

Division of Business and Finance

Training Guide

Procurement and Materials Management,
Accounts Payable, Central Motor Fleet, and Travel

ELIZABETH CITY STATE UNIVERSITY



Division of Business & Finance Training Guide

INDEX

I. Procurement & Materials Management

A General Overview	3
Purchasing Procedures and Unauthorized Purchases	5
Preparing Requisitions	7
How to Access State Term Contracts	9
Quotes, Bids & Benchmarks	10
Standing Purchase Orders	12
Consultant Service Contracts	13
Central Receiving Office	17
Fixed Assets Office	20
Surplus Property Unit	21
ECSU Credit Cards	23
Risk Management Office	31
Frequently Asked Questions	33

II. Accounts Payable

Functions of the Accounts Payable Office	38
Accounts Payable Tidbits	39
Check Printing Schedule	41
Staff Directory	43
Frequently Asked Questions and Answers	44
How Can I Find Out If A Check Has Been Written?	53

III. Motor Pool & Travel Information

General Information	56
Vehicle Selection and Usage	57
Gas Cards	62
Car Pooling, Rates and Billing	63
Travel Rates	64
Vehicle Request Forms	65
Vehicle Return	66
Vehicle Cancellation	67
Overnight Trips	68
Travel Authorization	69
Subsidiary Ledger Object Codes	70
Subsistence Rates	71
Travel Advance Policies	72



I.
**Procurement & Materials
Management**

A General Overview

The Office of Procurement & Materials Management is a unit within the Division of Business & Finance. Responsibilities of the department include:

- acquisition of all supplies, equipment, and services rendered to the University;
- Contract Administration for contractual services under \$1500 (for services over \$1500, contact the University Attorney at ext. 3596);
- management of Fixed Assets and Surplus Property inventories;
- Rental Property;
- management of Central Receiving and Surplus Property operations;

- Risk Management

The department must follow guidelines set forth by the:

- North Carolina Division of Purchase & Contract;
- North Carolina State Property Agency;
- North Carolina Department of Insurance;
- North Carolina State Auditor's Office;
- North Carolina Office of Waste Reduction;

and all applicable University policies and procedures.



A General Overview *continued*

It is the mission of Procurement & Materials Management to provide goods and services for the faculty and staff of Elizabeth City State University (ECSU) in an efficient manner.

These goods and services are procured within the statutes of the State of North Carolina as well as the policies and procedures established by Elizabeth City State University.



This manual is provided as an official guide to all departments, schools, divisions, offices and other organizational entities of ECSU. It should be utilized for Procurement, Accounts Payable, and Travel.

Purchasing Procedures and Unauthorized Purchases

Elizabeth City State University Purchasing Procedures

The University's procedures for the purchase of goods and services is the issuance of a purchase order. The Purchasing Office processes the purchase order upon receipt of an approved requisition from a department. The purchase order serves as the official contract between the University and the vendor.

If this procedure is not followed, the purchase is considered personal and the individual who placed the order will be held personally responsible for the amount of the purchase. This is considered an unauthorized purchase.

The unauthorized purchase is between the faculty/staff member and the vendor.

The faculty/staff member is subject to disciplinary action if he/she has misrepresented the University by committing funds without prior approval.



ELIZABETH CITY STATE UNIVERSITY

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ELIZABETH CITY, NC 27908



WILLIE J. GILCHRIST
CHANCELLOR

MEMORANDUM

TEL: (252) 335-3228
FAX: (252) 335-5731
EMAIL: WJGILCHRIST@MAIL.ECSU.EDU

TO: All Faculty and Staff

FROM: Willie J. Gilchrist *WJG*
Chancellor

DATE: September 23, 2007

SUBJECT: Unauthorized Purchases

Interim Vice Chancellor Baker has notified me that recently some faculty and/or staff have placed orders and received goods and services directly from vendors without first receiving appropriate approvals. This is a serious violation of North Carolina and ECSU policies and regulations and can lead to dire consequences for the university.

The University's procedures are that all orders for goods and services are made by the ECSU Purchasing Office. This is accomplished through the use of a purchase requisition, which is processed in the Business Office to ensure compliance with applicable state budgetary and purchasing regulation.

Upon appropriate approval of the requisition, a purchase order is sent to the vendor by the purchasing agent. This is the official contract between the university and the vendor. If this procedure is not used, **the purchase is considered personal and the individual who placed the order will be held personally liable for the amount of the purchase. The purchase is then a contract between the individual faculty and/ or staff and the vendor. Additionally, the faculty or staff member is subject to disciplinary action if he or she represented to the vendor that the university is responsible for the purchase. THIS PROCEDURE WILL BE STRICTLY ENFORCED.**

If you have other special circumstances which need to be addressed, please call Interim Vice Chancellor Janice Baker at extension 3220 or Purchasing Director Ruth Williams at extension 3787. They will work with you to ensure that procedures are developed to address your needs.

Your support of the university's established policies and procedures should result in improved efficiency in the purchasing area. Your orders will be placed and delivered in a timely manner.

Thank you for your usual support and cooperation.

cc: Janice Baker, Interim Vice Chancellor
Ruth Williams, Director of Purchasing

Preparing a Requisition

A requisition is a form used to purchase office supplies, furniture, equipment and services from a vendor. Requisitions can be purchased in Central Stores. The first step to place an order is to complete a requisition.

All requisitions must include:

- Vendor Name
- Address
- Telephone Number
- Federal Tax ID Number
- Commodity Code (if Term Contract item)
- Complete description of each item
- Requisitioner **must sign**
- Department Head or Supervisor, Principle Investigator (if applicable) and Account Custodian **must approve the requisition.**

If you have a quote, please attach a copy to the requisition.

Please Note: Requisitions must be typed – there is no template on the website.



