

## INVESTIGATOR REPORT

	<u>Account:</u>	<u>PI/Co-PI</u>	<u>Title</u>	<u>Short Name</u>	<u>Source:</u>	<u>Award:</u>	<u>Org:</u>	<u>Term:</u>	<u>PIN #</u>
1	F27XXX	XXXXXXX, XXXXXXX	XXXXXX (FRIENDS OF)	O/A TEXTBOOK (F27XXX)	FNDN		XXXX0	5/1/1995 - 6/30/2019	1789
2	NXXXDEVRES	XXXXXXX, XXXXXXX	DEVELOPMENT RESERVE	DRA	2080		XXXX0	7/1/2018 - 6/30/2019	2334
3	NXXXFNDOPR	XXXXXXX, XXXXXXX	FOUNDATION OPERATING	O/A TEXTBOOK (F27XXX)	2080		XXXX0	7/1/2018 - 6/30/2019	2623
4	NXXXXXXXXXX *	XXXXXXX, XXXXXXX	XXXXXXX, XXXXXXX	DRA	2080		XXXX0	7/1/2018 - 6/30/2019	1100

DRA

<b>Pin #</b>	<b>2334</b>	<b>NXXXDEVRES 2080 20XXX-DRA</b>
	Start: 7/1/2018	End: 6/30/2019 <b>Closed: No</b>
	BUDGET	810.51
	Statement Balance:	810.51
	Total Uncleared:	(224.08)
	Account Balance:	586.43

<b>Pin #</b>	<b>1100</b>	<b>NXXXXXXXXX 2080 20XXX-DRA</b>
	Start: 7/1/2018	End: 6/30/2019 <b>Closed: No</b>
	OTHER INCOME	375.32
	SALARIES	-
	Statement Balance:	375.32
	Total Uncleared:	(375.32)
	Account Balance:	-
	<b>Balance</b>	<b>586.43</b>

O/A TEXTBOOK (F27200)

<b>Pin #</b>	<b>1789</b>	<b>F27XXX FNDN 20XXX-O/A TEXTBOOK (F2XXXX)</b>
	Start: 5/1/1995	End: 6/30/2019 <b>Closed: No</b>
	TRSFR IN UNALLOCATED	2,350.85
	Statement Balance:	2,350.85
	Total Uncleared:	-
	Account Balance:	2,350.85

<b>Pin #</b>	<b>2623</b>	<b>NXXXFNDOPR 2080 20XXX-O/A TEXTBOOK (F27XXX)</b>
	Start: 7/1/2018	End: 6/30/2019 <b>Closed: No</b>
	SALARIES	(375.32)
	TRAVEL	(248.57)
	Statement Balance:	(623.89)
	Total Uncleared:	375.32
	Account Balance:	(248.57)
	<b>Balance</b>	<b>2,102.28</b>

# Department Purchase Order Request (POR)

## Requester/Department Instructions

### 1. Purchase Order Request Form

- a. Fill out the Purchase Order Request tab on the POR.xls excel file
  - i. All information is important. It is always better to have too much information than too little. There are fields with pop up notes for completing the form. If you have any questions, please don't hesitate to ask any SSC Staff.
  - ii. Nickname/Project of Funding is optional
  - iii. **PIN # is required.** Providing this information will ensure correct funding is imported directly into the iBACHi system. The **PIN #** can be found on all End Of Month (EOM) and Chart Of Accounts (COA) reports. If you have any trouble locating this number, please contact any SSC Staff to help.
    1. In the case of funds where multiple choices can be made for one type of account, such as Start Up accounts, just select one **PIN #**. SSC accounting will take care of the correct splits.
- b. DO NOT change the name of any tabs in the excel file to be emailed. Doing so only takes time for SSC accounting staff to re-name the tab(s) back to the original name.
- c. After completing the Purchase Order Request, attach and email the excel file to [sscas@ksu.edu](mailto:sscas@ksu.edu)
- d. You will receive a Purchase Order email from Shared Service Center for signatures using Adobe Sign. This is web based, compatible with both Windows and Mac operating systems and does not require sign up. You also have the option to sign using your mobile phone. Please be sure to add [echosign@echosign.com](mailto:echosign@echosign.com) to your safe senders list, as this may go to your "junk" email the first time.
  - i. The order of signatures will be designated from SSC Staff using Adobe Sign and will route in the following order:
    1. Requester
    2. Approver
    3. Everyone - Final copy (including the Department Admin who will be cc'd) with all signatures and auditing report.
- e. The Purchase Order emailed back for signatures will have the PO number you can reference when placing the order.

