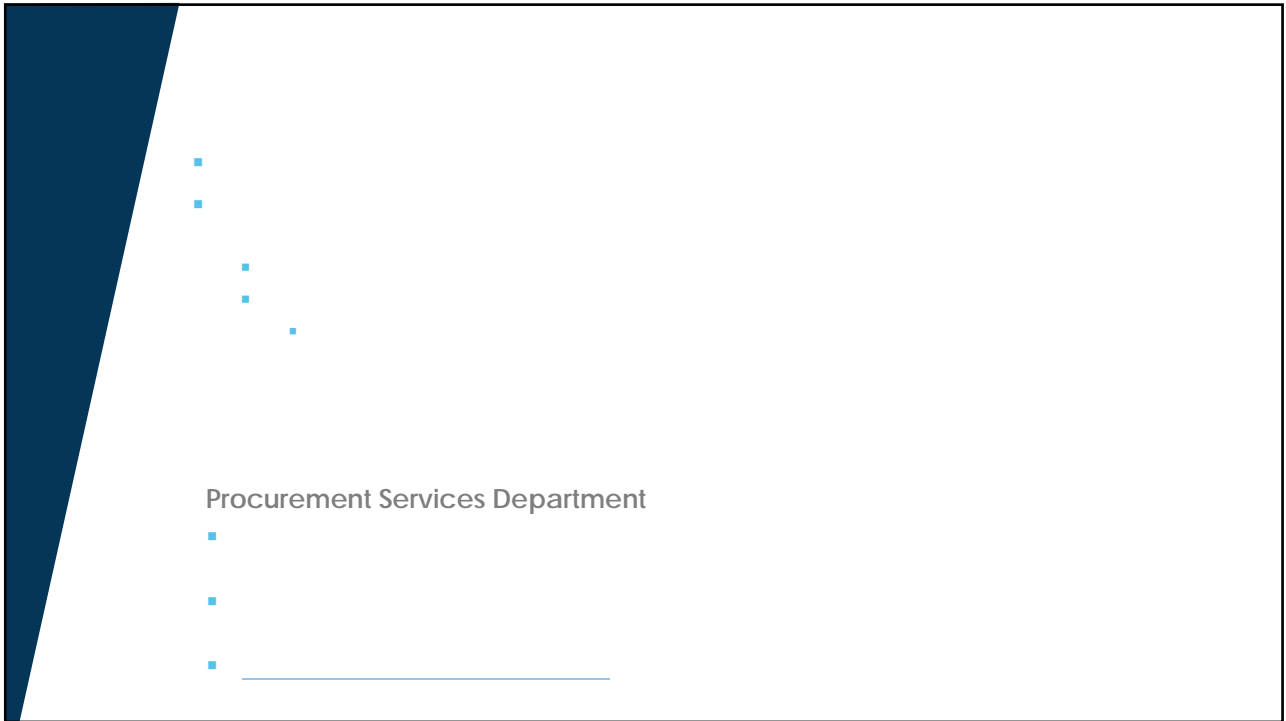


1



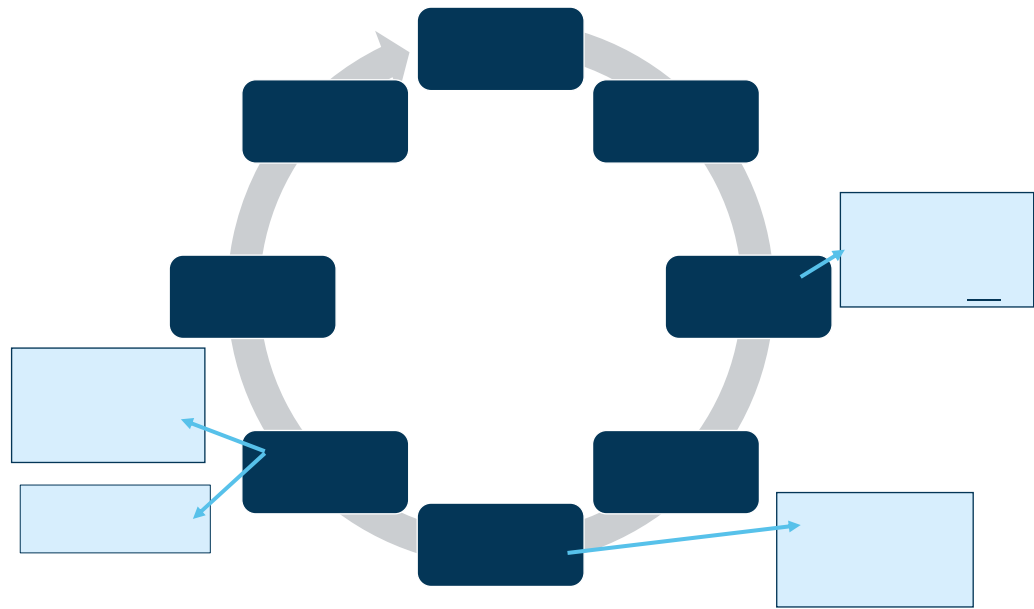
2



Today we will review...