How to Access State Term Contracts

State Term Contracts is a binding agreement between the purchaser and vendor to purchase different commodities (supplies, equipment, furniture, fuel oil, gas, etc.) under stipulated terms and conditions set forth by the Division of Purchase and Contract.

Purchasing from a state contract vendor guarantees savings, quality, and easy replacement of damaged goods.

The University is not allowed to deviate from term contracts based on cost. In some situations where the item does not have the specific features required, a justification to purchase outside term contract may be submitted to the Purchasing Office to be forwarded to the Division of Purchase and Contract.



- Enter State Term Contracts web address:
<http://www.doa.state.nc.us/PandC/>.
- Click Keyword Listing under State Term Contracts.
- Click on the letter of the item needed.

If questions concerning the Purchase & Contract website, please call the Purchasing Staff at ext. 3254.

- **Do not call Purchase & Contract directly.**



Quotes, Bids & Benchmarks

All University departments are encouraged to seek competitive pricing when procuring goods and services.

Quotes:

- Up to \$4,999
 - Quotes are not required.
 - \$5,000 up to \$9,999
 - Quotes are required;
 - Quotes may be submitted by telephone, fax, or written
 - Quotes must be submitted with the requisition;
 - Minimum of three quotes required.
- Quotes must have the vendor's Name, telephone number, contact person, quantity, complete description, and pricing including freight and/or transportation cost.
-
-



Quotes, Bids & Benchmarks (*continued*)

Bids

- \$10,000 up to \$99,999
 - Informal bids required;
 - Department must provide detailed specifications and list of prospective vendors.

Purchasing will review the specifications. If specifications are in order, Purchasing Staff will post on the internet for public bid (IPS – Interactive Purchasing System).

Benchmarks

\$100,000 is the University's benchmark

- \$100,000 and above
 - Formal bids required;
 - Departments must provide detailed specifications; and a list of prospective vendors.
 - Purchasing will submit the requisition to Division of Purchase and Contract for public bid;
 - Normally takes 30 – 45 days.

Caution:

Orders cannot be split to avoid the bid process. ECSU cannot purchase supplies, furniture, equipment or services covered by term contract from other sources.

Standing Purchase Orders

Standing Purchase Orders are requested for services and/or repairs that occur on a regular basis.

(i.e., Copier, books, gasoline, fuel oil, minor repairs, propane gas, etc.)

Benefits --

Reduces paperwork



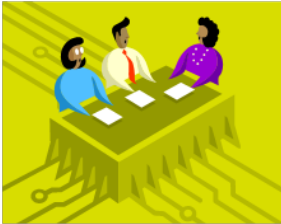
Consultant Service

Policy

State agencies shall acquire consultant services only when such a contract is determined to be in the interest of the state agency requesting the services.

Competition shall be sought whenever practical as determined by Purchase & Contract.

No agency subject to the provisions of these rules may contract for service of a consultant without the approval of Purchase and Contract.



Consultant Service (*continued*)

Request for Authority to Contract Consultants

The University must submit to the Division of Purchase and Contract a written justification. The justification shall at a minimum explain:

- ✓ What services the agency desires to secure;
- ✓ Why the work to be performed by the consultant cannot be accomplished by the employees of the requesting agency;
- ✓ How the work to be performed relates to the proper function of the agency;
- ✓ What benefits the agency expects to receive from the consultant services;
- ✓ What the agency estimates to be the cost of the service.

Examples:

- Foundation Audits
- Evaluate Educational Programs
- Marketing Strategy

Central Receiving Office

Central Receiving is responsible for receiving, checking, and delivery of supplies and materials ordered for all University departments. Central Receiving is responsible for receiving and delivering materials to requesting departments, and for returning merchandise to vendors.

General Information



Central Receiving is located in the Thomas Jenkins Bldg.

Shipments arrive daily between 10:30 a.m. and 3:00 p.m.

Packages are logged and delivered within a 24 hour period.

Procedures to take when receiving packages:

- Count the number of packages received and sign the delivery copy verifying the **number of packages received.**



Central Receiving (*continued*)



- Departments should open packages when received to ensure all items are there and in good condition.

- Upon receipt of merchandise ordered, please date, sign and forward your departmental copy of the purchase order to the Purchasing Office for on-line receiving.

- Write "DNR" (*Did Not Receive*) beside any item ordered but not included, make a copy for your records, sign, date and forward Department Copy of the Purchase Order to the Purchasing Office.

Procedures to take when you have a return:

1. Contact Procurement & Materials Management at ext. 3218 and provide an explanation for the return.



Central Receiving (continued)



2. The vendor will be contacted to request a return authorization.
3. Ensure all supplies/merchandise is in the package; close and with packing tape.
4. Central Receiving Clerk will pick-up the package(s) after the return authorization or call tag has been received.
5. Shipments through priority handling services such as FED-EX or UPS overnight are directed to the using department.

Questions regarding deliveries should be directed to the Central Receiving Clerk at ext. 3460.

Central Receiving will NOT accept personal packages for students, faculty or staff!



Fixed Assets Office

The Fixed Assets Office is responsible for maintaining a complete inventory of all University owned equipment purchased at an initial cost of \$1,000 or more. All transfers, disposals, or loss of equipment should be reported to the Fixed Assets Officer at ext. 3492.

What are fixed assets?

- Fixed Assets consists of furniture, equipment and vehicles purchased by the University with a dollar value of \$1,000 and above.

When are fixed assets tagged?

- Assets are tagged after the item invoice has been paid and the check copy has been received by Purchasing.
- The Fixed Assets Officer retrieves pertinent information about the item which is required for system update, and then assigns a decal number.

At what point are fixed assets considered surplus property?

