

DFA CAMPUS UPDATES

Gerald Ellsworth Hunter, PhD
Vice President, Division of Finance
and Administration/CFO



DFA CAMPUS UPDATES

University Controller

Lakisha Speller, CIA, CGFM
AVP of Finance
and Administration
/ University Controller



Controller's Office – Discussion Items

- Planning for Year-end Close
- Fixed Asset Inventory / Purchasing Equipment

Planning for Year-end Close

- Review your budgets accounts
- Determine any additional procurement or travel requirements
- Submit requisitions in eVA and Colleague
- Receive your goods or services promptly



Planning for Year-end Close

- To pay an invoice from this current fiscal year's budget, purchases must be officially "accepted" by your department and the invoices submitted to Accounts Payable (AccountsPayableDept@nsu.edu) for payment by June 1st. If a fixed asset, as defined by NSU [Policy Number 41-06](#), is delivered directly to your department or your department picks up the fixed asset from a vendor, contact the Fixed Asset Accountants at FixedAssets@nsu.edu immediately to coordinate receiving and tagging of the asset. Purchases on blanket purchase orders are received by submitting authorization to pay to Accounts Payable.
- For each invoice matter, please respond as soon as possible to inquiries from Accounts Payable staff. Remember, to record properly expenses in the University's financial statements in the correct fiscal year, receiving must be completed **prior to June 30th**, regardless if the invoice has been received. Expenses for invoices paid from July 1st to August 31st, received in Colleague or authorized to pay as of June 30th, will be accrued for financial statement purposes to the current fiscal year.

Planning for Year-end Close

- Vendors are instructed on NSU purchase orders to submit all invoices to Accounts Payable. If an invoice is mailed to you directly, please deliver it to Accounts Payable immediately to AccountsPayableDept@nsu.edu, but not later than June 1st. Your department should not hold invoices. Documents that are not submitted by the prescribed deadlines may result in expenditures being charged to the next FY budget of the department.
- It is the responsibility of the department's account manager to identify funding with existing resources to fund expenditures that may be charged to the FY budget.

Fixed Asset Inventory

- Fixed Asset Inventory is due to the Fixed Asset Accountants by **March 31st**.
- The following buildings are required to have physical inventory during fiscal year 2026:

- | | |
|--|---|
| <ul style="list-style-type: none">• Babbette B. Smith (Twin Tower North)• Babbette B. Smith (Twin Tower South)• Charles H. Smith Residence Hall• E.L. Hamm Fine Arts Building• Facilities Management & Warehouse• Football Practice Field• Herman H. Bozeman Education Building• J. Hugo Madison Hall• L. Douglas Wilder Performing Arts Center• Lee W. Smith Residence Hall• Marie V. McDemmond Center for Applied Research (MCAR)• Marty L. Miller Baseball Stadium• Memorial Garden• Mid-Rise Residence Hall (Honors College)• NSU Greenhouse• NSU Police Station• Outside Basketball Courts• Park Place | <ul style="list-style-type: none">• Phyllis Wheatley Residence Hall• Picnic Area• President's House (University House)• Rosa Alexander Residence Hall• Samuel F. Scott Residence Hall• Scott/Dozier Dining Hall• Softball Field• Spartan Station• Spartan Suites• Sports Annex• Sports Medicine Center• Tennis Court• The Melvin and Patricia Stith Alumni House• Ticket Office• University Shoppes• West Campus Café• William "Dick" Price Football Stadium• William P. Robinson Senior Technology Building |
|--|---|

Fixed Asset Inventory

- The asset steward will act as the primary point of contact for the department during the University's annual physical inventory process. The asset steward will be responsible for conducting their inventory and returning the inventory certification sheet to the fixed asset department.
- Departments are responsible for the proper care, maintenance, control, and reasonable safeguard to prevent loss, damage, or theft of equipment and other fixed assets. As well as report theft of equipment and other fixed assets to NSU Police, Internal Audit and Fixed Asset Accountants.

Fixed Asset Inventory

- If you submit your inventory with missing or not found items, you will receive some follow-up questions from fixed asset staff.
- Fixed Asset Inventory Training is available on the O:drive>Financial Services>Fixed Asset Training Documents.
- A listing will be provided to the VP of Finance and Administration and the President on outstanding inventory.

Fixed Assets – Purchasing Equipment

- While creating the new requisition, include the following information in the printed comments' field:
 - Stewards name (the person who will be responsible for the equipment).
 - Building name abbreviation of where the equipment will be located.
Example = MCAR.
 - Room/Suite/Office number of where the equipment will be located.
- This data will help ensure your equipment is delivered to the correct location as well as improve the accuracy of the inventory tracking system.
- If this information is not entered, the asset's steward name will default from the Initiator field and/or the Approver field.

Requisition 0082739

[Back to 1010-10-011-50023-67011 Equip Trust Reimburs Lease 2 : Educational Equipment](#)

Status	PO Created	Date
Vendor	0361459 Dell Marketing LP	Status Date
Amount	\$70,854.63	Desired Date
Maintenance Date	1/22/2024	AP Type
Initiator	Tracy Peele	
Requestor		
Associated Documents	P0030359	
Attachments	No Attachments	

