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# Welcome

# Marilyn Fowlé STATE UNIVERSITY

# Contract Management

Steve Shelley Barry Macha

## STATE UNIVERSITY

## **Contract Management**



When is a routing sheet necessary?

For anything that obligates MSU by signature or requisition that is at or above the \$5,000 value.

## Contract Management



#### Who is required to sign the routing sheet?

Contract Management will send the routing sheet around for signatures. However, some areas have the contract and want to get it signed before they route to Contract Management. If this is done, the following signatures are required :

- Initiating Liaison
- Departmental Head
- Dean/Associate Vice President
- Appropriate Vice President
- If Information Technology related IT Vice President (Dr. Clark)
- If over \$50,000 Vice President of Business Affairs (Dr. Fowlé)
- If contract is not on an MSU template General Counsel (Mr. Macha)
- If over \$100,000 President (Dr. Rogers)
- If you are unsure, send to Contract Management and let them do the routing.

MS	U CONTRACT	ROUTING SHEET	
IMPORTANT: Contracts are to be signed by the de	legated authority a	after the completion of t	his review process.
New Contract     Renewal Contract	Change Order	Other:	
Revenue Account Number:		Contract Amoun	it:
Expense Account Number:		Date Routed:	
P.O. Number:		Vendor Code:	
Departments shall complete	this form in its enti	rety. Indicate non-appli	icable items by N/A.
Contract (brief description):			
Board of Regents (BOR) Approval Required: Yes ☐ N This contract must go to the BOR if: it is \$500,000 or greater p sale, or encumbrance of real property (except mineral lease les mineral lease less than \$100,000). If BOR approval required,	er year (except bequest s than \$100,000), or a BOR specify signatur	ts, gifts, or grants, or a State contract in excess of 5 years authorization other than Pr	s (except with 120 days or less cancellation noti resident?YesNoAttached
MSU Office of Origin:	Individual Res	sponsible:	Phone No:
University Funds Required: No  Yes  \$ Contract Period:	Verified Avail Does Contrac	lable: Yes □ No □ t Renew? Yes □ No □	Revenue Contract Yes 🗆 No 🗖
Contractor:	Contractor's e	mail address:	
Procurement: bid out sole source (attach	ed) State con	ntract other:	
Historically Underutilized Business (HUB): Yes 🗆 No Contractor Representative:	o 🗆 🛛 HUB P	lan (required over \$100,0	000): Yes 🗆 No 🗖
Contractor's Address: Resident Contractor: Yes  No	State of Non-Resid	dent Contractor	
Is Contractor an MSU Employee Yes 🗆 No 🗖		an Phile analysis of the Sales and Sales and	
Solicited: Received: Review and Approval Signatures:		(2 required):	Received:
Department			Date
By signing this form, the Department is verifying that they will a technical support, services, and/or personnel (e.g., IT Dept	bide by the terms of th	e agreement and has obtain	ed approval of any other department(s) contributed approval of any other department(s)
Initiating Dept.'s Designated Contract Liaison/Monit			
Other Dept. Supervisor(s) Contributing Personnel/Se			
Dean/Associate Vice President			Date
Approval required on all contracts for reporting departments			-
Appropriate Vice President Approval required on all contracts for reporting departments;	VP Achain & Inst EA	factivances approval vaguina	Date
Affairs and VP Univ. Advancement & Public Affairs; signatu.	re authority of appropri	riate VP for contracts of les:	s than \$100,000 per year for reporting departme
Provost and Vice President for Academic Affairs			Date
Approval required on: all contracts for reporting departments for contracts of less than \$100,000 per year for reporting depa			nd all sponsored research grants; signature aut
Vice President for Business Affairs and Finance			Date
Approval required on: all contracts for reporting departments authority for: contracts of less than \$100,000 for reporting de	, fiscal approval of con	ntracts of \$50,000 or more p	per year, and all sponsored research grants; sig
Contract Administration Office	parimentis		Date
Approval required on all contracts (except University employn Proposed contract attached? Yes No I	nent contracts) f applicable, a copy is	attached of the delegation of	
Other Reviews and Approval Signatures, as require			2001. IN CONTRACTOR OF THE OWNER
General Counsel			Date
Approval required on all contracts unless using an unmodified Comment:	i standard contract for	m pre-approved in writing	
President			Date
Approval required on all contracts: of \$500,000 or more not r property of less than \$100,000, related to licenses /conveyance designee) on all contracts for reporting departments, and all Comment:	es of MSU intellectual	property, and for direct rep.	orting departments; required signature authorit

