Finance and Administration Updates

Friday, February 28th, 2020
10:30 AM Meeting
IG Greer 224
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:30 AM
- Meeting location: IG Greer room 224
- Delivery method: face to face and 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](https://controller.appstate.edu/news-and-updates)
- Contacts: Yifan Zhou, McKenzie Harris (topic requests) and Cynthia Lowrance (Zoom and Google Drive)
Meeting Agenda

- Travel Refresher and Policy Updates
- Amazon Business
- Q&A (Time Permitting)
Reminders:

From the General Accounting area of the Controller’s Office:

- When sending a disbursement request to our office, please staple all documentation associated with the disbursement request together.
- When working with someone in our office on a request, please work through that request with the same person.

From Vendor Maintenance:

- All Vendor Packets should be sent from the Vendor/Payee back to the requesting department.
  - Currently, Vendor Maintenance is receiving packets directly from the vendor/payee to the General Accounting fax number and there are several that have not been claimed. We are in the process of getting the fax number removed from the Vendor Form, but this could be awhile before completed.
Travel & Expense Refresher

Federal Statutes & Regs

NC Statutes

OSBM

UNC

University

Appalachian State University
Travel & Expense Refresher

$2.8 Billion

Travel & Expense Refresher

Common Types of Fraud
- Falsified mileage
- Receipts for cancelled trips or returned items
- Personal purchases
- Submitting duplicates

Percent Admitting Fraud
- Entertainment 19%
- Travel 17%
- Food 17%
- Education 6%
- Government 4%

Travel & Expense Refresher

$11.3 Million
$5.2 Million (Checks)
$183 Thousand (Low Estimate)
$325 Thousand (High Estimate)
Travel & Expense Refresher

Common Internal Controls
- Supervisor reviews
- Regular audits
- Systems and technology
- Policies
Travel Policy Update

State Budget Manual

University Travel Policy

University Travel Standards

University Travel Procedures
Amazon Punchout - Coming Soon

- Presented by: Materials Management & Business Systems
- Contact: John Wall, Anna Bajka
Amazon Punchout - Coming Soon

○ Creating one Amazon Business Account forAppState
○ Integrating an Amazon Punchout into YoMart/Jaggaer
○ End of Amazon reconciliation in the Pcard Program
○ Prime account for all users
○ Streamlined approval process
○ Merging existing Amazon account history into one Business Account

Please respond to Jane Fitchlee’s email if you purchase from your department Business Account, or a Personal Consumer Account.
Questions?
Thank You for Attending
We hope to see you at the next meeting in March!