



**MIDWESTERN**  
STATE UNIVERSITY

# Account Managers Group

[mwsu.edu](http://mwsu.edu)



# Account Managers Group

**Welcome**

**Marilyn Fowlé**

MIDWESTERN  
STATE UNIVERSITY

# Account Managers Group

## Contract Management

Steve Shelley

Barry Macha



# 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.

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: \_\_\_\_\_ Contract Amount: \_\_\_\_\_  
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: \_\_\_\_\_  
This contract must go to the BOR if: it is \$500,000 or greater per year (except bequests, gifts, or grants, or a State energy agreement), or involves acquisition, purchase, sale, or encumbrance of real property (except mineral lease less than \$100,000), or a contract in excess of 5 years (except with 120 days or less cancellation notice or mineral lease less than \$100,000). If BOR approval required, BOR specify signature authorization other than President? Yes  No  Attached   
MSU Office of Origin: \_\_\_\_\_ Individual Responsible: \_\_\_\_\_ Phone No: \_\_\_\_\_  
University Funds Required: No  Yes  \$ \_\_\_\_\_ Verified Available: Yes  No  Revenue Contract Yes  No   
Contract Period: \_\_\_\_\_ Does Contract Renew? Yes  No  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: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
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 Solicited: \_\_\_\_\_ # Bids/Proposals Received: \_\_\_\_\_ # HUB's Solicited (2 required): \_\_\_\_\_ # HUB's Received: \_\_\_\_\_

**Review and Approval Signatures:**

**Department** \_\_\_\_\_ Date \_\_\_\_\_  
*By signing this form, the Department is verifying that they will abide by the terms of the agreement and has obtained approval of any other department(s) contributing technical support, services, and/or personnel (e.g., IT Dept. - software; office of sponsored programs for external funding - grants and gifts)*

Initiating Dept.'s Designated Contract Liaison/Monitor \_\_\_\_\_ Date \_\_\_\_\_  
Other Dept. Supervisor(s) Contributing Personnel/Services \_\_\_\_\_ Date \_\_\_\_\_

**Dean/Associate Vice President** \_\_\_\_\_ Date \_\_\_\_\_  
*Approval required on all contracts for reporting departments*

**Appropriate Vice President** \_\_\_\_\_ Date \_\_\_\_\_  
*Approval required on all contracts for reporting departments; VP Admin. & Inst. Effectiveness approval required on all IT contracts; Provost and VP Academic Affairs and VP Univ. Advancement & Public Affairs; signature authority of appropriate VP for contracts of less than \$100,000 per year for reporting departments*

**Provost and Vice President for Academic Affairs** \_\_\_\_\_ Date \_\_\_\_\_  
*Approval required on: all contracts for reporting departments, affiliation/clinical agreements (or President's), and all sponsored research grants; signature authority for contracts of less than \$100,000 per year for reporting departments, affiliation/clinical agreements*

**Vice President for Business Affairs and Finance** \_\_\_\_\_ Date \_\_\_\_\_  
*Approval required on: all contracts for reporting departments, fiscal approval of contracts of \$50,000 or more per year, and all sponsored research grants; signature authority for: contracts of less than \$100,000 for reporting departments*

**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 authority by the \_\_\_\_\_ BOR \_\_\_\_\_ President

**Other Reviews and Approval Signatures, as required:**

**General Counsel** \_\_\_\_\_ Date \_\_\_\_\_  
*Approval required on all contracts unless using an unmodified standard contract form pre-approved in writing*  
Comment: \_\_\_\_\_

**President** \_\_\_\_\_ Date \_\_\_\_\_  
*Approval required on all contracts: of \$500,000 or more not requiring BOR approval, of \$100,000 or more but less than \$500,000, related to mineral interest in real property of less than \$100,000, related to licenses/conveyances of MSU intellectual property, and for direct reporting departments; required signature authority (or designee) on: all contracts for reporting departments, and all contracts of \$100,000 or more (except contracts otherwise specified by the BOR)*  
Comment: \_\_\_\_\_

**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: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

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: \_\_\_\_\_

This contract must go to the BOR if: it is \$500,000 or greater per year (except bequests, gifts, or grants, or a State energy agreement), or involves acquisition, purchase, sale, or encumbrance of real property (except mineral lease less than \$100,000), or a contract in excess of 5 years (except with 120 days or less cancellation notice or mineral lease less than \$100,000). If BOR approval required, BOR specify signature authorization other than President? \_\_\_Yes \_\_\_No \_\_\_Attached

MSU Office of Origin: \_\_\_\_\_ Individual Responsible: \_\_\_\_\_ Phone No: \_\_\_\_\_

University Funds Required: No  Yes  \$ \_\_\_\_\_ Verified Available: Yes  No  Revenue Contract Yes  No

Contract Period: \_\_\_\_\_ Does Contract Renew? Yes  No  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: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

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 Solicited:	# Bids/Proposals Received:	# HUB's Solicited (2 required):	# HUB's Received:
-----------------------------	----------------------------	---------------------------------	-------------------

**Review and Approval Signatures:**

**Department** \_\_\_\_\_ Date \_\_\_\_\_

*By signing this form, the Department is verifying that they will abide by the terms of the agreement and has obtained approval of any other department(s) contributing technical support, services, and/or personnel (e.g., IT Dept. – software; office of sponsored programs for external funding – grants and gifts)*

Initiating Dept.'s Designated Contract Liaison/Monitor \_\_\_\_\_ Date \_\_\_\_\_

Other Dept. Supervisor(s) Contributing Personnel/Services \_\_\_\_\_ Date \_\_\_\_\_

