

Business Services Update



Welcome

Welcome to the first issue of Division of Financial Services' *Business Services Update*. This newsletter provides a simple, convenient way to stay up-to-date and learn more regarding the business services that are offered by the Division of Financial Services. This monthly newsletter will provide a consolidation of information you previously received through The Purchasing Post, the GA Update and the Sponsored Programs Accounting Monthly in one easily accessible place.

Relocation

The Division of Financial Services will begin relocation of the Fund Balancing, Systems, Sponsored Programs Accounting, Purchasing and General Accounting offices to the Tower (old KSU Foundation building) on Anderson Avenue starting August 1, 2016. This will be a phased move with Fund Balancing and Systems relocating at the beginning of August to the 6th Floor of the Tower followed by Sponsored Programs Accounting. Purchasing and General Accounting will relocate to the 5th floor by mid-September. Until the move is completed, we recommend either dropping off your mail in the Division of Financial Services mailbox in the basement of Anderson Hall, delivering it to 102 Anderson Hall, or sending via campus mail. Daily courier service will deliver the mail from Anderson Hall to our new location.

We will keep you informed by listserv of strategies and processes we will put in place to minimize the impact of the move on campus business operations. Thank you in advance for your patience and understanding as we go through this transition.

Accounting: Hertz Applicant Number Changes

Hertz Rental Car recently updated their applicant number booking policies. The applicant number is used as a booking tool to allow a cardholder to book a rental for K-State faculty and staff or official guests of the University, and does not require the cardholder to show the BPC at the time of booking. This provides a convenient mechanism for centralized booking and planning of University business travel that is utilized by more than 50% of K-State departments.

In order to protect against fraud that Hertz has experienced, effective immediately, all customers who have a rental that has been booked with a Hertz applicant number must either show their K-State ID and personal ID at the time of booking. A letter of authorization from the cardholder whom the applicant number is tied to may be substituted for the K-State ID. If the customer is unable to present either of those options, Hertz will rebook the rental at full, non-contract price and require the customer to use a different form of payment.

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Important Dates

- July 18
Annual Consumable Inventory Due
- July 18
Annual Accounts Receivable Due
- July 21
July BPC Statement Due

Contact Us

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Accounting: Hertz Applicant Number Changes continued

To help assist in this transition, a template is available on the General Accounting travel website, <http://www.k-state.edu/finsvcs/generalaccounting/travel.html>, under the Travel Information header. We recommend you print this on official K-State letterhead and provide it to the individual renter in sufficient time before their travel.

In addition, we will be contacting all K-State applicant number holders who were affected by the fraud to provide them with a new applicant number to use for bookings. Should you have further questions, please feel free to contact General Accounting at 785-532-6202.

Purchasing: Catalog Contracts

I recently read an article where it was stated that one cannot progress without change. As the office prepares to change physical location, Purchasing is also planning on changes in procedures. Participating in this joint newsletter will be a great way to get information out without overwhelming the appropriate parties with several newsletters. (Bye-bye "Purchasing Post") I hope you enjoy the new format.

Something Purchasing would like to promote and encourage is the use of Kansas State University's open-end, catalog agreements. For the department there is no dollar limit on the purchases. These contracts have already been competitively bid, so the \$5000 cap does not apply.

Below is a short list of some of K-State's catalog contracts for your convenience. Most departments should be able to acquire a good percentage of the items needed by using these vendors.

- * Staples, #SOK37762, provides office supplies
- * Grainger, #CNR01248, provides industrial supplies
- * Fisher Scientific, #40423, provides laboratory equipment and supplies
- * VWR, #CNR01163, provides laboratory equipment and supplies
- * CDW-G, #284205807, provides electronic hardware, e.g. computers, printers, scanners, etc.
- * Apple, SOK40398, provides Apple computer equipment (KSSU Computer Store is an approved Apple dealer for educational purposes.
- * Dell, SOK40400, provides Dell computer equipment and other accessories.

Sponsored Programs Accounting: PPM Update

The SPA office is excited to be a part of the new combined newsletter. My goal is to use this space to keep all of our research administration partners across campus informed of what is going on in SPA and to provide information and training regarding the many financial compliance areas you encounter in your daily work with sponsored agreements. If there is a particular topic you would like to see in a future newsletter please let one of us know. For now, I'd like to share just a couple of news items regarding our newly revised PPM and some staffing changes.

A long overdue revision of PPM Chapter 7050 has been completed and is available to add to your summer reading list. The new version is temporarily available on the SPA website until we can get it added to the PPM website. The chapter now incorporates the Federal Uniform Guidance along with many items required for audit purposes.

The number of staff in the SPA office is down by two for the time being. We helped Judy Larson celebrate her retirement on July 8 and Laura Hohenbary is now putting her research administration skills to excellent use as a Grant Specialist for the College of Agriculture. Until we fill those positions, for any questions you would have normally directed to Judy or Laura, please call our main number and we will direct you to one of our current staff to help you out.