Finance and Administration Updates

Friday, May 29th, 2020
10:30 AM
Zoom Only
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:30 AM
- Delivery method: View/listen only on Zoom
- Material availability:
  - Finance and Administration Updates Google Drive
  - Controller’s Office website after the meeting: https://controller.appstate.edu/news-and-updates
- Contacts: Yifan Zhou, McKenzie Harris (topic requests) and Cynthia Lowrance (Zoom and Google Drive)
Meeting Agenda

- Mountaineer Connect Campaign - Callers Still Wanted!
- Year End Closing Dates
- Software Purchase Reminders
- Moving Expense Reminders
- Cash Management Transfer for Student COA Payments (Part 1)
- Purchasing PPE and Computers
- Travel Policy Updates (Part 1)
Mountaineer Connect Campaign - Callers Still Wanted!

Guest Presenter:
Jeff Cathey
Director - Department of Student Engagement and Leadership
Interim Administrative Director - Department of Intercultural Student Affairs
Interim Assistant Vice Chancellor for Student Affairs
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For more information, please visit:
https://groups.google.com/a/appstate.edu/forum/#msg/announce/NfkvvZDSr0M/fJtSarK3AwAJ
Software Purchase Reminders

- **Presented by:**
  - Miranda Warren
- **Contact:**
  Miranda Warren
  Project Management, Governance & Outreach
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Software Purchase Reminders

April 2019, through IT Governance, an IT Acquisitions Standard was ratified to help:

- streamline IT acquisitions
- ensure acquisitions are compatible with infrastructure and available resources
- obtain cost effective solutions
- ensure solutions meet accessibility standards
- reduce the risk of security threats and vulnerabilities

In other words, we want to make sure your stuff works and doesn’t get anyone in trouble!

We want to be efficient and try to not duplicate services; it's possible a solution “over here” is already in place and can help you “over there”.

Appalachian State University
Software Purchase Reminders

Resources to help you find things before submitting an IT Acquisition Request.

- **IT Standard Purchases**
- **Knowledge Base**
- **Software & Service Catalog**
- **IT Support & PMGO**

For Student Affairs, check with Brian Brown and ESS before moving forward.

For Belk Library & Information Commons, check with Scott Rice before moving forward.

If your item can’t be found above, is a new purchase (including those that maybe you had years ago but dropped and want to bring back), or a renewal with significant changes (expansion of products/services, you are choosing to go with a new vendor, the software is changing how it's accessed or where data is stored) submit an IT Acquisition Request. Increasing license count or cost increases of renewals do not constitute a significant change needing IT review.
Software Purchase Reminders

The Process:

ITS will do an initial review of the request once received and then reach out to work with you/your department, and often the vendor, to get a better assessment.

Depending on the requirements (i.e., does it need to use AppState credentials to login for access) and data transmitted or stored determines the complexity of the review and how many IT subject matter experts are involved. Once the review is complete, it goes to ITS Leadership for approval. Please note - ITS approval is not a substitute for OGC or Materials Management approval! While we work closely with them we do not speak for them. If the product/service has the ability to accept payment, we also work closely with the PCOC (Payment Card Oversight Committee).

Once ITS approval is complete, the requestor (whoever submitted the IT Acquisition request) will be notified in writing and you are good with the acquisition (whether it’s free or a million dollars) following standard University processes (p-card, PO, etc...). ITS is also in the TCM approval chain.
Software Purchase Reminders

Google Add-Ons:
The review process for these is slightly more streamlined as they do not always require ITS Leadership approval. They do always need to start with an IT Acquisition request which will be routed for review by our Google Admins. As security permissions around Google Add-Ons can change overnight and without notice, we have a one-page document and KB article to help you review your own security permissions. When considering your own security permissions and how that relates to your University data, refer to our Data Classification Tree to see what’s considered confidential, sensitive, public, or internal.

General FYI:
We try to turn all requests around as quickly as possible but the complexity, scheduling (getting all the right parties in the room), and unknown (i.e., COVID) can greatly impact the timeline. We ask for requests with as much advance notice as possible so no one is stressed when trying to get what they need and can get it in time.