Printed Comments

APPROVERS

APPROVER

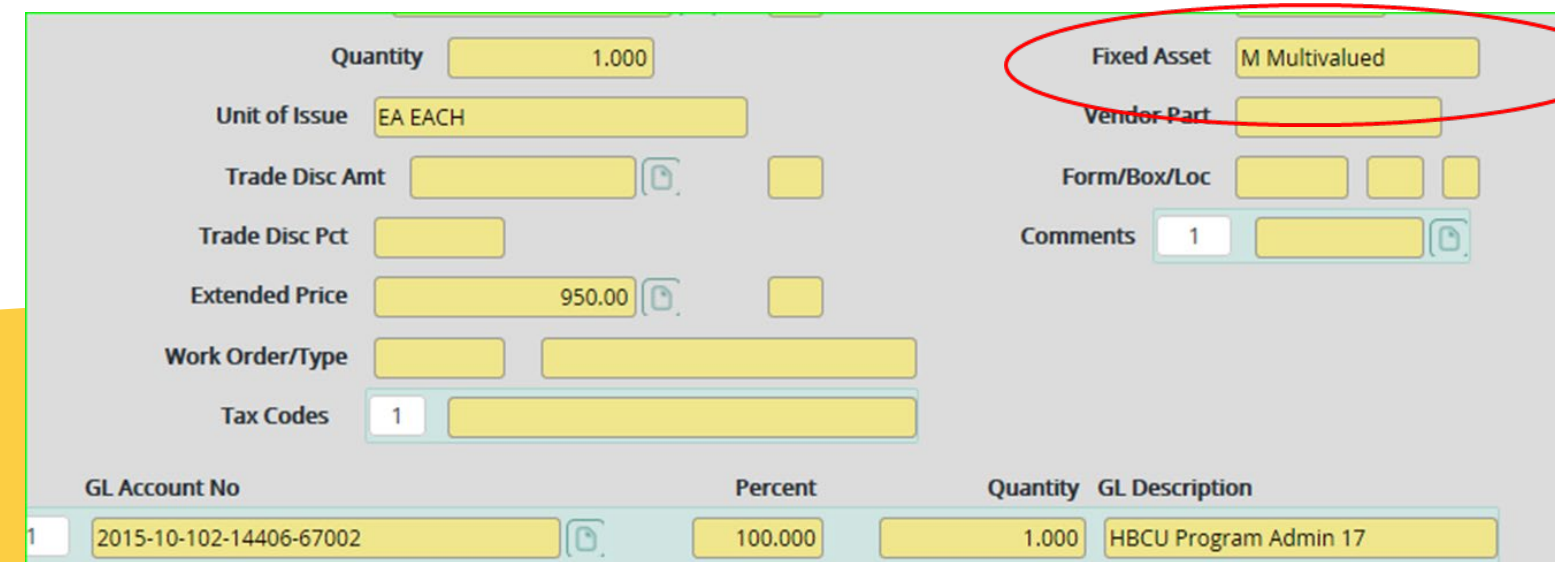
EQUIP TRUST/Michael Keeve/CSET/3-2820/ TPeele/Reference # 2132020551-2132020911
BUNDLED ORDER: Line Numbers 1-2 Fixed Asset Steward: Dr. Michael Keeve

APPROVER

✓ Jones, Dennis

Fixed Assets – Purchasing Equipment

- When purchasing fixed assets, please code the requisition line item to 670xx. Object Code listing is available on O:drive>Financial Services>Colleague Object Code Listing
- If the object code does not exist, please send a request to the budget department, for the object code to be concatenated.
- Line items on the purchase order are flagged with Multivalued field in Fixed Asset field by Procurement.
- Items flagged on the purchase order as Fixed Assets are received in Colleague by the Warehouse. Departments receiving equipment directly from vendor must contact FixedAssets@nsu.edu to have the equipment tagged and purchase order accepted in Colleague.



The screenshot displays a requisition form with the following fields and values:

- Quantity: 1.000
- Unit of Issue: EA EACH
- Trade Disc Amt: [Empty]
- Trade Disc Pct: [Empty]
- Extended Price: 950.00
- Work Order/Type: [Empty]
- Tax Codes: 1
- Fixed Asset: M Multivalued (circled in red)
- Vendor Part: [Empty]
- Form/Box/Loc: [Empty]
- Comments: 1

At the bottom, a table shows the GL Account No, Percent, Quantity, and GL Description:

GL Account No	Percent	Quantity	GL Description
2015-10-102-14406-67002	100.000	1.000	HBCU Program Admin 17

Fixed Assets – Purchasing Equipment

- Additional training on purchasing fixed assets available on the O:drive>Financial Services>Fixed Asset Training Documents
- If you have any questions regarding fixed assets purchases, tagging or inventory, please email FixedAssets@nsu.edu, or contact Mr. Bryce Turner at (757) 278-4899 / bjturner@nsu.edu or Mr. Garrett Williams at (757) 823-2518 / gwilliams01@nsu.edu.

DIVISION CAMPUS UPDATES

Procurement Services

Ms. Monique
Robinson
Director



Procurement Services Year-End Requisition Cutoff



NORFOLK STATE
UNIVERSITY

First, confirm that your budgets have sufficient balances to absorb or process all transactions that you anticipate to carrying out throughout the remainder of the fiscal year, including internal services provided to you from service departments, such as telephone and copy services, Small Purchase Charge Card orders, travel, etc.

PLAN early and discuss with Procurement Services staff any anticipated needs affected by year-end cutoff. To mitigate unexpected items, consider trends from previous years that have occurred at year end and PLAN accordingly.

Your adherence to the deadlines will provide Procurement Services and the Central Warehouse (Receiving) sufficient time to complete the ordering and receiving processes before the end of the fiscal year. **Although the fiscal year ends on June 30, all goods and services must be accepted and invoiced no later than June 3rd.**

To ensure that your requisitions for goods, services are processed in a timely manner and charged correctly to your budget, proceed as follows:

1. Enter purchase into eVA and/or Colleague as directed by Procurement Services.
2. Utilize your Small Purchase Charge Card (as possible)
3. Receive goods/services in eVA **and** Colleague (as applicable)
4. Review invoices upon receipt. **DO NOT HOLD INVOICES.**
Ensure the invoice and PO match (goods/services, amount, etc.). If any adjustments are needed take proper steps to change the order or communicate with vendor for correction to invoice.
5. Communicate with Accounts Payable the “OK to Pay” the invoice.

Note: Procurement Services will strictly follow year-end cut-off dates. Requisitions entered after the cut off will be processed; however, payment may occur from your FY27 budget.



Office of Planning and Budget
Dennis Jones
Executive Director



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OPB Mission Statement

The mission of the Office of Planning and Budget Office (OPB) is to effectively lead the planning, development, and management of all university budgeting operations as informed by the institution's six-year plan and guided by the institutional strategic plan.