### 2. BPC Purchase Invoice/Receipt Submission (after placing your order)

- a. When you receive your invoice/receipt please forward to [sscas@ksu.edu](mailto:sscas@ksu.edu), or print and send via campus mail, or in person to 213 CBC. Doing so speeds up processing the payment document
- b. It is not required, but helpful if you can note the Purchase Order number on the invoice/receipt(s)
- c. Contact any SSC Accounting Staff with any questions.

**Shared Services Purchase Order Form**

Date: 4/18/2019  
 DEPARTMENT: HISTORY  
**Vendor:**  
 Name: Staples  
 Address:  
 Address:  
 City, State Zip:  
 Phone: 785.532.7777  
 Fax:  
 Email: willie@ksu.edu

Ordered By: Willie Wildcat  
 Phone:  
 Email:

Qty	Unit	Item Number	Item Description	Unit Cost	Line Total	Note (optional)	Nickname/Project of Funding	Pmt Type	Use	Account PIN #
20.00	Each	04947-2500	Color Wheel/Gray Scle Value Fr	2.49	49.80	Item Note(s)	Dept-SRO	BPC-Self	CLASS/LAB SUPPLY	2623
72.00	Each	20418-2030	Gen Charcoal pencil/Blk HB	0.87	62.64		Dept-DCEFEE	BPC-Self	OFFICE SUPPLY	1112
1.00	Each	Shipping	Shipping Costs	22.95	22.95		Dept-DCEFEE	BPC-Self	OFFICE SUPPLY	1112
<b>Total:</b>				\$	<b>85.59</b>					

Will this become part of a larger piece of equipment?

Please list dates for any subscriptions, Institutional memberships, or warranties:

Start Date:	End Date:	Note:

**NOTES:** Notes Example

Reminder: 10k and over purchases must include at least 3 bids. See "Purchasing Guide" tab, or contact SSC accounting for assistance if needed.  
 State Contract vendors etc.: <https://www.k-state.edu/finsvcs/purchasing/contract.html>

Please email this excel sheet as an attachment, along with any relevant documentation to your department liaison:  
 Shared Service Center: [sscas@ksu.edu](mailto:sscas@ksu.edu)  
 Shared Service Center-North (Math & Physics only): [po@phys.ksu.edu](mailto:po@phys.ksu.edu)  
 Deans Office: [acctgdean@ksu.edu](mailto:acctgdean@ksu.edu)

\*\*\*You will receive a form back by email for signature approval(s).\*\*\*

# Department Travel Order Request (TOR)

## Requester/Department Instructions

### 1. Travel Request Form (Prior to Travel)

- a. Fill out the Out of State Travel Request tab on the TOR.xls excel file
  - i. It is recommended you save this file on your local machine to use the expense report tab after traveling.
- b. All information is important. It is always better to have too much information than too little. There are fields with pop up notes for completing the form. If you have any questions please don't hesitate to ask any SSC Accounting Staff.
- c. Nickname/Project of Funding is optional
- d. **PIN # is required.** Providing this information will ensure correct funding is imported directly into the iBACHI system.
  - i. **PIN #** can be found on all End Of Month (EOM) and Chart Of Accounts reports. If you have any trouble locating this number, please contact any SSC Staff to help.
- e. Travel Guide tab has a lot of useful information and is a great tool for navigating the travel process.
- f. DO NOT change the name of any tabs in the excel file to be emailed. Doing so only takes more time for processing to re-name the tab(s) back to the original name.
- g. After completing the Out Of State Travel Request tab, attach the excel file to an email and send to [sscas@ksu.edu](mailto:sscas@ksu.edu)
- h. You will receive a Travel Order email in from Shared Service Center for signatures using Adobe Sign. This is web based, compatible across all system formats and does not require sign up. You also have the option to sign using your mobile phone. Please be sure to add [echosign@echosign.com](mailto:echosign@echosign.com) to your safe senders list, as this may go to your "junk" email the first time.
  - i. The order of signatures will route as follows:
    1. Requester
    2. Approver
    3. Everyone emailed - Final signed copy (Department Admin will be cc'd) with all signatures along with an auditing report.
- i. The Travel Order will have the number you can reference on travel purchases made and on your reimbursement.