- Obsolete equipment.
 - Repair cost exceeds the value of the equipment.
 - Furniture and equipment no longer needed in the department.
-
-
-



Surplus Property Unit

The Surplus Property Unit has the responsibility of disposing of surplus materials in accordance with rules and regulations set forth by the State of North Carolina and Elizabeth City State University.

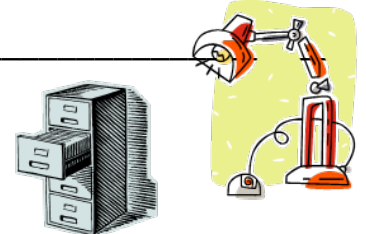
What is surplus property?

Surplus property consist of furniture and equipment that is obsolete or no longer needed in a department (ie., computers, monitors, printers, desks, chairs, tables.

Where is the surplus located and when can it be seen?

Surplus property is located in a storage container behind the Thomas Jenkins Bldg. It can be seen Monday thru Friday from 11 a.m. until 2 p.m.

Call the Surplus Property Clerk at **ext. 3579** for assistance.



Surplus Property Unit *(continued)*

Procedures to take when furniture & equipment is transferred to Surplus Property:

- Complete a Transfer to Surplus Property form (call the Fixed Assets Officer at ext. 3492 or online at ECSU website under “Forms and Documents, Business Finance”).
 - Forward the completed form to the Fixed Assets Officer – Campus Box 915.
 - Keep a copy for your records.
-
-

Transfer surplus furniture and/or equipment to another department or area:

- Complete a “Notice of Disposal or Change in Location” form (*call the Fixed Assets Officer for a copy*).
- Forward original Change in Location form to Fixed Assets Officer.

Fixed Asset Officer will forward a copy of the form to the Warehouse Screener for pick-up.



ECSU Credit Cards

American Express Corporate Card

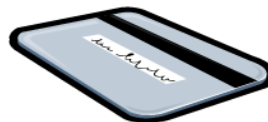
Participation in the American Express program eliminates the need for cash advances when traveling on official business for the University.

The American Express card must be used for all travel related expenses (lodging, airlines, gas, registration, etc.).

A credit check is required in order to qualify for an American Express card, and you must be a permanent full-time employee of the University.

Application Procedure

Applications may be obtained from the Purchasing Office (The Director of Procurement & Materials Management is the Program Administrator ; ext. 3787).



ECSU Credit Cards (*continued*)



American Express Corporate Card Application Procedures (*continued*)

- Complete the top part of the application and return the application to the Purchasing Office. The bottom part of the application will be completed by the Program Administrator.

- When the application is received in the Purchasing Office, the Program Administrator will forward the application to the American Express Office. The approval process takes 7 to 10 days.

- If approved, the Program Administrator will notify you to come to the Purchasing Office and sign for your card.

Please Note: A \$10.00 application fee will be billed to your card. If you need the process expedited, an additional \$25.00 processing fee will also be billed to your card.

If your application is denied, you will receive a letter in the mail explaining the reason for the denial.

ECSU Credit Cards (*continued*)

Diners Club

The Diners Club card is to be used **ONLY** for University travel (*lodging, airline tickets*). We do not have an actual card; instead, the card number is maintained in the Purchasing Office.

All ECSU faculty and staff must contact the airlines to make their reservation.

Procedures

- Complete a requisition and obtain the required signatures.
- Forward the requisition to the Accounting Office for budgetary approval.
- The Purchasing Office will contact the Travel Agent and/or hotel to confirm the reservation and give the Diners Club credit card number.

- All receipts for expenditures must be signed and forwarded to the Purchasing Office.
- The receipts will be attached to the approved requisition. The Purchasing staff will reconcile the expenditures on the 10th of each month and forward to Accounts Payable for payment.
- If you have questions or concerns, please contact the Director of Procurement & Materials Management at ext. 3787.



ECSU Credit Card (*continued*)

P-Card (VISA)

The Purchasing Card (P-Card) is a VISA card that can be used for small purchases (under \$1000). It can also be used when vendors do not accept our Purchase Orders or in case of emergency. The card will not accept all transactions. A list of Merchant Category Codes (MCC) that the VISA card will accept is attached for your information.

Procedures

- Complete a requisition with the vendor's name, items or service to be purchased; obtain cost, fund and account information.
- Forward the requisition to the Accounting Office for budgetary approval.



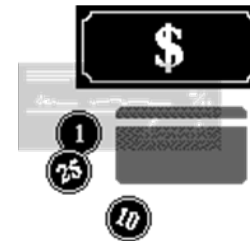
ECSU Credit Card (*continued*)

P-Card (VISA)

Procedures (Continued)

-- If approved, the Accounting Office will forward the requisition(s) to the Purchasing Office for issuance of a Purchase Order or the P-Card (VISA).

-- If the item(s) is not on State Term Contract and cost less than \$1000, the Purchasing Office will issue the P-Card (VISA) to the requisitioner. The requisitioner must be a permanent faculty or staff member. P-Cards will not be issued to **students or temporary employees**.



ECSU Credit Card (*continued*)

P-Card (VISA) *Procedures (continued)*

- The faculty or staff must sign upon receipt of the card. P-Card must be returned, along with all receipts, to the Purchasing Office before 4:00 p.m. of the day of issuance (Monday through Friday).
- The receipts will be attached to the approved requisition. The Purchasing staff will reconcile the 20th of each month and forward to the Accounts Payable Office for payment.
- Please note the following: The P-Card limit is \$1,000.00 per transaction. At the time of the purchase, the faculty or staff member must inform the vendor that

the University is tax exempt (the tax exempt number will be provided when the P-Card is issued).

Please keep in mind that all transactions are monitored daily. **If it is determined that an employee has used the P-Card for an unauthorized purchase or for personal use, he/she will lose their purchasing privileges, and may also be subject to other disciplinary actions. Both the employee and his/her supervisor will be notified.**

If you have questions or concerns, please contact the Director of Procurement & Materials Management at **ext. 3787**.