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*Special, Pre-, and Timely  
Purchase Orders, PCards, Petty Cash*







- University Policy 3001

- (Commonwealth E&G and Auxiliary Services: Ledger 1, 3, 4 and 6 Funds)
- (Local Discretionary/Gifts: Ledger 6 Funds Only)

➤ *CONSIDER: Reviewing the [University Code of Ethics](#)*

- **Procurement Requirements**

- Contract Vendor *OR*
- (SWAM) Vendor

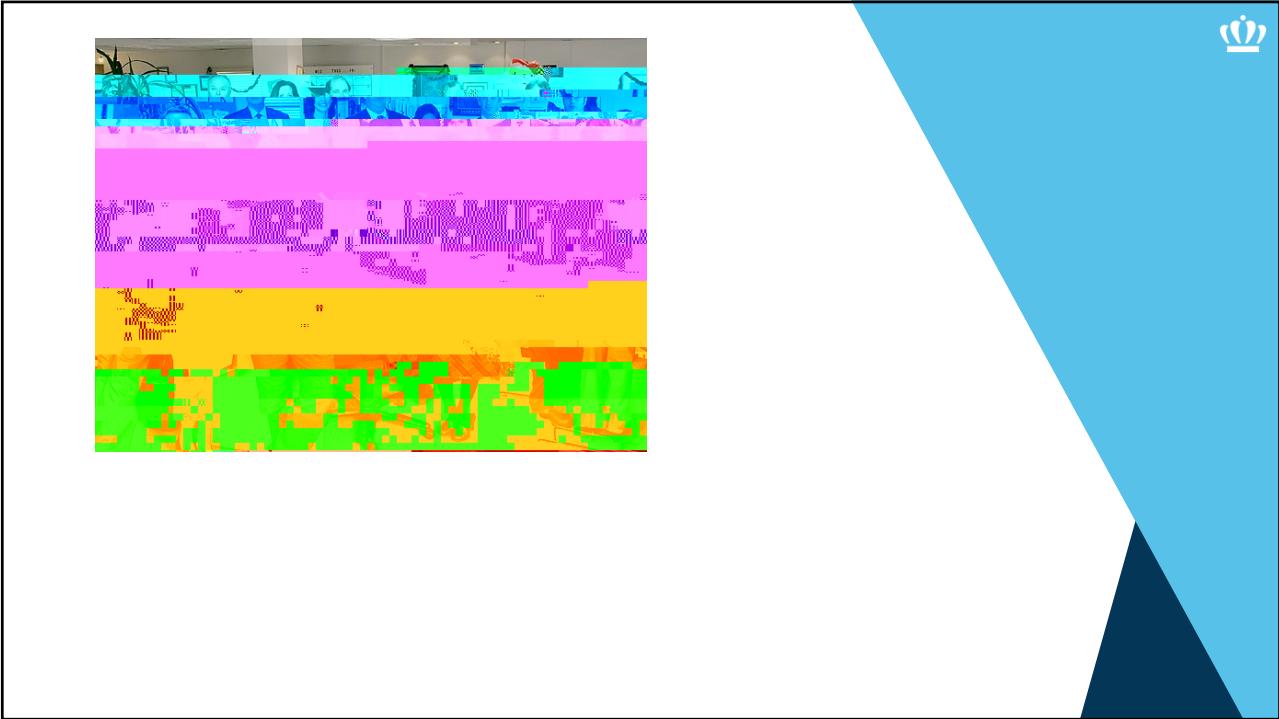
7



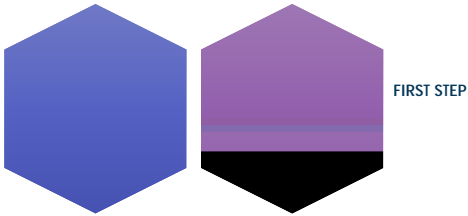
- *EXCEPTIONS: University-sponsored events such as commencement*
- *EXCEPTIONS: University-sponsored events*

8



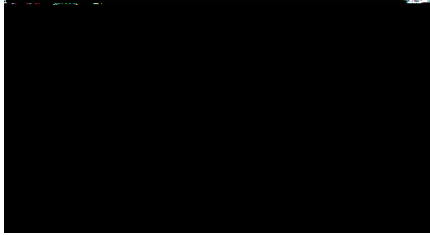


- *All Forms found on Office of Finance website*





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[NO!](#)

Questions?