MSU CONTRACT ROUTING SHEET	
IMPORTANT: Contracts are to be signed by the delegated authority after the completion of this review process.	
New Contract     Renewal Contract     Change Order     Other:	
Revenue Account Number:	
Expense Account Number: Date Routed:	
P.O. Number: Vendor Code:	
Departments shall complete this form in its entirety. Indicate non-applicable items by N/A.	
Contract (brief description):	
Board of Regents (BOR) Approval Required: Yes 🗆 No 🖨 Meeting Date:Board Item No:Board Item No:	chase, ice or
MSU Office of Origin: Individual Responsible: Phone No:	
University Funds Required: No I Yes \$       Yes \$       Yerified Available: Yes I No I       Revenue Contract Yes I No I         Contract Period:       Does Contract Renew? Yes I No I       If so, When:	
Contractor: Contractor's email address:	
Procurement: bid out sole source (attached) State contract other:	
Historically Underutilized Business (HUB): Yes 🗅 No 🗅 HUB Plan (required over \$100,000): Yes 🗅 No 🗅 Contractor Representative: Phone: Fax:	
Resident Contractor: Yes 🗆 No 🗔 State of Non-Resident Contractor:	
Is Contractor an MSU Employee Yes 🗆 No 🗔 Or Related to an MSU Employee? Yes 🗆 No 🗔	
Taxpayer Identification Number: Franchise Tax Good Standing Yes 🗆 No 🗔 N/A 🗔	
Type of Business: Corp. 🗖 Partnership 🗖 Sole Proprietorship 🗖 Non-Profit 🗖 Government 🗖 Other 🗖	
# Bids/Proposals       # HUB's Solicited       # HUB's         Solicited:       Received:       (2 required):       Received:	

Review and Approval Signatures:	
<b>Department</b> By signing this form, the Department is verifying that they will abide by the terms of the agreement and has obtained approval of an technical support, services, and/or personnel (e.g., IT Dept. – software; office of sponsored programs for external funding – gran	
Initiating Dept.'s Designated Contract Liaison/Monitor	Date
Other Dept. Supervisor(s) Contributing Personnel/Services	Date
Dean/Associate Vice President Approval required on all contracts for reporting departments	Date
Appropriate Vice President	Date
Approval required on all contracts for reporting departments; VP Admin. & Inst. Effectiveness approval required on all IT contra Affairs and VP Univ. Advancement & Public Affairs; signature authority of appropriate VP for contracts of less than \$100,000 p.	
Provost and Vice President for Academic Affairs	Date research grants; signature authority
Vice President for Business Affairs and Finance Approval required on: all contracts for reporting departments, fiscal approval of contracts of \$50,000 or more per year, and all sp authority for: contracts of less than \$100,000 for reporting departments	Date ponsored research grants; signature
Contract Administration Office	Date
Approval required on all contracts (except University employment contracts)         Proposed contract attached?       Yes         No       If applicable, a copy is attached of the delegation of signature author	ity by theBORPresident
Other Reviews and Approval Signatures, as required:         General Counsel         Approval required on all contracts unless using an unmodified standard contract form pre-approved in writing         Comment:	Date
President	ts; required signature authority (or

## Encumbrances

# Debbie Vaughn STATE UNIVERSITY



#### What is an encumbrance?

- It is a separate amount of money set aside for an identified expense and <u>not</u> included in available balances.
- In Banner it shows as "Commitments."

#### Why do we encumber?

- Allows account managers to be sure how much is truly available to spend.
- Avoids account shortages at year-end.
- Allows for easier identification of savings.



#### What all is encumbered?

- Salaries
  - Benefit Eligible Faculty and Staff
  - Graduate Assistants
  - Adjuncts
- Cell Phone Stipends
- Longevity
- Fringe Benefits
- Purchase Requisitions
- Travel Expense Amounts from RTA's

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Budget (	Availability Status FGIBAVL 8	.6.1.4 (PROD) 000000000			**********************
Chart: Fiscal Y Index: Commit		Fund:23313Organization:3300Account:6000Program:22	<ul> <li>Facility Services</li> <li>Associate VP Facility</li> <li>Faculty Salaries B</li> <li>Institutional Supp</li> </ul>	aud Pool	Pending Documents
Control	Keys> Fund: 23313	Organization: 3300	Account: 6000	Program:	
Account	t Title	Adjusted Budget	YTD Activity	Commitments	Pe Available Balance Do
6100	Admin Salaries Budget Pool	141,325.00	70,880.22	70,922.50	-477.72
6300	Student Salaries Bud Pool	70,050.00	28,574.55	0.00	41,475.45
6500		40.000.00	A 4 5 5 5 4		
0000	Fringe Benefits Budget Pool	49,292.00	24,527.36	28,003.52	-3,238.88
	Fringe Benefits Budget Pool Travel Budget Pool	49,292.00	700.00	0.00	-3,238.88
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7000 7200	Travel Budget Pool	145.00	700.00	0.00	-555.00
7000 7200	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33
7000 7200	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33
7000 7200	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33
7000 7200	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33
7000 7200	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33
7000 7200	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33
7000	Travel Budget Pool Maint And Oper Budget Poo	145.00 530,668.64	700.00 238,913.38	0.00 92,947.93	-555.00 198,807.33