ECSU Credit Cards (*continued*)

Merchant Category Codes (MCC)

Merchant Category Codes are codes identifying goods and services provided by vendors that accept the Purchasing Card (VISA). The ECSU P-Card is used to purchase the following:

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
7311	Advertising Services	5992	Florist
4511	Air Carriers, Airlines	5983	Fuel Oil, Coal, Liquefied Petroleum
4582	Airport Terminals, Flying Fields	5072	Hardware Equipment & Supplies
5211	Building Materials	5085	Industrial Supplies (not elsewhere classified)
4131	Bus Lines		
7349	Cleaning, Maintenance, & Janitorial Services	7210	Laundry Services
5311	Department Stores	5137	Men's & Women's Uniforms
5310	Discount Stores	5814	Quick Payment Service/Fast Food
7216	Dry Cleaners	5655	Sports Apparel
5812	Eating Places	5941	Sporting Goods Stores
5065	Electrical Parts	5998	Tent
7394	Equipment Rental, Leasing	7513	Truck and Utility Trailer Rental
	Furniture, Tool Rental	4900	Utilities – Electrical, Gas, Sanitary, Water
		5331	Variety Stores
		5300	Wholesale Club

ECSU Credit Cards (*continued*)

Travel Procedures -- (P-Card)

Hotel Reservations:

- Traveling faculty or staff members must contact the hotel for reservation information.
- The department completes a requisition and forwards to the Accounting Office for budgetary approval.
- If requisition is not approved, it is returned the requisitioner.
- If requisition is approved, it is forwarded to the Purchasing Office.
- Purchasing will contact the hotel to see if they accept purchase orders.
- If the hotel does not accept purchase orders the faculty or staff is contacted to see if he/she has an ECSU American Express card.
- If the faculty or staff has an the ECSU American Express card, they are asked to use that card.
- If an employee uses his/her personal credit card they must sign all receipts and attach to their travel authorization. These must then be forward to the Travel Office.
- If they do not have a credit card, the Purchasing staff will request a P-Card credit authorization from the hotel; and will then complete and fax the forms back to the hotel.
- If authorization is approved, Purchasing will maintain the original requisition in the Purchasing Office.
- When travel has been completed, all receipts must be signed and forwarded to the Purchasing Office.
- Purchasing Staff will attach the receipts to the requisition and forward to Accounts Payable Office for payment.



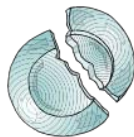
Risk Management Office

What is Risk Management?

The office of Risk Management is a unit within the Division of Business and Finance. This unit develops and directs a wide array of insurance programs. It is combining the highest possible concern for the safety of students, employees, and the general public with the utmost efforts to prevent financial loss to State owned assets.

Employees Personal Property

The University has **NO** coverage for employees' personal items that may be broken or stolen. The University's insurance covers **ONLY** state owned buildings or property (*fire and catastrophic loss*) that has been leased or is on loan to the University.



Insuring University Equipment

If a department would like to further insure their equipment against "all losses" (*i.e., theft, vandalism, etc.*) they should request "All Risk Coverage." This should be done by attaching a spreadsheet to their request form with a list of equipment they wish to further insure. This list must include complete descriptions, location and actual value.

This information will then be forwarded to the NC Dept. of Insurance. The NC Dept. of Insurance will secure the coverage, and invoice the University. The requesting department is responsible for premium payment; the invoice will be forwarded to the department, and a properly approved requisition, along with the invoice, must be submitted for that amount to Accounts Payable.

Risk Management Office (*continued*)

State Owned Vehicle Accidents

If a state owned vehicle is involved in an accident with damages to another vehicle, Campus Police should be notified immediately.

A copy of the police report will be forwarded to the Risk Manager. The Risk Manager will forward the report to NC Dept of Insurance for processing. An insurance adjuster will arrive on campus to interview both parties involved.



Frequently Asked Questions

1. What should I do if I change my mind after a purchase order has been issued and I no longer want the item(s)?

Contact the Purchasing Office to inform them that you no longer want the item(s); return the departmental copy of the purchase order. Procurement Staff will contact the vendor, cancel the order and liquidate the purchase order from Banner.

2. Why is the vendor's name on the Purchase Order different from the one on my requisition?

All items requested are reviewed to see if items are state contract. If so, the requisition will be re-directed to a state contract vendor and you will be notified of this change.

3. How can I track the progress of the Purchase Order?

Open commitments (Purchase Orders) for your account can be reviewed on screen FOIOENC (Organizational Encumbrances) of the Banner System. Key in your expenditure code, click next block and all open commitments will be displayed.



Frequently Asked Questions (*continued*)



4. How do I know when a final payment has been made on a purchase order?

To check for final payment on a purchase order, go to form FOIDOCH, key PO in Document Type field and the purchase order number in Document Code Field. Click next block, tab to invoice; click on option, go to invoice information; click next block, next block, then check Final Payment Indicator. An F in that field indicates final payment.

5. If I want to purchase an item from surplus property for my office what should I do?

If you see an item in surplus property that you want for your office, complete a “Change in Location” form and a Work Request. Forward the Work Request to Facilities Management and a copy of the Work Request, along with the completed “Change in Location” form to the Fixed Assets Officer (Campus Box 915).

6. Can an employee purchase an item that was sent to surplus property from their office for his/her personal use?

*An employee may purchase any item in surplus only after the item has been processed by the Warehouse Manager and transported to the Surplus Property storage area. This process takes a minimum of three (3) to five (5) days). Once an item has been placed in Surplus and priced, any employee may purchase it by paying the University Cashier and presenting a copy of the receipt to the Warehouse Manager. **All sales are first come, first served and cash only.**
NO RETURNS!*

Frequently Asked Questions (*continued*)

7. What should I do if I receive an invoice?

Review the invoice to insure the quantity and price is correct; sign and date the invoice and forward to Accounts Payable.

