

Finance News-You Can Use

News and Updates from the Division of Finance and Administration

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Message from Vice President Gerald E. Hunter

The Finance and Administration Division exists to support and facilitate the instruction and service goals of the University. It does this through the design and implementation of business and environmental services for our students, faculty, and alumni. The Division has the primary leadership role in the administration of institution-wide business processes. We seek to conduct institution business in a manner that follows institutional, state and federal rules using generally accepted management and ethical practices.

In support of the NSU mission we seek to:

- Develop the University's physical facilities so that they meet the needs of the campus;
- Ensure that administrative operations provide responsive, customer-

oriented service to all constituencies;

- Provide a safe and secure environment for our family students, faculty, staff and visitors; and
- Provide effective leadership in the administration and stewardship of financial, human and physical resources.



We see the future in you.



Training Available

Procurement Services provides training in:

- *Contract Management*
- *Contract Administration*
- *eVA Basics*
- *eVA Refresher*
- *SPCC Use*

Contact Procurement Services for the training schedules 823-8053

Procurement Services Reminders

1. After entering requisitions into Colleague and eVA, user departments needs to ensure that management approves.

2. Procurement Services **cannot** issue purchase order numbers (POs) for requisitions that have not

been approved by management.

3. Please adhere to Year-End Cut-Off dates for processing.

***SPCC purchases and ordering paper from the Central Warehouse due by May 4.**

***All invoices submitted to Accounts Payable and SPCC reconciliations processed due by June 1.**

*** Receiving must be performed in Colleague to pay an invoice.**

*** Timely response to AP is vital to ensure the SPCC recoveries are posted.**

Travel Planning

1. Travelers must prepare an estimate of the total cost of proposed overnight travel over \$500.

2. Management must authorize planning travel including cost estimates prior to the travel.

3. Compliance to state and NSU policy is documents by an approved requisition/PO in Colleague.

4. Before submitting a travel expense reimbursement, travelers are responsible for ensuring the PO has enough funds.

5. Travel advances are only issued to athletic costs for team travel, recruitment purposes, and faculty traveling with students.

6. Department of Accounts (DOA) does not

approve the use of Air BNB for business travel. When using a hotel or extended-stay location, that company is expected to provide safety for the traveler. With Air BNB there is no assurance of safety standards. There also is no assurance of a detailed receipt with itemized expenses for reimbursement expenses.

Safe Travels! ☺

REMINDER:

Travel Advances must be repaid in full within 30 days of receipt of receiving the advance. If advances are not paid within the specified time, the amount of the advanced balance will be deducted from the employee's paycheck.

Important Travel Tips

1. Pay for registration in advance.

2. Obtain a copy of the agenda to estimate meal per diem

3. Use GSA Per Diem Calculator for meal & lodging.

[http://perdiemcalc.net/gsa-
np/](http://perdiemcalc.net/gsa-np/)

4. Inquire about parking fees when reserving the hotel.

5. Request an Enterprise Rental quote.

6. Use the GSA trip calculator.
<https://dgs.virginia.gov/fleet/travel-planning/trip-calculator>

7. Local checks that are picked up by the department and are no longer needed should be returned to Accounts Payable.

Questions, contact the

Accounts Payable Office.

Eve Turner, Accounts Payable Supervisor 3-8014 ekturner@nsu.edu

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Travel Policy 41-01: <https://www.nsu.edu/policy/admin-41-01.aspx>

Small Purchase Charge Card (SPCC)

- Quickest and most efficient way to order

- Splitting of orders is prohibited

- No Colleague requisition required

- Department must set aside funds

- Enter eVA requisition unless exempt

- May 4 cut-off deadline

- One day lead time

- The SPCC card is subject to a maximum standard single transaction limit up to

\$2,000 and a maximum monthly spending limit of \$5,000.

- Please review the NSU SPCC Policy 43-13 for additional information:

<https://www.nsu.edu/policy/admin-43-13.aspx>

Procuring Merchandise

Mandatory Sources

- Virginia Correctional Enterprises (VCE) must be used for the following:
 - Furniture
 - Seating
 - Printing
 - Apparel and Promotional Items bearing the University's name or logo
- www.govce.net

Waivers

- If goods/services available from a mandatory source don't meet the agency's needs
- Waiver/exemption must be requested through Procurement Services
- User departments are not authorized to seek waivers directly from Central Agencies

- Waivers must be approved by Virginia Correction Enterprises or the Department of General Services.

Prior Approvals

- Departments must obtain Prior Approvals before procuring certain merchandise. Please review the policy 43-30: <https://www.nsu.edu/policy/admin-43-30.aspx>



Please feel free to contact any of the Finance and Administration Departments if you have questions.

<https://www.nsu.edu/finance-and-administration/faculty-and-staff>

Controller's Office Need to Know

Auditor of Public Accounts (APA)

- FY 2017 Financial Statement audit performed by the APA is underway
- The APA is conducting control test work in preparation to meet SACSCOC deadlines.
- Thank you for your cooperation from all departments

- The APA will present the audit at the May 2018 Board of Visitors Meeting

Fixed Assets/Inventory

- If you submit your inventory list with missing or not found items, you will receive follow-up from a fixed asset staff member.
- Departments are responsible for the proper care, maintenance,

control, and reasonable safeguard to prevent loss, damage or theft of equipment and other fixed assets.

- Thefts of equipment and other fixed assets should be reported to the NSU Police, Internal Audit and the Fixed Asset Accountants.

Fixed Assets Policy 41-06: <https://www.nsu.edu/policy/admin-41-06.aspx>

Planning and Budget Office Reports

2019 Operating Budget

- Budget requests area being solicited from across campus
- Increase in tuition and fees will be minimal due to limited elasticity of families

- Tuition, room, board and fee rates and the 2019 Operating Budget will be discussed during the May 4, 2018 Board of Visitors Meeting

Payroll Office Updates

2018 Federal Tax Changes

- New W-4 Form
- New withholding tax calculator
- Forms can be submitted to Payroll Office, Wilson Hall, Suite 360

- Timesheets and overtime forms must be signed and dated by the employee and supervisor.
- Forms received with no signature or date will be returned back to the department which may delay processing.

- The W-4 form can be located on the O Drive or under MyNSU Faculty/Staff Resources

IRS Tax Calculator: <https://www.irs.gov/newsroom/updated-withholding-calculator-form-w-4-released-calculator-helps-taxpayers-review-withholding-following-new-tax-law>

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**BEHOLD THE
GREEN
AND GOLD!**

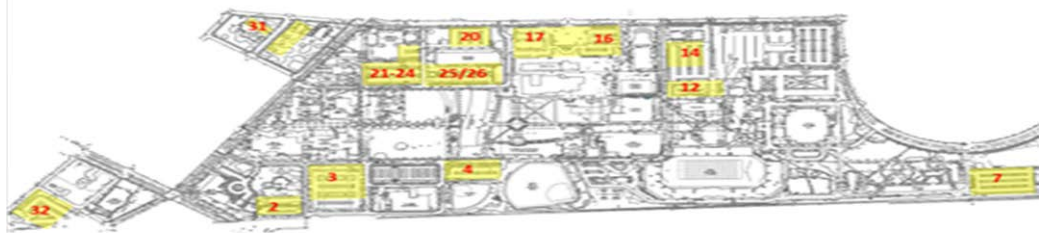


Residence Hall- Fall 2019

Gate 1 Remodeling- Fall 2018



We're on the Web!
<https://www.nsu.edu/About/Administrative-Offices-Services/Finance-and-Administration>
www.nsu.edu



Available Parking Lots