

General Accounting Update

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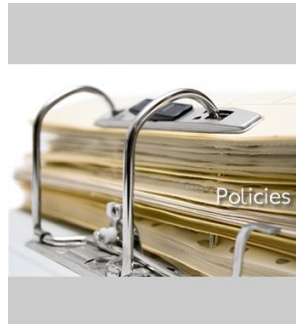
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PPM and Form Updates

There have been recent updates to many of the PPM Chapters and Forms managed by General Accounting. As mentioned in the June 2015 newsletter, [PPM Chapter 6320](#) includes a new section, 6320.070, which provides detail on how to administer scholarship, fellowship and participant payments.

[PPM Chapter 6410](#) was updated in July to reflect the new mileage reimbursement rates for Fiscal Year 2016. The FY16 subsistence rates, meals and lodging, did not change from the FY15 rates.

The most notable PPM change is [Chapter 6330](#). Previously referred to as Cellular Devices for Business Purpose, the chapter has been renamed as Mobile Devices and Mobile Device Plans for Business Purpose to reflect changes that the State began implementing in January 2015. In tandem with the State policy, the KSU Mobile Device/Plan policy emphasizes that **mobile devices and mobile device plans are not to be used for personal use**. Additionally, the



responsibility for monitoring the personal usage of these devices and plans is the responsibility of the Department Head, who also has the authority to provide or discontinue providing a mobile device or mobile device plan. The Department Head or their designee is responsible for determining personal usage of the device and what action will be taken when use is not in accordance with the current University policy.

Each payment voucher that includes payment for mobile devices or mobile device plans must include the statement, "Use is in accordance with University policy." This statement reflects that use is in accordance with PPM Chapter 6330. The voucher should then be

signed by the Department Head or their designee. Departments will be asked to revise vouchers that do not include this statement and obtain a new signature once the statement is added, for any documents received after August 31, 2015.

Employees who receive compensation through their annual base salary covering mobile devices/plans, may not utilize a University mobile device plan.

In addition to the noted PPM updates, recent form updates in Eforms include the Foreign Wire Request Form, the Domestic Wire Request Form, and the BPC Account Action Request Form.

Please remember to check Eforms on a regular basis to ensure you are using the most current version for the forms you are using as updates are made on a continual basis.

If you have any questions regarding these changes, I am happy to assist you.

Thank you,

Memory Buffington,
General Accounting
Assistant Director

IMPORTANT

August 24- August BPCs Due

September 7- Labor Day

**September 24- Eforms Training
Registration Requested**

<https://dfs.ksu.edu/events/register.aspx>

General Accounting Contact Information

532-6202

BPC Questions:

bpc@k-state.edu

BPC Chip Card Update

The migration of the current BPCs to the new Visa chip cards is still on track for the September/October time frame. The plan is to first migrate all cards issued to individual cardholders as the first phase of implementation. Fuel cards will be migrated at a later time as part of the second migration.

Continued correspondence and training information will be made available as we get closer to the transition date.

Topic of the Month: Expedite Vouchers

Each month, I will be highlighting various sections of our PPM Chapters to refresh campus users on current policies. This month the focus is on [PPM Chapter 6320.030](#), Expedite Vouchers. Division of Financial Services has an expedite process in place to assist departments with payments that need immediate attention. The situations that expedite preference is given include:

- 1.) Utility bills that must be paid in a 5-day period from invoice date or subject to late charges.
- 2.) Large dollar amounts that must be paid in a 10-day period or subject to late charges.
- 3.) Payments that will result in a substantial discount if established by a set date.
- 4.) Critical payments, as determined by Division of Financial Services.

Departments with payments meeting the criteria above should include the "Expedite" flag on the payment voucher. If your payment does not meet the criteria above, please **do not** mark it as expedite, as this only slows the process for truly expedited payments. Payments not meeting the above criteria that are marked "Expedite" will be processed in the regular manner.

I ask that all departments review their current expedite determination practices and make adjustments as need to be in accordance with University policy. Please also keep in mind that the BPC offers a faster alternative for time sensitive payments.

Training Opportunities

The next General Accounting Eforms Training is scheduled for September 24th from 10:00 am to Noon. Registration for the training will be made available at <https://dfs.ksu.edu/events/register.aspx>. This training includes information on general Eforms use as well as University Travel and Procurement policies. New and experienced campus users are welcome to attend.

General Accounting is happy to provide one-on-one training and group training to campus departments regarding University policies and Eforms. Please contact Memory Buffington for more information.