8. What should I do if I have not received my order in a timely manner?

*Contact the Purchasing Office at **ext. 3254**.*

9. How long does it take to receive an order?

*On an average it takes 5 – 10 days to receive an order **after** the purchase order has been issued. It takes 30 – 45 days for computers, furniture and office equipment.*

10. What should I do for purchases from local vendors?

*Departments receive both the vendors copy and the department copy of the Purchase Order for **local** vendors. Department personnel should take the vendor's copy to the store to pick up the merchandise. Attach the vendor's invoice to your department copy of the purchase order, sign and date the invoice **and** the purchase order and forward to Purchasing.*



II.

Accounts Payable

Your Guide to Smooth Sailing With



Accounts Payable

Functions of the Accounts Payable Office



Functions

What are the functions of the Accounts Payable Department?

- Responsible for ensuring that all suppliers are paid in a timely and accurate manner.
- Highly visible outside the organization.
- Interacts with virtually every department within the university.
- Directly affects the credit rating of the university.
- Must function effectively to ensure good relations between the university and its suppliers.

Where is the Accounts Payable Office located?

- The Office of Accounts Payable is located in the Marion D. Thorpe Administration Building, 2nd floor, Room 210 (Accounting Office).

Accounts Payable Tidbits



Tidbits

- Need a check!!!! -----Plan Ahead!!!! Don't get caught without getting your request for a check processed on time for your event.
- Take a look at the calendar and submit your request in time to have your check request processed on time.
- Allow at least 7 days prior to your event for Accounts Payable to have your check ready.
- Submit your requisition for approval.
- Make sure your request is supported with the proper documentation.
- Missing signature approvals and proper documentation will delay your request.
- Your request should be forwarded to Business and Finance (Accounting Office) for budget approval.
- The requisition will be forwarded to Procurement and Materials office for a direct payment or a purchase order if approved.



Accounts Payable Tidbits (*continued*)



Payments Processed as Direct Payments

- Membership Renewal(s)
- Student Refund(s)
- Contracted Service(s)
- Airline Payment(s)
- Travel Advance(s)
- Conference(s)
- Subscription Renewal(s)
- Student Stipend(s)
- Hotel Payment(s)
- Payroll Payment(s)
- Travel Reimbursement(s)

Payments Processed by Purchase Orders

- Office equipment, supplies, furniture, vehicles, catering services, copiers, newspaper ads, publications etc.,
- When in doubt call the Purchasing Office at extension 3219.



Check Printing Schedule

Check Printing Schedule

- Monday – No System Checks
- Tuesday – Bank 3 and Bank 8
(State Funds) (Trust Funds)
- Wednesday – Bank 7
(Capital Improvement)
- Thursday – Bank 3 and Bank 8
(State Funds) (Trust Funds)
- Friday – No System Checks



Check Printing Schedule (*continued*)

Documentation must be received by the Accounts Payable Office 7 days prior to the scheduled check run.

Listed below are some factors that may delay your request for a check

- Lack of sufficient documentation.
- Missing signature approvals.
- Missing or incorrect budget codes.

Emergency Request for Checks

Emergencies such as missed payroll cycles, student loans, etc. should be directed to the university's Controller or the Assistant Controller for approval.

Thank you in advance for your cooperation.

Accounts Payable Staff Directory

Accounts Payable Supervisor -

Campus Box 888

Telephone: 252-335-3477

Fax Number: 252-335-3043

Direct Payments Inquiries

Administrative Support Specialists: **ext. 3206**



Purchase Order Payments Inquiries

- Administrative Support Specialists: ext. 8517 for vendors A – M.
- Administrative Support Specialist: ext. 3685. for vendors N – Z.

Frequently Asked Questions



1. What are the office hours for the Accounts Payable Office?

The office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

2. What number should I call to find out the status of my request for a check by requisition?

Direct payments – Administrative Support Specialist at ext. 3206 or ext. 8517.

3. What number should I call to find out the status of payment on my purchase order?

Vendor names starting with alphabets A thru M ext. 8517.

Vendor names starting with alphabets N thru –Z ext. 3685.

Frequently Asked Questions (*continued*)

4. What telephone number can the Accounts Payable supervisor's be reached?

The supervisor for the Accounts Payable Office may be reached at ext. 3477.

5. How many days will I need to have my request in the Accounts Payable Office to have my check ready?

Accounts Payable will need 7 to 10 days to have your check ready.

6. What do I need to get a check processed to pay a student a stipend?

Complete a requisition with all the necessary information, obtain approval signatures, complete and attach the student stipend form to the requisition. Keep a copy for your file and forward the requisition to Business and Finance (Accounting) for budget approval. The requisition if approved will be forwarded to the Purchasing Office. The Purchasing Office will forward the request to the Accounts Payable office for payment.



Frequently Asked Questions (*continued*)



7. Where should invoices be sent if received with my shipment?

All invoices should be forwarded to Accounts Payable, Campus Box 888. If needed, please make a copy of the invoice for your file.

8. How do I find out if the accounting office approved my requisition for my request for a check?

Call the Business Office accountant to verify that your requisition was approved and forwarded to the Purchasing Office. (Please have your requisition number to give to the accountant). If the accounting office has not received the requisition, follow up with your department head to see if the requisition was approved.

9. How often are checks processed by the Accounts Payable Office?

Checks are processed 3 times a week. Mondays, Wednesdays and Thursdays. Your request must be received in the Accounts Payable Office 5 to 7 days prior to your receiving the requested check.