Examples: Admin Salaries = Salaries, Longevity

Fringe Benefits = Payroll Taxes, Cell Phone Stipends M&O = Bulk Fuel, Xerox, Central Plant Materials



#### How do the amounts get encumbered?

- <u>Salaries and Cell Phone Stipends</u> Done automatically through the Payroll system.
- <u>Fringe Benefits and Longevity</u> Manual process done in Budget Office.
- <u>Purchase Requisitions</u> Automatic when requisitions are submitted by user. Will encumber even before complete!
- <u>Travel Amounts</u> Manual process done in Business Office based on Request for Travel Authorization (RTA).



#### How do these amounts get released?

When the expense hits your account, the encumbrance is released.

- <u>Salaries and Cell Phone Stipends</u> Done automatically when Payroll runs.
- <u>Fringe Benefits and Longevity</u> Manual process done in Budget Office after Payroll runs.
- <u>Purchase Requisitions</u> Automatic when invoices are paid in Business Office.
- <u>Travel Amounts</u> Manual process done in Business Office when Travel Voucher is received. If travel is cancelled, email Terry Ortiz.

### Updates - Kathy Rice

✓ Timesheets Issues:
 ➢ Holidays/Closed Days
 ➢ Approved Hours

✓ Paperless:
 ➢ Time Sheets
 ➢ PTFs

✓ Budget Worksheets going out

## Tip of the Month

**Doodle.com** 

The nifty meeting scheduling tool!! Anna Daugherty

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	Connect your calendar No more switching between your calendar and Doodle		
	Set up your MeetMe page Show your availability to your co-workers and friends		
	Spread the word about Doodle Tell your friends about us		E
	Become a Premium Doodle member Schedule meetings even faster		
	Professional Scheduler		
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DASHBOARD | ANNA DAUGHERTY -

#### Schedule an event

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite



Title

Location (optional) Dilliard 189

Account Managers Group

Description (optional)

Meeting to discuss common issues that account managers have come across.

(440)

E-mail address

Your name Anna Daugherty

anna.daugherty@mwsu.edu

You will receive the link to administer your poll at the address.



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#### Schedule an event

1. General > 2. Time proposals > 3. Settings > 4. Invite

#### Days

Click on the dates you would like to choose.

	FEBRU	JARY <b>20</b>	14			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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#### Schedule an event

1. General > 2. Time proposals > 3. Settings > 4. Invite

#### Times

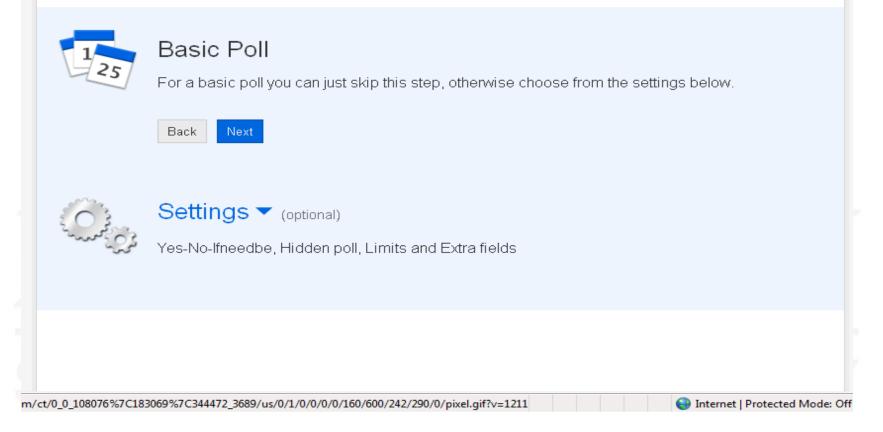
Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