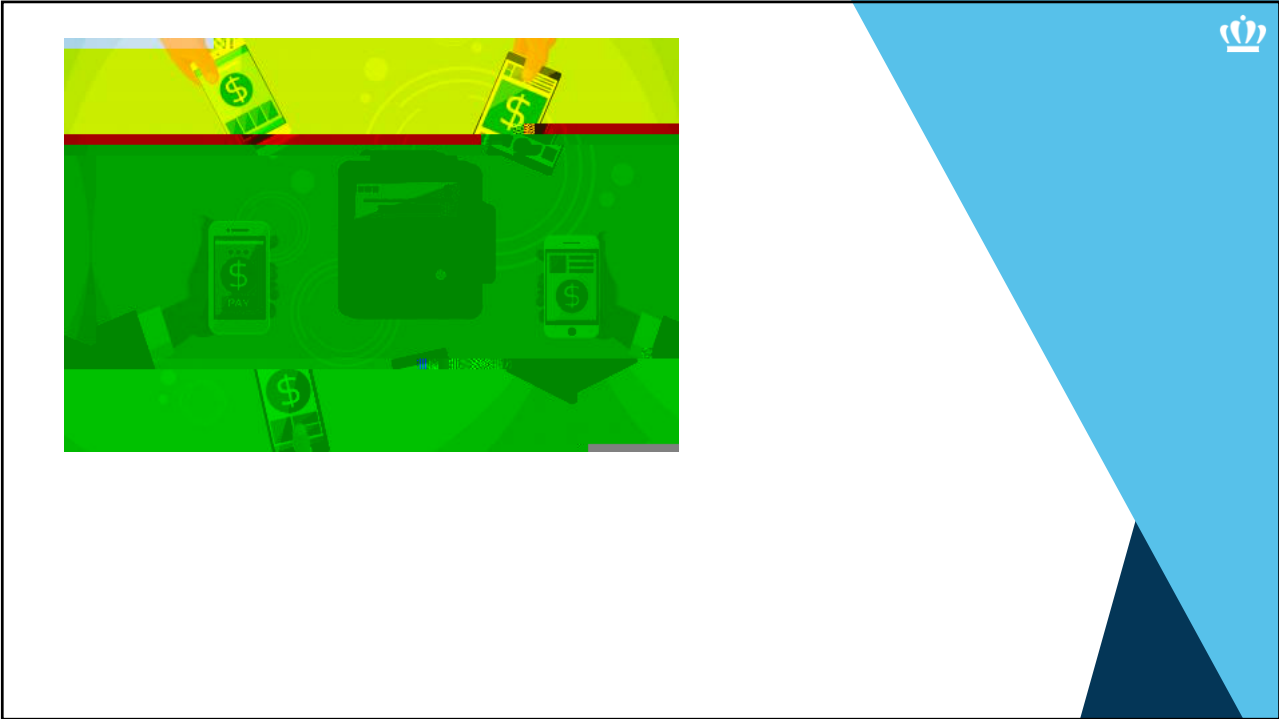




- Staples/RGH
- Aramark
- Dell & Apple
- VCE or Staples
- Printing

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### Memo Payments

- - *IP Checklist/Worker Classification Questionnaire*

### Bookstore Charges

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### Office Supplies

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### Aramark Requirements

- - *NOTE: PCards are the preferred method of payment for Aramark orders \$4,999 and under!*
  - *Business Related Meal Expense Form*
  - *PC-1 Petty Cash & Business Related Meal Expense Form*









Petty Cash Fund:

\$200

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BUD or higher establishes Petty Cash Custodian

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To establish – BUD must request with AP via Memorandum

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Now What?!

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## PC-1 Form



Removal of Funds *you will be notified of noncompliance/removal via email*

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Reconciling & Reimbursing

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Fiscal Year-End Requirements

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by 5/31

How to Reconcile

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NO!

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### Banner

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*Perform your own research and AP will thank you later!*

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36

(\*4 pages)  
W-8BEN & W-8BEN-E may be found online

The screenshot shows a web form titled "Dunn & Bradstreet Universal Numbering System (UNS)". The form is divided into several sections:

- Business Name:** A text input field.
- Entity Type:** A dropdown menu.
- Entity Classification:** A dropdown menu.
- Exemptions (see instructions):** A dropdown menu.
- Organization Type:** A series of checkboxes including:
  - Local Government
  - Tax-Exempt Organization
  - Partnership
  - VA State Agency
  - Other
  - Government
- Home:** A dropdown menu.
- Contact:** A section with fields for "Home Address" and "Business Phone".
- Business Phone:** A section with fields for "Area Code", "Phone Number", "Mobile Phone", and "Alternate Phone".