Frequently Asked Questions (*continued*)



10. How do I get a check processed for membership dues or a subscription renewal?

Complete a requisition, attach the membership renewal notice, secure all necessary signature approvals and forward the requisition to the Business Office (Accounting division) for budget approval. If approved by the accounting office, the requisition will be forwarded to the Purchasing Office for further verification of information. The Purchasing Office will forward the requisition to Accounts Payable for a check.

11. I received a departmental copy of a purchase order, what should I do with this copy?

After your merchandise has been received, sign, date and return the departmental copy of the purchase order to the Purchasing office.

12. Why should the departmental copy of the purchase order be sent to the Purchasing Department and not the Accounts Payable department?

The Purchasing Office needs all departmental copies of purchase orders returned to their office so that your order can be received in the banner system and to allow Accounts payable to process payments to the vendors for items ordered and received by you or your department.

Frequently Asked Questions (*continued*)

13. My order is incomplete. Who should I contact?

Contact the Purchasing Department and the Accounts Payable Department. Indicate on your departmental copy of the purchase order departmental copy (DNR) by the items you did not receive. Circle and initial by the received items. Copy the departmental purchase order and send this copy to the Purchasing Office. The Purchasing Office personnel will receive in the banner system only the items indicated as received. When your order is received in full, sign the departmental copy of the purchase order and indicate all items have been received and sign your name. Make a copy of the original departmental purchase order for your file. Send the original departmental copy of the purchase order to the Purchasing office to completely receive your order in the banner system.

14. I have not received my merchandise and my order was placed over 30 or more days. What should I do?

Contact the Purchasing Office.



Frequently Asked Questions (*continued*)



15. I go to a local vendor to pick up merchandise. The items cost less and I have money left on my purchase order. Can I buy more to use up the additional amount left on my purchase order?

No. You should not buy more items than authorized on the purchase order. The purchase order is a binding contract. If you need additional items, please contact the Purchasing Office before making any additional purchases.

16. I called a vendor for a quote only and a few days later the merchandise was sent to me with an invoice enclosed. How can I get the invoice paid?

You are liable for the charges. All calls for quotes should be placed through the Purchasing Office. This type of charge is considered an unauthorized purchase. The university is not obligated to pay for merchandise not authorized by the Purchasing Office. You should call the vendor immediately to have the merchandise picked up and returned to the vendor.

17. Do I call the vendor to make changes to my order?

Do not call the vendor to make changes to your order. Contact the Purchasing Office to make all changes to your purchase order. Contacting the vendor direct can cause duplicate shipments from the vendor.

Frequently Asked Questions (*continued*)

18. How long will it take for the vendor to receive payment on a purchase order after I have received my merchandise?

Accounts Payable will process the invoice 30 days from the invoice date unless otherwise stated on vendor's invoices. Accounts Payable will determine the vendor's payment date according to the terms and discount amounts indicated on the vendor's invoices.

19. Once my order is received in full when will the amount of the merchandise be deducted from my budget?

When Accounts Payable processes the payment and the check is actually written against your budget.

20. Merchandise no longer needed as ordered. Who do I notify?

Notify the Purchasing Office to cancel the order. Notify Accounts Payable to verify that no invoice has been received for your order.



Frequently Asked Questions (*continued*)



21. When the order is cancelled, should I return the departmental copy of the purchase order to Purchasing or Accounts Payable?

Return the departmental copy of the purchase order to the Purchasing Office. Purchasing Office will notify Accounts Payable about the cancelled order. Purchasing Office will verify with the Accounts Payable department to see if an invoice has been received from the vendor for payment.

22. Where should I send packing slips received with my shipments?

Sign all packing slips receive with your shipments to the Purchasing Office.

23. I received a package today indicated with my purchase order number. This is not the merchandise I ordered. What should I do?

Contact the Purchasing Office immediately. Also, contact the Accounts Payable office.



Frequently Asked Questions (*continued*)

24. If a check is sent to me from a vendor, what should I do with the check?

Deliver the check to the Business Office (Accounting division) and state the reason for the refund if known. The refund will be researched and deposit with the Cashier's office immediately to the appropriate account.

25. How can I find out if a check has been processed?

The Accounts Payable staff will gladly provide you with a yes or no to your inquiry. There is another way you can find this information -- If you have Banner access, log into the system, you can verify if your request for a check has been processed by following the steps outlined on the following page.



How To Find Out If A Check Has Been Written



Steps...

- Log in the banner system under your user name and password.
- Once logged in type the banner form name (FAIVNDH).
- FAIVNDH stands for (Vendor Detail History Screen).
- The top of this form you will see Vendor;; then a small square with a down arrow.
- Click on the down arrow.
- Option list will pop up.
- Choose option "Entity Name/ID Search.
- This will take you to form name (FTIIDEN).
- Tab to column labeled "last name" and type the vendor's name or the person's last and first name.

How To Find Out If A Check Has Been Written (*cont.*)

- Press F8 at the top of the key board.
- If the vendor or person you are searching for is in the banner system the name will show.
- If the vendor or person is found, choose the vendor # starting with 97000.....
- Do not choose the vendor # that reads (Lgcy).
- Use the select button at the top of the form to choose the vendor # chosen.
- Perform next block.
- You will now see all checks for the vendor # you chose.
- The activity is for fiscal year 07/08.
- You must change the fiscal year to 07 to see activity for 06/07.
- **Note:** If you do not access to view these forms in Banner, please call the Business Systems Accountant at extension 3784 for further instructions.



III.

Motor Pool & Travel Information

General Information

Central Motor Pool is a department within Business and Finance and reports to the Director of Physical Plant. The Central Motor Pool offices are located in the Thomas Jenkins Building.

Purpose

The purpose of Central Motor Pool is to manage and maintain Motor Fleet and state owned vehicles. These vehicles provide transportation for faculty and staff while traveling on University business. The Central Motor Pool staff coordinates transportation for all departments and programs in a timely and efficient manner.