**Dean/Associate Vice President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments*

**Appropriate Vice President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments; VP Admin. & Inst. Effectiveness approval required on all IT contracts; Provost and VP Academic Affairs and VP Univ. Advancement & Public Affairs; signature authority of appropriate VP for contracts of less than \$100,000 per year for reporting departments*

**Provost and Vice President for Academic Affairs** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on: all contracts for reporting departments, affiliation/clinical agreements (or President's), and all sponsored research grants; signature authority for contracts of less than \$100,000 per year for reporting departments, affiliation/clinical agreements*

**Vice President for Business Affairs and Finance** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on: all contracts for reporting departments, fiscal approval of contracts of \$50,000 or more per year, and all sponsored research grants; signature authority for: contracts of less than \$100,000 for reporting departments*

**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 authority by the  BOR  President

**Other Reviews and Approval Signatures, as required:**

**General Counsel** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts unless using an unmodified standard contract form pre-approved in writing*

Comment:

**President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts: of \$500,000 or more not requiring BOR approval, of \$100,000 or more but less than \$500,000, related to mineral interest in real property of less than \$100,000, related to licenses /conveyances of MSU intellectual property, and for direct reporting departments; required signature authority (or designee) on: all contracts for reporting departments, and all contracts of \$100,000 or more (except contracts otherwise specified by the BOR)*

Comment:



# Account Managers Group

## Encumbrances

Debbie Vaughn

MIDWESTERN  
STATE UNIVERSITY

# Encumbrances



## What is an encumbrance?

- It is a separate amount of money set aside for an identified expense and not 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.

# Encumbrances



## 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



# Encumbrances



## How do the amounts get encumbered?

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

# Encumbrances



## How do these amounts get released?

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

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

# Account Managers Group

## Updates - Kathy Rice

### ✓ Timesheets Issues:

- Holidays/Closed Days
- Approved Hours

### ✓ Paperless:

- Time Sheets
- PTFs

### ✓ Budget Worksheets going out

# Account Managers Group

## Tip of the Month

**[Doodle.com](https://doodle.com)**

The nifty meeting scheduling tool!!

Anna Daugherty




Give your polls a personal touch

Polis MeetMe requests



Welcome to Doodle, Anna Daugherty. ×

Here are a few things to get you started with Doodle.

- [Activate your Doodle account](#)
- [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
- [Become a Premium Doodle member](#) Schedule meetings even faster

 Professional Scheduler

### Create new poll

 [Schedule an event](#)  [Make a choice](#)

### Your polls

Subject Participants Latest activity

## Schedule an event

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



Title

Location (optional)

Description (optional)

Your name

E-mail address

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

Back

Next



# Schedule an event

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



Title

Account Managers Group

Location (optional)

Dilliard 189

Description (optional)

Meeting to discuss common issues that account managers have come across. (440)

Your name

Anna Daugherty

E-mail address

anna.daugherty@mwsu.edu

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

Back

Next

# Schedule an event

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

## Days

[Calendar view](#) | [Free text](#)

Click on the dates you would like to choose.

FEBRUARY 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Selected dates:

[Back](#) [Next](#)

# 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.

[Switch on time-zone support](#) ▼

	Time 1	Time 2	Time 3
Thu, 2/27/14	<input type="text" value="10:00 AM"/>	<input type="text" value="11:00 AM"/>	<input type="text" value="1:00 PM"/>
Fri, 2/28/14	<input type="text" value="10:00 AM"/>	<input type="text" value="11:00 AM"/>	<input type="text" value="1:00 PM"/>

[Add further time slots](#)  
[Copy and paste first row](#)

## Schedule an event

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



### Basic Poll

For a basic poll you can just skip this step, otherwise choose from the settings below.

Back

Next



### Settings ▾ (optional)


Yes-No-Ifneedbe, Hidden poll, Limits and Extra fields

Explorer  
reate#invite

Help  
western Sta... Oracle Fusion Middleware... Upgrade Your Browser

Doodle: Wizard

## You send the invitation

 Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

## Doodle sends the invitation

### E-mail addresses

Address books: [connect](#)

Separate multiple e-mail recipients by commas.

I also want to receive an invitation at `anna.reed.0704@students.mwsu.edu` in order to participate in the poll.

### Message

```
Anna Daugherty (anna.reed.0704@students.mwsu.edu) invites you
to participate in the Doodle poll "Account Managers Group".

Follow this link to open the poll:
(poll link)
```

Internet | Protected Mode: Off

**Doodle**

Thanks, Anna Daugherty,  
your poll has been sent.

[View poll](#)

Advertisement

---

STATE UNIVERSITY





# Account Managers Group

[Edit your poll](#) | 2 | 0 | less than a minute ago

Where: [Dillard 189](#)

Meeting to discuss common issues that account managers have come across

Table view

Calendar view

Administration



Most popular date: several | [Close poll](#)

February 2014

Thu 27

Fri 28

2 participants



Debbie Vaughn



Anna Daugherty



Your name

	10:00 AM	11:00 AM	1:00 PM	10:00 AM	11:00 AM	1:00 PM
Debbie Vaughn	✓		✓			
Anna Daugherty	✓		✓		✓	
Your name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	0	2	0	1	0

Cannot make it

Save

## Comment

[Add a comment](#)

# Account Managers Group

## Open For Questions and Answers



MIDWESTERN  
STATE UNIVERSITY

# Account Managers Group

## Next meetings:

- ✓ March 27, 2014 – 10:00 AM
- ✓ April 24, 2014 – 10:00 AM
- ✓ Location to be determined ☺



MIDWESTERN  
STATE UNIVERSITY



**MIDWESTERN**  
STATE UNIVERSITY

**Thank you!**

**[mwsu.edu](http://mwsu.edu)**