Questions???
Moving Expense Reminder

Moving expenses can be reimbursed when:

1. A change in residence is deemed to be in the best interest of the state and is for the convenience of the University.
2. Moving and Relocation Expense Authorization form is completed and approved by the Chancellor or designee(s). Three bids are required if moving by commercial movers.
3. Move is accomplished within 90 days (Chancellor or designee may approve an extension).
4. For existing employees, the new duty station is 50 miles or more from either the employee's existing (or prior) duty station or residence, whichever is closer to the new duty station.
5. For new hire to state employment, the existing residence is 50 miles or greater away from the new duty station.
6. Expenses are substantiated with valid receipts.
Moving Expense Reminder

Expenses reimbursable on a limited basis:

Note: The expenses in the following categories may be reimbursed on a limited basis, employee and the departments must review the Moving and Relocation Standards for full information.

1. Transporting household and personal goods up to 15,000 pounds
2. Transit insurance costs at $1.25 per pound up to 15,000 pounds
3. Appliance disconnection and connection costs up to $200
4. Expenses for mobile home movement in lieu of household and personal goods transportation cost
5. Certain house hunting expenses
6. Limited employee and family moving day travel and subsistence
7. Certain employee temporary living expenses prior to the move
Moving Expense Reminder

Disallowing Expenses:

1. Any items that require special handling and/ or packing (animals, boats, airplanes, motor vehicles, antiques, equipment, workshop items, building materials)
2. No payment may be made for expedited service, space reservation, or other special or non-routine services provided by a carrier
3. Disconnection and reconnection costs related to unnecessary household operations such as television services or other equipment associated with home workshops, hobbies, or other activities.
4. Utility deposits or costs associated with running utility lines
5. Return trips to the former residence
6. Excess trips from the former residence
7. Other expenses that are not listed on the Moving and Relocation Expense Log
Moving Expense Reminder

- Forms and Procedures:
  https://controller.appstate.edu/downloadable-forms/employee-disbursements

- Contact:
  Tax Compliance/McKenzie Harris, harrismk@appstate.edu, x8977
Year End Closing Dates

Budget Office Year End Close
Cash Management Transfer for Student COA Payments

- Office of the State Controller (OSC) Cash Management System (CMCS)
  - Transfers internal to Appalachian
  - Transfers to other State agencies and institutions

- DocuSign templates

- Can be used to apply funds to Student’s accounts under certain circumstances
  - Default is to use the Scholarship Portal
  - Primarily used by Grant funds
  - Must include payments to students form with along with supporting documentation

- Forms and Procedures: https://controller.appstate.edu/cash-management-transfers
Purchasing PPE

- Guidance related to the purchase of PPE, cleaning, and sanitation supplies
  - EHS&EM
  - Facilities Operations
- Purchases and need to be coordinated with these areas
Purchasing Computers

- Purchases should be made through established purchasing procedures in YoMart or through the University Bookstore
Travel Policy Updates

510 Travel, Transportation, and Expense Reimbursements
  510.1 Travel and Expense Reimbursement Policy
  510.2 Travel Warning Policy
  510.3 International Travel Insurance

GOALS
Travel Policy Updates

Key Provisions

Funding Sources
Travel Policy Updates

4.1 Policy Administration
The Vice Chancellor of Business Affairs (the “Vice Chancellor”) is responsible for the administration of this policy, which includes providing oversight of the Finance and Administration Division of Business Affairs who has the authority to develop and implement University procedures as it relates to the advancement, payment or reimbursement of travel and other business-related expenses from University Funds.

4.2 Additional Administrative Responsibilities
4.2.1 The Finance and Administration Division of Business Affairs will be responsible for reviewing and auditing transactions of all advances, payments or reimbursements of travel and other business-related expenses under the scope of this policy.

4.2.2 Unless otherwise directed by the Vice Chancellor, the Finance and Administration Division of Business Affairs has the authority to establish additional guidance and procedures that are not prescribed by or do not conflict with section

4.3 Legal and Regulatory Compliance
Administration of this policy and related University procedures shall be consistent with federal and state laws and regulations (e.g., the State Budget Manual of North Carolina), UNC System policies, and guidance provided by the Office of State Budget and Management (“OSBM”), the North Carolina Office of the State Controller (“OSC”), and the UNC System Office.
Travel Policy Updates

What does it all mean?

Travel Procedures/ Standards
Questions?
Thank You for Attending
We hope to see you at the next meeting in June!