Vehicle Selection and Usage

Central Motor Pool Vehicles

Central Motor Pool vehicles consist of cars, minivans, 15 passenger vans, a 25-passenger shuttle bus, and 57 passenger motor coaches.

Vehicles are issued based on availability. Specific vehicle requests cannot be honored; however, we will try to accommodate your needs.

All vehicles are smoke-free.

All drivers must have a valid North Carolina driver's license.



State Vehicles

When available, State-owned vehicles must be used for authorized University travel. If a vehicle is not available, the traveler may be authorized to use his/her personal vehicle, and will be reimbursed accordingly.

Travelers are expected to contact the Central Motor Pool at least 7 – 10 days prior to their planned departure date.

Vehicle Selection and Usage (*continued*)

Use of the Vehicle

Central Motor Pool vehicles are for the use of Elizabeth City State University employees in performing their official duties. Some of the vehicles are owned by the NC Motor Fleet Management Division (MFMD) and should be used in accordance with NC Motor Fleet Management regulations. A complete list of Motor Fleet Management Regulations may be found at (www.doa.state.nc.us/doa/mfm).

Some key points ...

- The driver **must** observe all state motor vehicle laws and ordinances.
- Under **no circumstance** should a driver operate a vehicle while under the influence of intoxicating beverages, drugs, or illegal substances. Do not transport these items.



Vehicle Selection and Usage (*continued*)

- Hitchhikers are not allowed to ride in any state-owned vehicle.
- Spouses and children may accompany employees on official business trips.
- Family pets are not permitted in state-owned vehicles.
- Graduate or professional students enrolled in a state-supported college or university whose educational training requires the use of a state-owned vehicle, and whose use of the state-owned vehicle is supervised and permitted by authorized college or university official may also utilize state-owned vehicles.
- Drivers involved in an accident while operating a state-owned vehicle are required to obtain a police report, and must submit a copy of that report to the Central Motor Pool and Risk Management office .



Vehicle Selection and Usage (*continued*)

University Motor Coach Reservations

The Central Motor Pool operates on a first come, first served basis, subject to University priorities. Reservations made by phone are only tentative until vehicle request and estimated cost forms are received. These forms must be approved by the Accounting Office and must be returned to the Central Motor Pool. *No travel will be allowed without prior approval from the Accounting Office.*

Reservations must be made through the Central Motor Pool during normal business hours (7:30 a.m.– 4:30 p.m., Monday thru Friday).

To make tentative reservations, you may call **ext. 3258, ext. 3826** or email the following information to vikingtravel@mail.ecsu.edu, 7 - 10 days prior to expected date of travel:

- **Date and time of departure and return;**
- **Pick up point(s) and destination;**
- **Number of travelers;**



Vehicle Selection and Usage (*continued*)

Budget Code and fund verification.

(Estimated Cost Form must be returned with signatures from the Accounting Office with approval that funds are available).

Itinerary and list of traveler's names prior to departure.

Once vehicle request form is received, an estimated cost form will be submitted to the department for the signature by department head and University Controller. When the form has been completed it must be returned to the Central Motor Pool.

The maximum capacity per motor coach is 57 passengers. The minimum capacity per coach is 30 passengers (unless approved by the appropriate Vice Chancellor). Usage will begin one (1) hour before the coach is boarded and end one hour after return to Physical Plant.



Gas Cards

Gas cards are provided for each motor fleet vehicle (Wright Express Card when purchasing from Motor Fleet Management).

When using the Wright Express Card, key #19 and the middle four digits on the second row of the card.



WRIGHT EXPRESS

400 123456 7

690046 0001 -1 3/07

ABC INC.

2006 SEDAN

VEHICLE CARD NUMBER: 0001

If traveler does not purchase gas from Motor Fleet Management, he or she must purchase regular gas, diesel or ethanol from other sources. Premium grades of fuel will be billed back to the University. If you use a BP or Shell card with a state vehicle you must sign and return the receipt to the Travel Office.

Car Pooling, Rates and Billing

Car Pooling

If attending the same meeting, workshop or conference, employees must carpool. **If carpooling is not used due to personal reasons, mileage reimbursement will not be allowed and an alternate state vehicle will not be assigned.**

Rates & Billing

1. A mileage rate/fee is charged for each vehicle to cover the cost of fuel and other operational expenses.
2. When chartering a motor coach, there are additional expenses for certified drivers (*and if applicable, actual cost for meals and lodging for the driver.*)
3. Each month, departments will be receive a copy of the invoice reflecting the number of miles billed. Central Motor Pool will forward a copy of the invoice to Accounting for payment.
4. There will be a clean-up fee of \$50.00.



Travel Rates

Travel Mileage Rates

Departments who request the use of a Motor Pool vehicle will receive a copy of the charges which will be submitted to Accounting (monthly).

Compact Cars / Mini – Van \$.33 per mile (Motor Fleet Vehicles)

15 Passenger Vans \$100 per day

57 Passenger Bus 0 – 50 miles - \$100 / 50 - 200 miles - \$300
(Over 200 miles \$2.75 per mile).

25 Passenger Bus 0 -100 miles - \$100 / Over 100 miles - \$200 per day



Vehicle Request Forms/Vehicle Pick-up

Vehicle Request Forms

Vehicle Request Forms may be purchased from Central Stores. Forms must be completed with all appropriate information and approvals (department name, extension, fund number, purpose of trip, itinerary, appropriate signatures and estimated mileage). The odometer must be recorded at the time of departure and upon return. Incomplete forms will be returned to the department.