Year-End Review Guidelines for Budget Managers

- The year-end review process begins **March 1st**
- Run encumbrance reports and ensure encumbrances are cleared to “zero” **before** June 30th (fiscal year-end)
- Complete all final year-end requisitions according to Finance & Administration’s year-end memo
- Expenditures must align with the specific account purposes
- Monitor recurring internal charges, e.g. copy management (based on usage) and telephone services (per line usage) and ensure adequate funding is available to cover these monthly expenditures through the end of the fiscal year

Year-End Memo - 5 Step Protocol

STEP 1 – REVIEW YOUR ACCOUNTS

STEP 2 – DETERMINE ANY FINAL PROCUREMENT OR TRAVEL REQUIREMENTS

STEP 3 – RECEIVE YOUR GOODS OR SERVICES (COLLEAGUE AND/OR eVA)

STEP 4 – ENSURE INVOICES AND PAYMENT REQUESTS ARE RECEIVED BY THE APPROPRIATE OFFICE

STEP 5 – OBSERVE AND COMPLY WITH YEAR-END CUT-OFF DATES FROM THE YEAR-END MEMO

Year-End Memo Step 1 - Review Your Accounts

- As account manager, you are responsible for certifying that each budget line ends the fiscal year with either a **zero or positive balance** of the unexpended budget.
- Clean up all open **commitments** for goods or services that have been received and confirm that the appropriate corresponding payment of the final invoice has been made, or the proper adjustment has been made where you no longer require the goods or services.
- Modify your budget to **eliminate any existing deficits** by transferring funds from other departmental budgets under your control which have the same funding source (i.e., Education & General (E&G) or Auxiliary Funds).
- Please confirm that your budgets have sufficient balances to absorb or process all transactions that you anticipate to carrying out throughout the remainder of the fiscal year, including internal services **provided to you from service departments, such as telephone and copy services, Small Purchase Charge Card orders, travel, etc.**
- Consistent with the deadlines, the Office of Planning and Budget, in coordination with Procurement Services, may remove all unused budgets (access to funds) from individual departments.

Budget Line Adjustment (BLA) Year-End Guidelines

- Modify your budget to eliminate any existing deficits by transferring funds from other departmental budgets under your control which have the same funding source (i.e., Education & General (E&G) or Auxiliary Funds). To accomplish this action, a Budget Line Adjustment must be completed online and submitted to the Office of Planning and Budget for approval.
- BLA forms can be found on the Office of Planning & Budget's intranet webpage at: www.nsu.edu/opb/forms (add BLA form2)
- Please adhere to the BLA submission deadline below.

DEADLINE

- **You must submit your Budget Line Adjustments, including non-recurring budget requests, to the Office of Planning and Budget before 5:00 p.m. Friday April 3, 2026.**

Non-Recurring Request (NRR) Year-End Guidelines

- Non-recurring budget requests are requests for **one-time funding** for products and services that cannot otherwise be obtained using existing departmental resources.
- Non-recurring funding should not be requested if the associated requisitions/POs will not be closed by the deadlines noted in the Year-End MEMO.
- Non-recurring funding should be utilized within the same fiscal year that it was awarded.
- Non-recurring funds **do not carry forward** to the next fiscal year.

Non-Recurring Request (NRR) Year-End Guidelines (cont'd)

- The Non-recurring Budget Request form can be found on the Office of Planning & Budget's intranet webpage at: www.nsu.edu/opb/forms
- Please adhere to the NRR funding submission deadline below.

DEADLINE

- **You must submit your Budget Line Adjustments, including non-recurring budget requests, to the Office of Planning and Budget before 5:00 p.m. Friday April 3, 2026.**

