

Business Services Update



Relocation A Success

As indicated in the October 10, 2016 K-State Today, we are officially relocated on the 5th and 6th floors of the old KSU Foundation building at 2323 Anderson Avenue. We appreciate your patience through this process and hope that you experienced little to no interruption in the services you are accustomed to our offices providing.

Mail for General Accounting and Purchasing may be addressed to:

2323 Anderson Ave., Ste. 500
Manhattan, KS 66502

And mail to Sponsored Programs Accounting, Fund Balancing and Systems to:

2323 Anderson Ave., Ste. 600
Manhattan, KS 66502

Mail may continue to be sent via campus mail to the addresses indicated above for those who use the campus mail services. Additionally, we have a Division of Financial Services mailbox located in the basement of Anderson Hall for items to be transported twice daily by a courier service. The courier service will pick up items dropped in the mailbox at 10 a.m. and 3 p.m. each day and deliver directly to our 2323 Anderson Avenue location. We welcome you to come visit us at our new location and appreciate your feedback with our new mail process.

Purchasing: Tax Clearance

A “tax clearance” is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Kansas State University supports the State of Kansas tax clearance process and, effective immediately, Purchasing will be asking vendors submitting bids, proposals, contracts, etc., to provide a current tax clearance certificate.

For more information regarding this new process please go to:

<http://www.ksrevenue.org/taxclearance.html>

Purchasing is sharing information regarding this new process for your knowledge, no action is required. There may be times when a vendor is delinquent in paying taxes and, therefore, may not be awarded a purchase order or contract until they have settled the tax issues.

Be advised that information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustments.

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Important Dates

- Oct. 31
Halloween
- Nov. 8
Election Day
- Nov. 11
Veteran's Day
- Nov. 24
Thanksgiving/
University Holiday
- Nov. 25
University Holiday

Contact Us

General Accounting

bpc@k-state.edu
785-532-6202

Purchasing

kspurch@k-state.edu
785-532-6214

Sponsored Programs

Accounting

spaacct@k-state.edu
785-532-6207

Division of Financial Services

102 Anderson Hall
785-532-6210

Accounting: BPC Department Administrator Training

On October 10th, General Accounting hosted a training presented by UMB for BPC Department Accountants who currently use the online tool to manage department BPC cards. We had over 50 individuals attend the training that was offered both onsite at our new location and via zoom meeting. For those of you who were unable to attend we have a recording available on our website at <http://www.k-state.edu/finsvcs/generalaccounting/bpcforms.html> labeled BPC Department Administrator Training.

Accounting: Setoffs and Offsets

The **State of Kansas Setoff Program** began in early 1981 and is governed by K.S.A. 75-6201. This legislation allows the State of Kansas Department of Administration (DOA) to set off monies State of Kansas agencies owe vendors and individuals if those vendors have outstanding debts they owe a State of Kansas agency. All payments made to vendors via check or ACH are subject to set off by DOA.

In order for a State of Kansas agency to be able to submit a debt to be withheld by the Setoff Program the agency must first notify the vendor at least 3 times of the outstanding debt, follow all federal due process laws, and the debt must be at least \$25. When a payment is flagged by the Setoff Program for potential setoff, the State verifies with the creditor agency that the debt is still owed. They also send a letter to the vendor, to the most current address on file, notifying the vendor that the payment has been made but is being forwarded to the creditor agency to satisfy their debt. The letter contains contact information for the Kansas Setoff Program should the vendor have additional questions.

The **Kansas Treasury Offset Program** began in March 2015 governed by K.S.A. 75-6216, allowing the State of Kansas and the U.S. Department of Treasury to assist each other in the collection of outstanding debt owed by vendors when non-tax payments are being disbursed. All payments made to vendors via check or ACH are subject to offset by the Kansas Treasury Offset Program when the vendor has outstanding debt to a federal agency as identified by the U.S. Department of Treasury Offset Program.

As with the Kansas Setoff Program, the Kansas Treasury Offset program sends a notice to the debtor at the time the payment is reduced for an offset. The letter includes contact information should the vendor have additional questions.

When a payment is held for setoff or offset, a comment is made in Eforms so that as a departmental accountant you can verify the status of the payment, should a vendor call to inquire about their payment. It can be frustrating explaining setoff and offset information to vendors whose payments have been held, as larger companies often receive the letter centrally and do not convey the information to the local branches. Due to privacy, the State of Kansas cannot disclose to KSU which State of Kansas agency the vendor owes the debt. That information can only be provided directly to the vendor.

Departments are encouraged to respond to vendor requests regarding setoff and offsets by providing them a brief summary of the information above and then directing them to the corresponding number below so they can seek additional information:

Kansas Setoff Program

785-296-4628
Monday through Friday, 9:00 am to 3:00 pm (excluding holidays)

Kansas Treasury Offset Program

785-296-4500
Monday through Friday, 9:00 am to 3:00 pm (except holidays)

If departments continue to experience vendor issues after providing the State contact information, please contact Tara DiPaolo, General Accounting, at 532-1838 and she can assist department staff in providing additional communication to the vendor.

Accounting: New Travel Rates Published

On October 1st, the General Services Administration (GSA) updated the CONUS rates for M&IE and lodging. In conjunction with this update, Eforms has been updated to reflect the new rates for CONUS, OCONUS, and International locations based on the 10/1/2016 effective date. The standard rate for lodging increased from \$89/day to \$91/day (150% approval is \$136.50) as part of this change. The standard rate for M&IE remains at \$51/day. These new rates apply to all travel occurring October 1, 2016 and later.