Picking up a Vehicle

Traveler must pick up the keys from the Thomas-Jenkins Building, Rm. 103 between the hours 7:30 a.m. and 4:00 p.m., Monday through Friday. If travel must make an early morning departure, packets may be picked up from Campus Police. *Please Note:* A valid North Carolina driver's license must be shown at time of pick-up. The driver can pick up the vehicle in fenced area behind the Thomas-Jenkins building. University employees may park vehicles in the lot near Dixon Hall after approval from Campus Police. **Do not drive personal vehicles in the fenced area of the Central Motor Pool.**



Vehicle Return

Returning a Vehicle

When traveler returns, the vehicle and keys must be returned to Central Motor Pool.

If return is made during normal work hours, the vehicle must be parked in gated area behind Physical Plant. Return travel packet containing vehicle registration card, gas cards and keys to Rm. 103 in the Thomas-Jenkins building between the hours of 7:30 a.m. and 4:00 p.m.

If return is made after 4 p.m., the packet may be dropped in the travel box located in the lobby of Campus Police, located in the Thomas-Jenkins building. **There will be a \$15.00 fee for lost registration cards.**

Please leave the vehicle in the same condition in which it was received.



Vehicle Cancellation



Vehicle Cancellation

Any cancellations must be made 24-hours prior to originally planned departure date. If you do not comply to this stipulation, there will be a \$30 cancellation fee for weekdays and a \$60 fee for weekends and holidays.

The cancellation form can be found on the ECSU website, Faculty and Staff, Forms and Documents. Once completed, this form may be submitted electronically to vikingtravel@mail.ecsu.edu.

Permanently Assigned Motor Fleet

Travel logs (*Form FM-12*) for permanently assigned vehicles must be completed daily and accurately reflect the use of the vehicle (www.doa.state.nc.us/doa/mfm). Travel logs must be submitted to Central Motor Pool on, or before, the **5th of each month** (*fax or email*). Failure to submit travel logs will result in an official notification to the Vice Chancellor of your Division. Failure to submit travel logs for three consecutive months will result in suspension of vehicle privileges

Overnight Trips, Airport Travel Accident Procedures



Overnight trips

Departments must provide driver expenses incurred during travel period, including lodging and meals. If multiple drivers are required they will be roomed separately and paid a “layover fee” of **\$50.00 per driver per night**.

Travel To/ From Airport

The actual cost is \$100 for the 15-passenger van and driver’s fee at \$20.00 per hour. If a seven passenger van is requested the cost would be \$.33 per mile and \$20.00 per hour for the driver.

Vehicle Insurance & Procedures In Case Of Accident

Any accidents must be reported to Campus Police, the Risk Management Office and the Central Motor Pool within 24-hours of occurrence.

Travel Authorization/ Reimbursement Forms

Travel Authorization and Reimbursement Forms

- The combined travel authorization and reimbursement form is intended to eliminate the extra authorization document when no travel advance has been requested.
- The Travel Authorization section should be prepared prior to the start of the trip and must be signed indicating prior authorization for the trip described and any excess rates authorized.
- The remainder of the form should be filled out promptly upon the traveler's return to the university.
- It is the responsibility of the authorizing department and the traveler to ensure that funds are available for the trip. **Travelers will not be reimbursed if funds are not available and/or reimbursement forms are not submitted within 30 days of return of trip.**



Subsidiary Ledger Object Codes

In-State

33111 – Air Travel
33112 – Ground Travel
33113 – Other Travel
33114 – Lodging
33115 – Meals
33116 – Tel/Tips
33119 – Registration

Out-of-State

33121 – Air Travel
33122 – Ground Travel
33123 – Other Travel
33124 – Lodging
33125 – Meals
33126 – Tel/Tips
33129 – Registration



Subsistence Rates

	In-State Rate	Out-of-State
Breakfast	\$ 7.50	\$ 7.50
Lunch	\$ 9.75	\$ 9.75
Dinner	\$ 16.75	\$ 19.00
Lodging (<i>actual, up to</i>)	<u>\$63.75</u>	<u>\$ 75.50</u>
Total	\$97.75	\$111.75

Pursuant to G.S. 138-6(5), the Director of Budgets is required to revise subsistence payments for state employees' In-State and Out-of-State travel expenses. Revisions are based on percentage increases in The Consumer Price Index for All Urban Consumers during the most recent 24-month period.

Travel Advance Policies

Additional Policies ...

1. Travel advances are not issued to students, however, they will be issued to student advisors for use by the student. In this way the advisor assumes responsibility for the amount of the advance.
2. When a faculty member and/or student advisor request a travel advance for student meals, a list of students taking the trip is required. When the reimbursement is submitted in accordance with term #1 of the Travel Advance Agreement, the student name listing shall be dated and initialed by each student taking the trip, along with the amount of advance received by each. Students must also include their social security number. This document will become part of the official reimbursement record.



Travel Advance Policies (*continued*)

3. All unused funds from a travel advance must be deposited with the University Cashier immediately, using the Travel Advance Banner Account number (331204-31352). A receipt will issued to you and that receipt shall be attached to the reimbursement form upon submission to the Travel Office.
4. Faculty and staff will not be granted travel advances for **meals for themselves** for In-State and/or Out-of-State travel. Such expenses must be recorded in accordance with the instructions found on the Travel Reimbursement Form.
5. No travel advances will be made to non-state employees. Faculty and staff may be granted travel advances when traveling out of the country. Authorization for out of the country travel must be approved by the Vice Chancellor for Budget and Finance and the Chancellor.



Travel Advance Policies (*continued*)

- Travelers returning from out of the country travel, shall indicate all expenditures in US Dollars in accordance with the travel reimbursement instructions. A copy of a formal currency conversion table from the visiting country shall accompany the travel reimbursement along with other required receipts and documents. The maximum allowable statutory rate for meals and lodging (subsistence) for out of the country travel shall be adhered to in accordance with (G.S. 138-6(a)(5)).