Example: Encumbrances – Impact on Budget

EXAMPLE #1 – Current Fiscal Year FY25

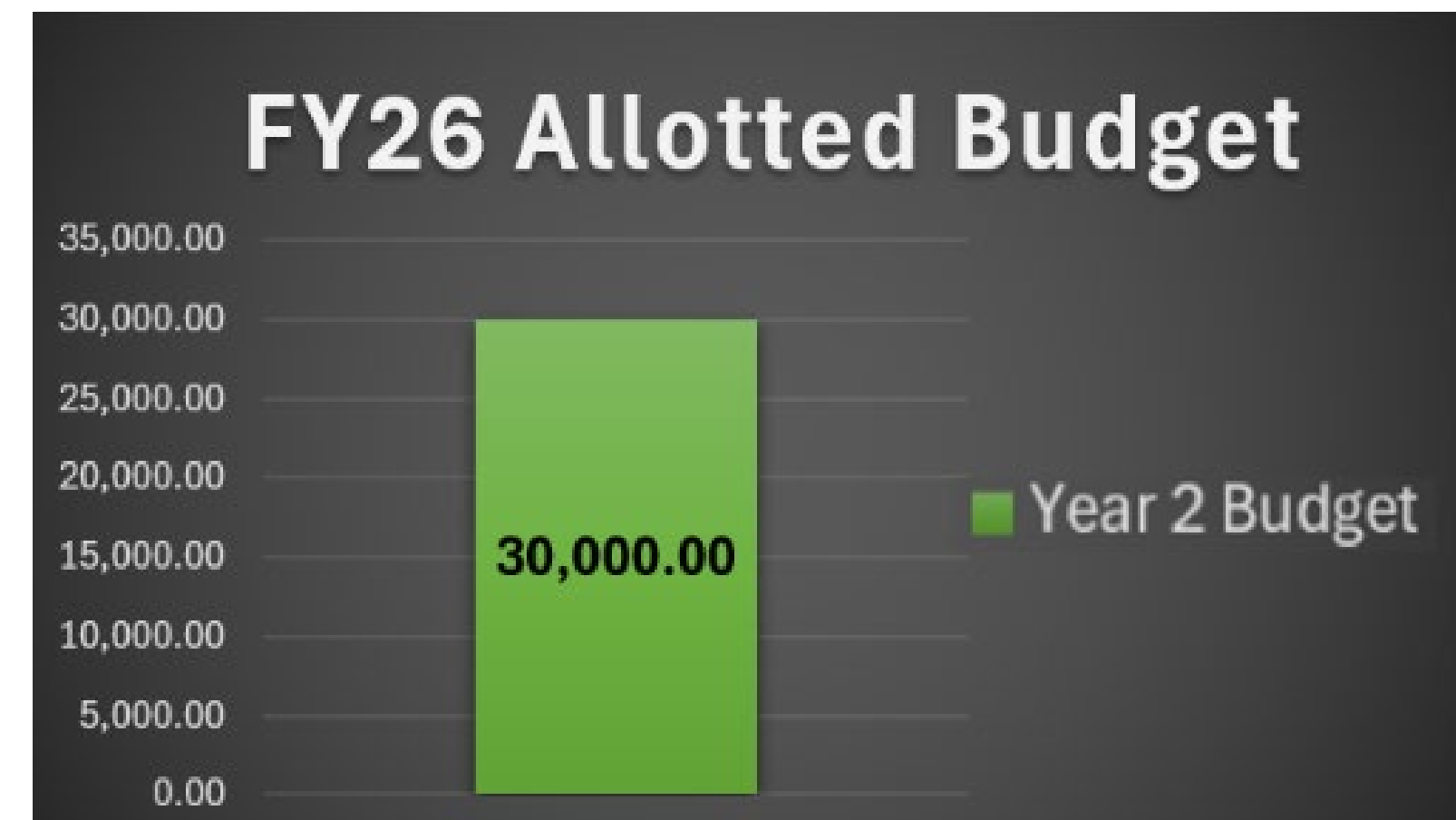
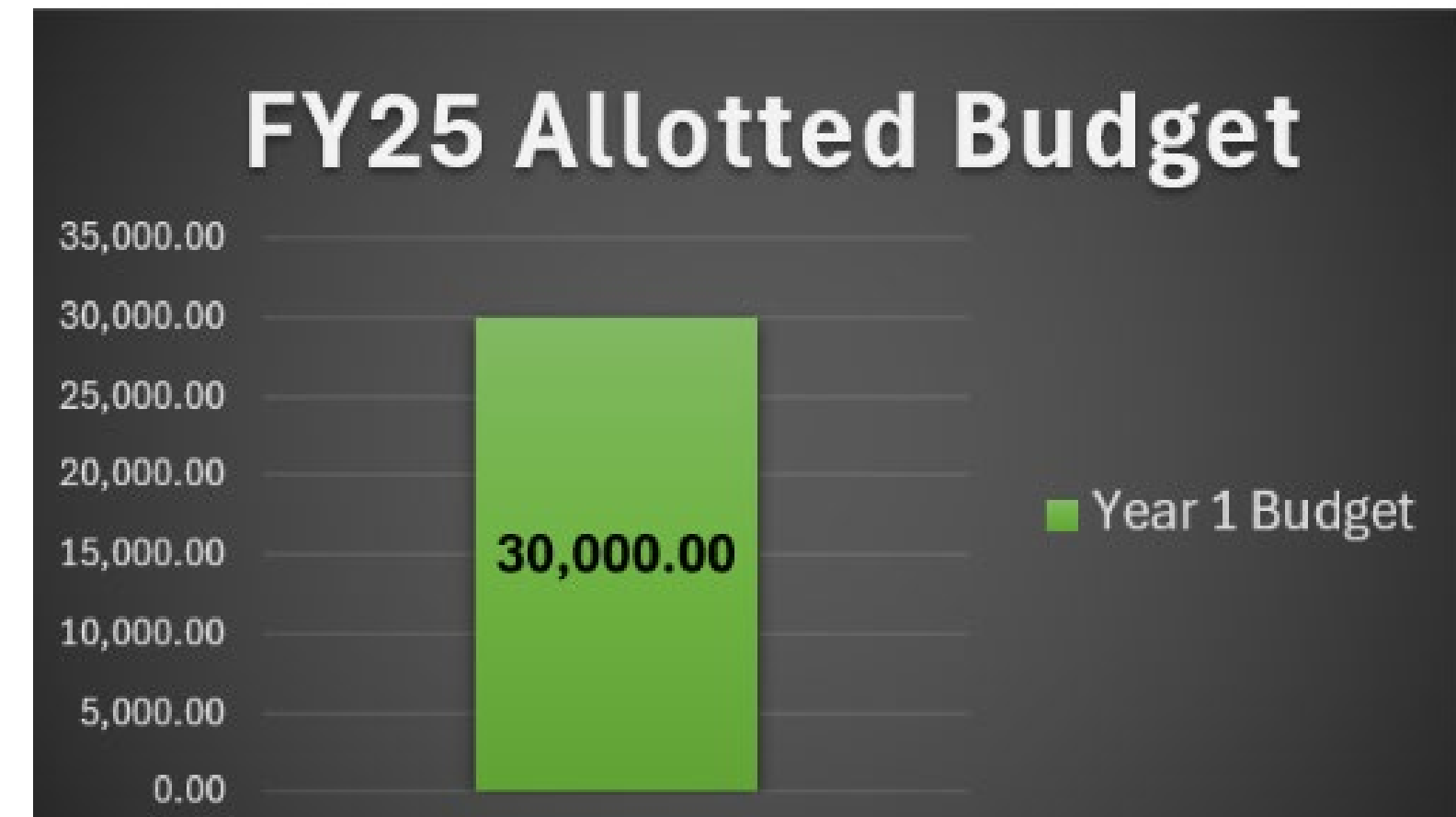
The NSU Artificial Intelligence (AI) Department was allotted a \$30,000 budget at the start of FY25, July 1, 2024. The department was also allotted a \$30,000 budget for FY26.

By the end of the FY25, June 30, 2025, the department had encumbrances totaling \$30,000 and expenditures totaling \$16,350.