37

The screenshot shows a web form titled "The International University". The form includes the following visible elements:

- PREPAYMENT:** A checkbox labeled "PREPAYMENT - Yes" with a "Check right up on file" link.
- Pick up:** A checkbox labeled "Pick up" with a "Check right up on file" link.
- Other checkboxes:** "OLU email (required) for pickup" and "INGENIUM email (required) for pickup".
- Redaction:** A large black rectangular box covers the majority of the form's content below these checkboxes.

38





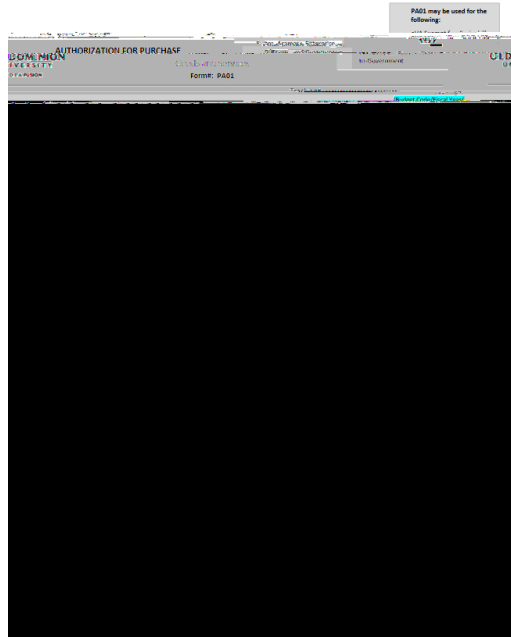


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**ALLOWABLE/DISALLOWED EXPENSES**

University Policy #3001, Responsibility of Budget Unit Directors on Use of Funds (Expenditures) to all individuals designated as Budget Unit Directors having fiscal responsibility for University Budgets. Please refer to the full details.

Certain expenditures that are funded with Commonwealth Educational and General Funds (Ledger 1), Commonwealth Auxiliary Service Funds (Ledger 3), and Local Auxiliary Service Funds (Ledger 4), must comply with the Commonwealth Accounting Policies and Procedures (CAPP) Manual. Other expenses that are funded with Local Discretionary and Gift Funds (Ledger 6) must comply with University financial policies and procedures and, when applicable, in accordance with reasonable and for the benefit of the University and its mission.

Examples of allowable and disallowed business expenses and the appropriate funding source(s) follow:

Allowable (Commonwealth E&G and Auxiliary Services: Ledger 1, 3, 4, and 6)

- x Essential and reasonable operating expenditures within Commonwealth guidelines that directly support the mission of the University;
- x Essential and reasonable travel expenditures within Commonwealth travel guidelines;
- x Reasonable food/beverage service for special meetings/events benefitting the University;
- x Purchase of equipment and supplies for office use;
- x Memberships in professional organizations when the membership will result in direct benefit to the institution;
- x Dedications and University sponsored events with clearly defined business purpose, specifically fund raising, community engagement, or entertainment of guests of the University;
- x Purchase of items to be used for employee recognition programs approved by the Department of Human Resources or student recognition activities;
- x Office plants and artwork/wall décor when they aid in the professional appearance of the office or building and are located in common/public areas;
- x Subscriptions to news journals, periodicals and magazines where such subscriptions are necessary for professional responsibility (Note: they should be mailed to an ODU office);
- x Funeral attendance travel expenses for one employee selected by the President or designee;
- x Bottled water for outside workers or emergency provisions for employees if the water available in the building is not potable.

Allowable (Local Discretionary/Gifts: Ledger 6 Funds ONLY)

- x Essential and reasonable travel expenditures in excess of Commonwealth travel guidelines;
- x Reasonable operating expenditures directly benefitting the University in excess of Commonwealth guidelines;
- x Memberships in social organizations when the business purpose has been clearly established and documented and the membership has been approved by the President;
- x Length of service and position within the University.

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- x Purchase of goods or services for non-university or personal use or for use by an organization other than the University;
- x Cleaning of personahl (o)4.00ab2ei noUni OEro.Q q 0 0 6176m6b (;)TJ ET Q q 0 0 612 792 re W\* n BT /C2\_2