### 2. Expense Report (After Travel)

- a. Fill out the Travel Expense Report tab on the TOR excel file *you should have saved* from the Travel Order Request process.
- b. Most fields are automatically filled out from your Travel Order Request tab. Please overwrite any fields with actual amounts/information where applicable.
- c. If any funding has changed from the time travel was requested, please note that in the Notes field.
- d. All fields need to be filled out on this form. This will ensure prompt processing of your travel reimbursement.
- e. Contact any SSC Accounting Staff with questions. There is also an Expense Guide tab that has a lot of useful information and is a great tool for navigating the travel reimbursement process.
- f. Print and submit the Expense Report along with supporting receipts to your departmental liaison for processing.
  - i. It is not required, but helpful if you can attach or note the Travel Order number (found on the .pdf you received back for signature(s)).

Shared Services Travel Request *to be filed before travel begins*

Date: 3/1/2019

DEPARTMENT: HISTORY

**Traveler Information**

Name: Willie Wildcat

Title: Graduate Student

Travel Type: Domestic

Destination: Washington DC

Phone: 785.532.7777

Email: willie@ksu.edu

**Notes: (Funding received by other KSU Depts or other Entities Etc.)**  
Will be receiving travel award from GSA.

**Event Information:**

Purpose: Presenting/Research

Event: Agricultural History Society - Annual Meeting

Event Start: 4/7/2019

Event End: 4/10/2019

**Travel Information:**

Leave Date: 4/6/2019

Return Date: 4/11/2019

Other KSU Travelers: None

**Misc Information:**

Maximum Budget: 1700

Personal Days of Travel: 0

Qty	Unit	Item#	Description	Unit Cost	Line Total	Nickname/Project of Funding	Pmt Type	Account PIN #
260.00	Miles	Private Miles	To/From Kansas City Airport	0.55	141.70	GSA	Reimburse	
1.00	Each	Airfare	KCI To/From Washington DC	285.00	285.00	Dept-SRO	BPC-Self	1129
4.00	Nights	Lodging	4/3-4/6	14.50	58.00	Dept-SRO	Reimburse	1129
4.00	Nights	Lodging	4/3-4/6	236.50	946.00	Dept-SRO	Reimburse	1129
4.50	Days	Meals	4/3-4/7	76.00	342.00	Dept-SRO	Reimburse	1129
1.00	Each	Registration	AAG	380.00	380.00	GSA	BPC-Self	
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
					-			
				Estimated Total:	<u>\$ 2,152.70</u>			

For meal rates, please see:  
[Contiguous United States \(CONUS\): http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877)  
[Outside Contiguous United States \(OCONUS\): http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)

**\*Reminder: If using Foundation funding, you will need actual itemized meal receipts.**

**Please email this excel form as an attachment, along with any relevant documentation to your department liaison:**  
 Shared Service Center: [sscas@ksu.edu](mailto:sscas@ksu.edu)  
 Shared Service Center-North (Math & Physics only): [po@phys.ksu.edu](mailto:po@phys.ksu.edu)  
 Deans Office: [acctgdean@ksu.edu](mailto:acctgdean@ksu.edu)

**\*\*\*You will receive a form back by email for signature approval(s).\*\*\***