Vendor	Encumbrances	Expenditures	Balance
Vendor A	7,200.00	450.00	6,750.00
Vendor B	7,400.00	500.00	6,900.00
Vendor C	5,400.00	5,400.00	0.00
Vendor D	10,000.00	10,000.00	0.00
Totals	30,000.00	16,350.00	13,650.00

Questions:

- What is the department's year-end budget balance?
- Did the department end the year with a positive, negative, or zero budget?
- Did the department expend all its FY26 budget? Explain.
- What is the department's available operating budget for FY26 on July 1, 2025?



Example: Encumbrances – Impact on Budget (cont'd)

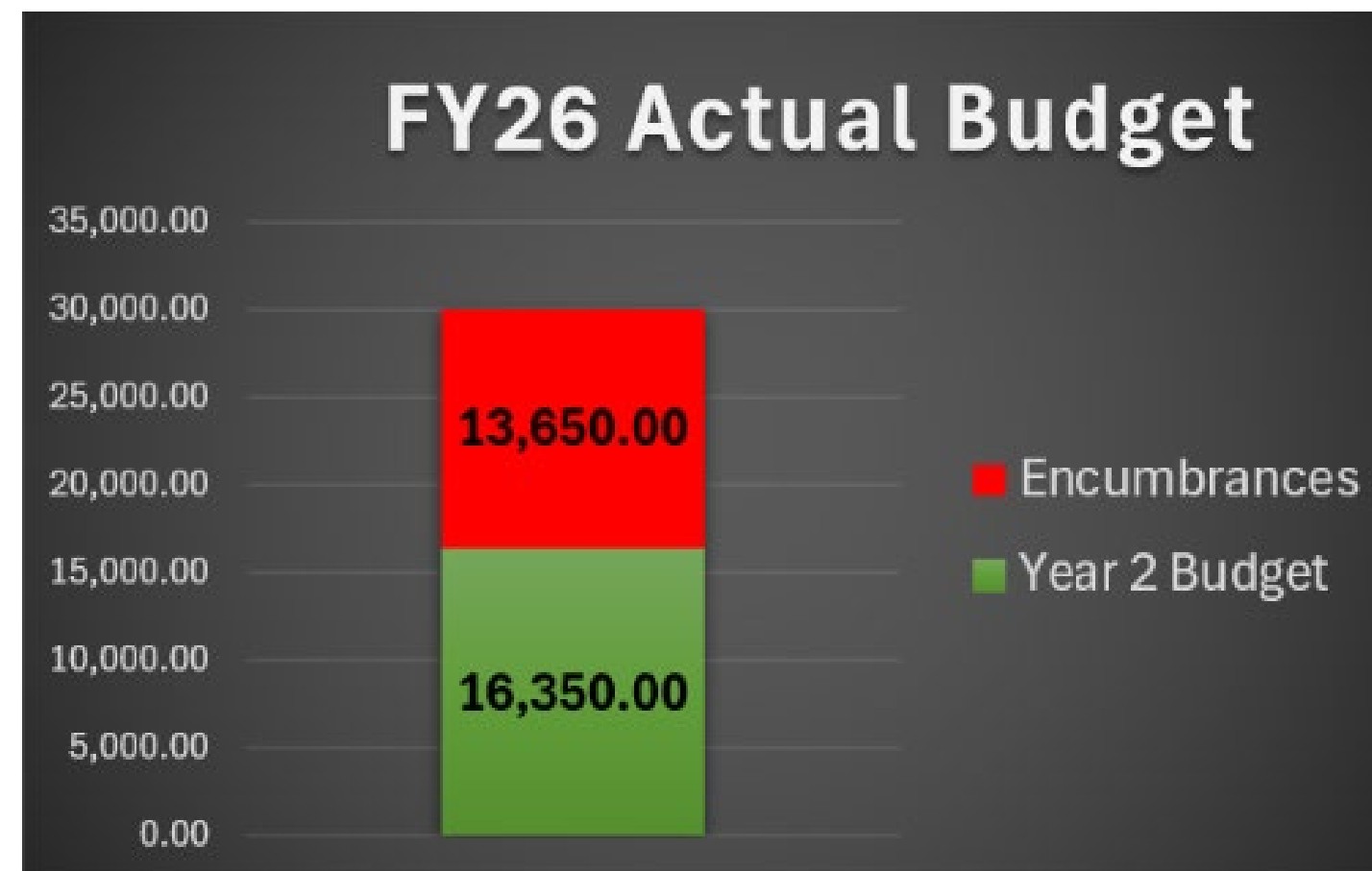
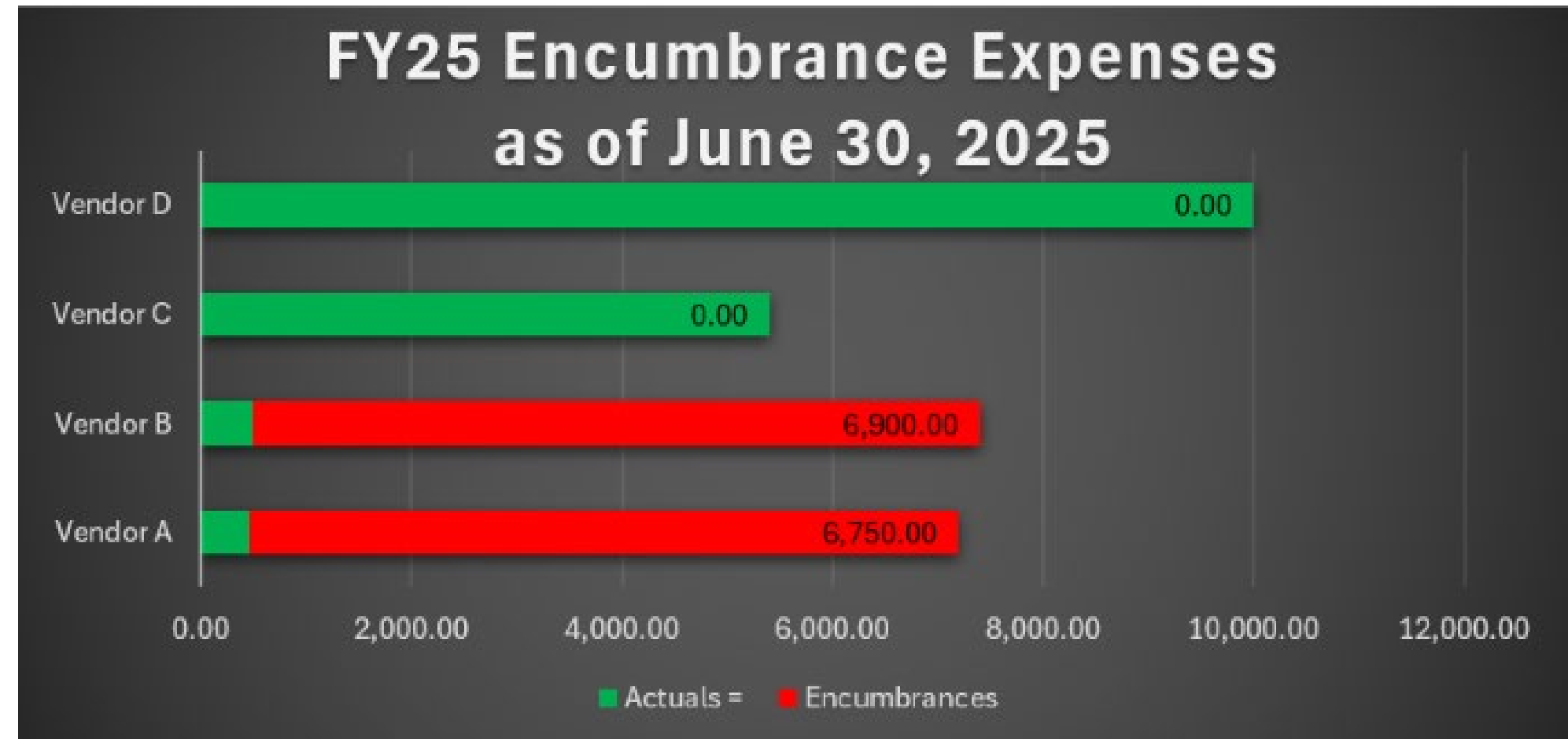
EXAMPLE #2 - New Fiscal Year FY26