	Time 1	Time 2	Time 3	
Thu, 2/27/14	10:00 AM	11:00 AM	1:00 PM	
ī Fri, 2/28/14	10:00 AM	11:00 AM	1:00 PM	
	Add further time slots			
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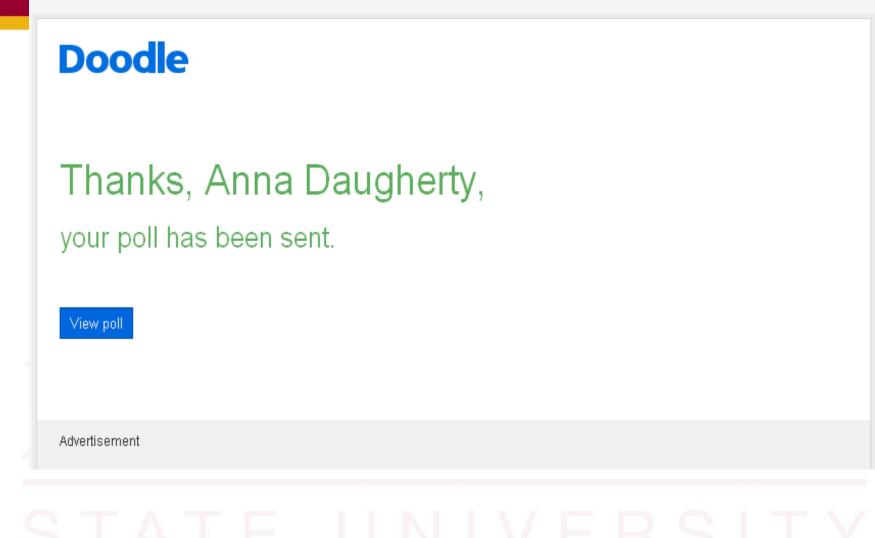
#### Doodle

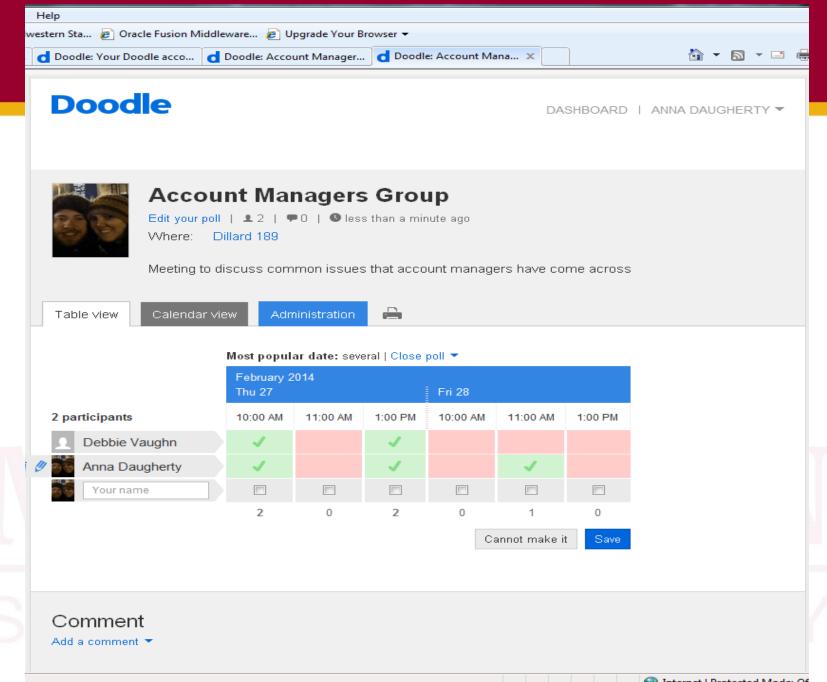
#### Schedule an event

1. General > 2. Time proposals > 3. Settings > 4. Invite



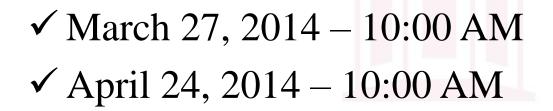
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	Start typing to enter e-mail recipients				
	L Separate multiple e-mail recipients by commas.				
	I also want to receive an invitation at anna.reed.0704@students.mwsu.edu in order to poll.	o particip:	ate in	the	
	Message				
	Anna Daugherty (anna.reed.0704@students.mwsu.edu) inv to participate in the Doodle poll "Account Managers G		ou		
	Follow this link to open the poll: (poll link)				
	Meeting to discuss common issues that account managers have come across				
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## Open For Questions and Answers

## Next meetings:





 $\checkmark$  Location to be determined  $\bigcirc$ 

STATE UNIVERSITY



## Thank you!

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