The AI Department obligated 100% of its FY25 allotted budget, ending the year with a zero-budget balance. However, there are outstanding encumbrances totaling \$13,650.

The allotted budget for FY26 is \$30,000 as of July 1, 2025. As of today, the department has not encumbered any expenditures in the new fiscal year.

QUESTIONS:

- Did the department start the year with a positive or negative budget?
- What is the department's actual operating budget?
- Is the operating budget different from the allotted budget? Explain.



Encumbrances Impact on Budget – Lessons Learned

- Encumbered goods and services should be expended within same year they are requisitioned.
- Open requisitions that are not completed within the year they are originated **WILL** carry forward into **ALL** future fiscal years until they are completed and closed.
- It is the responsibility of the departmental budget manager(s) to ensure all encumbrances are completed and closed, regardless of the year they were originated (**departments own their budget issues**).
- Non-recurring funds should be expended within the same fiscal year they were awarded.
- Non-recurring funds **DO NOT** carry forward to the next fiscal year.

Year-End Budget Guidelines

Budget managers should conduct a year-end budget review of their accounts to include the following actions:

- Review the Division of Finance and Administration Year-end Memo published via campus announcements and adhere to the established deadlines.
- Monitor Personnel Services and Non-Personnel Services (NPS) budgets at least monthly to ensure funding is available to cover all expected and anticipated expenses prior to year-end.
- Monitor recurring internal charges, e.g., copy management and telephone services, to ensure adequate funding is available to cover these monthly expenditures through the remainder of the fiscal year.
- Small charge card purchases do not reflect in the budget until they are processed through financial accounting.

Year-End Budget Guidelines (cont'd)

- Receive all goods and/or services in Colleague as soon as they are delivered.
- Ensure encumbrances are cleared to “zero” **before June 30th**, fiscal year-end.
- Contact Procurement Services and/or Accounts Payable to close any encumbrances that are no longer needed.
- Send all invoices to Accounts Payable and/or confirm all invoices have been sent to Accounts Payable before the established deadlines in the Year-End MEMO.

New-Year Budget Start-Up Guidelines

Budget managers should conduct a new fiscal year budget review of their accounts to include the following actions:

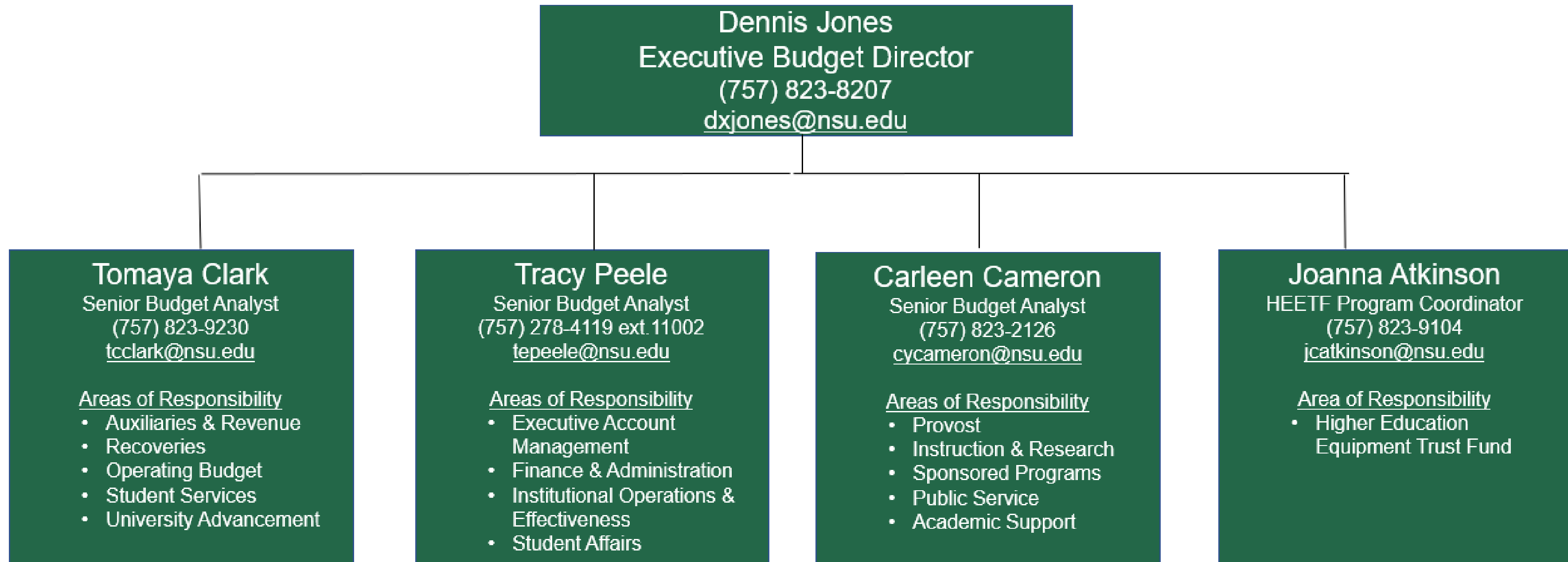
- Review both personal services and non-personnel services budgets to ensure allocated budgets were correctly loaded.
- Immediately review carryforward encumbrances and take the appropriate actions to clear the outstanding balances.
- Contact Procurement Services and/or Accounts Payable to close any encumbrances that are no longer needed.



TAKE AWAYS

- Review both personal services and non-personnel services budgets to ensure allocated budgets were correctly loaded.
- Ensure encumbrances are cleared to “zero” **before June 30th**, fiscal year-end.
- Non-recurring funds **do not carry forward** to the next fiscal year.
- Clean up all open **commitments and eliminate any existing deficits** within your account.
- Small charge card purchases do not reflect in the budget until they are processed through financial accounting (up to 30 days after purchase).

OPB Staff Contacts



DIVISION CAMPUS UPDATES

Auxiliary Services

Dr. Davida H. Williams

Associate Vice President



Catering Process & Policy Overview

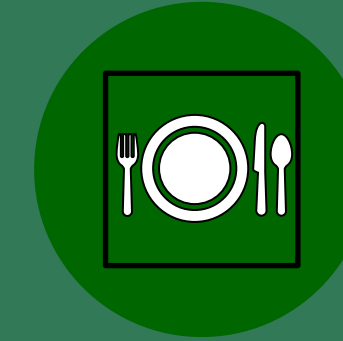


NORFOLK STATE
UNIVERSITY

Catering Provider



**EXCLUSIVE CAMPUS
CATERING PROVIDER**



**THOMPSON HOSPITALITY
(DINING SERVICES)**



**OPERATED IN
PARTNERSHIP WITH
COMPASS GROUP**



**HOLDS FIRST RIGHT OF
REFUSAL FOR ALL CAMPUS
EVENTS**



**ALL CATERING (INCLUDING
OUTSIDE VENDORS) MUST
BE APPROVED**



**NORFOLK STATE
UNIVERSITY**

University Policy #43-38

Food & Catering Services Policy

All food/catering purchases must:

- Be made through the University's contracted food services provider
- Comply with University Policy #43-38

Be initiated through:

- Colleague
- eVA

Ordering Process

- Standard lead time requirements for events
- Emergency/short notice request procedures
- Centralized ordering platform
- Designated departmental contacts
- Per Diem for Catering Services



How to Submit a Catering Request

All requests must be emailed to:
norfolkcatering@thompsonhospitality.com

Include the following details:

Contact name & information

Event date

Event time

Event location

Estimated guest count

Menu selections



**NORFOLK STATE
UNIVERSITY**

Timely Ordering Expectations

- Recommended ordering deadlines based on event size
- Communication protocol for changes
- Cancellation policy
- Consequences of late submissions

Quotes & Pricing

- Turnaround time for quote delivery
- Standard pricing templates
- Minimum guest requirements
- Service fees & staffing charges

Purchase Requisition Requirements

Requisition Must Include:

Description of food/catering services

Event location

Date and time of services

Price quote by

Special or additional requirements



Business Meal Certification Requirements

- University approval requirements
- Required documentation prior to service
- Certification responsibility (requesting department vs. dining partner)
- Compliance with institutional guidelines



Payment Process (After Services Rendered)

- Invoicing timeline
- Required documentation attached to invoice
- Approval workflow
- Accounts payable for processing timeline



Important Reminders

Submit
requests
early

Ensure all
forms are
signed

Follow
University
Policy
#43-38

Obtain
approvals
before
securing
outside
vendors



DIVISION CAMPUS UPDATES

Human Resources



Supervisor &
Employee Quick
Guide

Norfolk State
University

FMLA
DOS & DON'TS

Office of Human Resources - - February 27, 2026

- ▶ Provides eligible employees with job-protected leave for qualifying medical and family reasons.
- ▶ Maintains group health benefits during approved leave.
- ▶ Protects employees from interference or retaliation.
- ▶ Ensures employees can return to the same or equivalent position.

PURPOSE OF FMLA

Employees do not have to say "FMLA."

Notify HR when employees mention surgery, hospitalization, or ongoing treatment.

Refer cases involving pregnancy, chronic conditions, or family care needs.

When in doubt, contact HR.

SUPERVISOR DOS – RECOGNIZE POTENTIAL FMLA SITUATIONS



Immediately refer employees to HR for leave processing.



Maintain confidentiality of medical information.



Track attendance consistently and coordinate with HR.



Support approved leave exactly as certified.

SUPERVISOR DOS – RESPONSIBILITIES

01

Do not request medical diagnoses or documentation.

02

Do not discourage employees from taking leave.

03

Do not modify schedules or duties without HR review.

04

Do not count approved FMLA absences as misconduct.

SUPERVISOR DON'TS



Provide notice when leave is needed.



Submit required certification paperwork on time.



Follow departmental call-out procedures unless medically unable.



Use leave consistent with medical certification.

EMPLOYEE RESPONSIBILITIES

- ▶ HR provides Medical Certification Forms to the employee.
- ▶ Employee must have healthcare provider complete the form.
- ▶ Certification must support the need for leave.

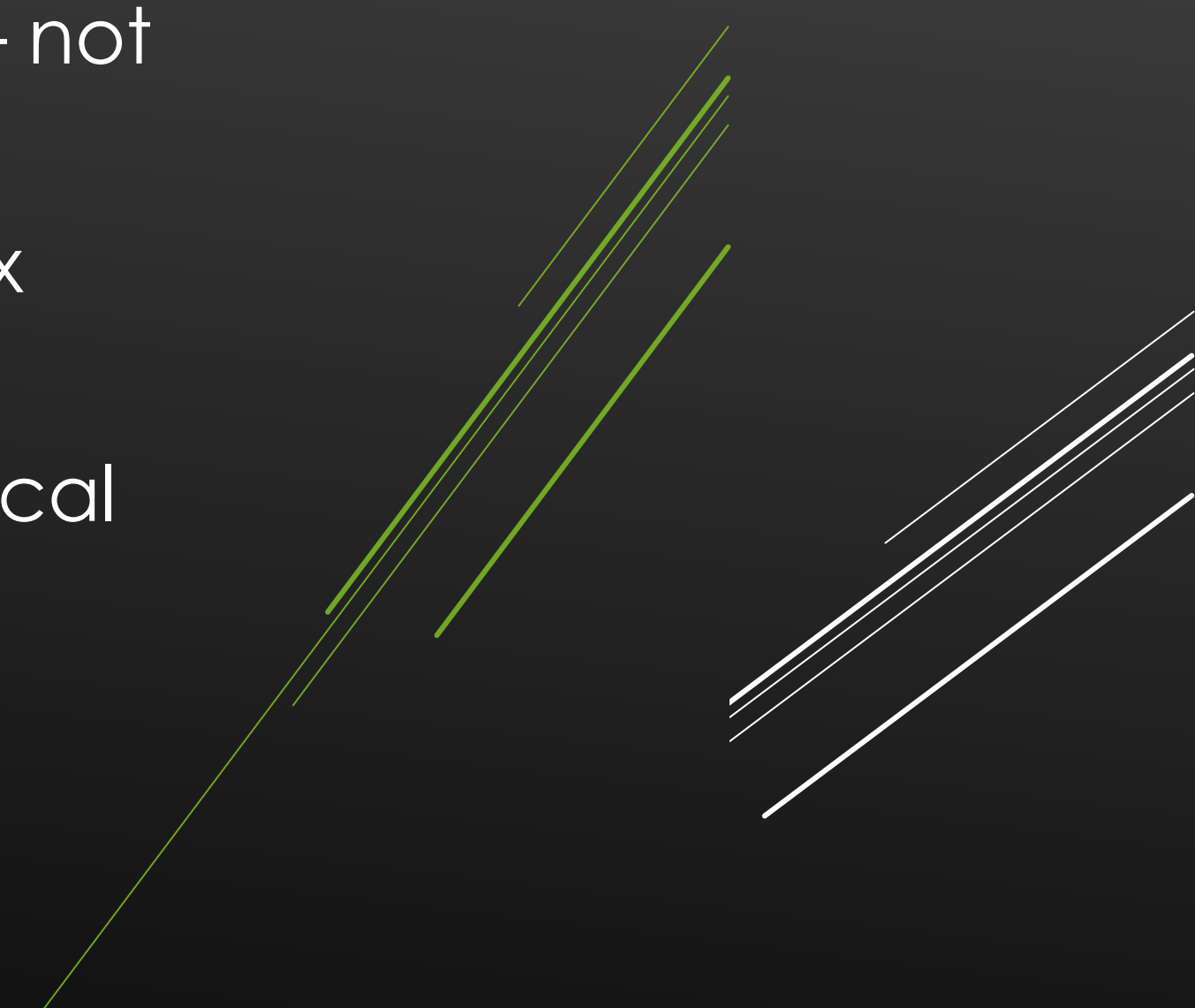


FMLA CERTIFICATION PROCESS

FMLA DOCUMENTATION SUBMISSION TIMELINE

- ▶ Employees have 15 calendar days to return certification to HR.
- ▶ Extensions may be approved only by HR when appropriate.
- ▶ Timely submission ensures leave protection.

HOW FORMS MUST BE RETURNED

- ▶ Forms must be submitted directly to HR — not supervisors.
 - ▶ Acceptable methods: secure email or fax directly from the Medical Provider.
 - ▶ Supervisors must not collect or store medical documentation.
- 
- A decorative graphic in the bottom right corner of the slide, consisting of several parallel diagonal lines. The lines are arranged in two groups: one group of three lines in a light green color and another group of three lines in white, both slanted upwards from left to right.



Leave may be delayed or denied.



Absences may not be FMLA-protected until certification is received and approved.



HR will communicate next steps with the employee.

IF DOCUMENTATION IS
NOT RETURNED ON
TIME OR COMPLETED



Remind employees to follow up with HR regarding deadlines.



Refer all leave status questions to HR.



Maintain consistent attendance practices.

SUPERVISOR ROLE DURING CERTIFICATION

KEY REMINDERS

- ▶ HR determines eligibility and approval — not supervisors.
- ▶ Medical privacy is mandatory.
- ▶ When unsure, contact HR first.

THANK YOU

<https://www.nsu.edu/human-resources>

757-823-8160

SPARTAN SPIRIT = EXCELLENCE

QUESTIONS?



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UNIVERSITY