



MIDWESTERN STATE UNIVERSITY

Account Managers Group

February 21, 2019



Welcome!!!

Don't be Ron Swanson. Please sit next to someone you don't know, learn their name, and make a new friend.





MIDWESTERN STATE UNIVERSITY

Student/Temp Part-Time EPAFS

by

Desiree Gazdik





MIDWESTERN STATE UNIVERSITY

Petty Cash Procedures

by
Perry Griner



Definition of Petty Cash

Relatively small amount of cash kept at hand for making immediate payments for miscellaneous small expenses.



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Procedures and Responsibilities

- To establish a petty cash fund, submit justification to the Controller for review
- Explain need for funds
- Identify who will be responsible for money
- Where funds will be located
- How they will be secured

- If petty cash fund is approved, department will process DPV payable to the fund custodian
- Fund custodian must be a full-time employee

Petty Cash/Change Fund

- Custodian must sign Petty Cash Letter of Agreement
- Must be kept in a safe/secure place
- Be reconciled frequently
- Process DPV to replenish cash
- Have maintained written documentation
- Be balanced at all times
- Funds are subject to surprise counts by the Director, Business Office

Regulations for Maintenance of Fund:

The custodian of the petty cash fund will reconcile the fund on a regular basis. The fund should be reconciled no less than weekly. This will ensure that the funds are still intact. The custodian shall keep each reconciliation form in a log for audit purposes.

Departments that are not in compliance with the rules and regulations of the use of their petty cash fund could lose their petty cash privileges. The Business Office reserves the right to revoke any petty cash fund due to non-compliance.

Questions regarding the proper use of the petty cash fund should be referred to the Controller or the Business Office (Bursar).

I, the undersigned, do certify that I am the responsible party or parties for the above referenced petty cash fund and any future increases to said fund as requested. I will adhere to the regulations for maintenance of the assigned petty cash fund and understand that non-compliance of regulations or misuse of funds could result in the loss of this fund.

(Date)

(Parties)

Temporary Petty Cash

- Email Perry Griner @ perry.griner@msutexas.edu
- Name of event
- Amount of cash needed and increments
- Come to Business Office to sign Petty Cash request form
- Return cash after event and sign request form

Petty Cash Procedures



DATE: _____

DEPARTMENT: _____

TOTAL: _____

1's =	
5's =	
10's =	
20's =	
50's =	
100's =	

Approved: _____
Perry Griner, Director, Student Business Services

PICKED UP BY: _____ DATE: _____

MUST RETURN UNUSED CASH/CHECKS TO MSU BURSAR ON: _____

RETURNED BY: _____ DATE: _____

touchnet – MarketPlace

- Use MarketPlace instead of petty cash
- Setup a store for an event
- Sell tickets and/or merchandise
- <https://msutexas.edu/busoffice/touchnet.p>



1. **Business Account Number** (e.g. 22123-4567-78)
2. **Department Title** (example: Nursing)
3. **Product Name** (e.g. BSRT Conference)
4. **Product Price(s)**: (e.g. \$55.00)
5. **Product Description** (e.g. Date of Event, Location Info, Sponsor Name, etc.)
6. **Optional Fields** (e.g. Name, Address, Phone, E-mail, etc.)

Petty Cash Policy

<https://msutexas.edu/busoffice/index.php>

PETTY CASH

Petty Cash Policy

Petty Cash Agreement

Cash Balance Sheet

MSU Business Office
Hardin Administration Bldg., Room 103

Perry Griner, Director
Ext. 4550

perry.griner@mwutexas.edu





MIDWESTERN STATE UNIVERSITY

Cash Internal Controls

by

Leigh Kidwell



RECONCILED PETTY CASH



\$3.11 IS MISSING

memegenerator.net

What are Internal Controls?

Processes, procedures and actions necessary to:

- Protect assets against theft and waste.
- Encourage adherence with policies, regulations and laws.
- Promote efficient operations.
- Ensure accurate and reliable data and reports.
- Provide boundaries.

Why have Internal Controls?

- They are established to catch and monitor potential exposure that could result in a significant error, omission, misstatement, fraud or theft.
- They proactively define, document, communicate, and support the institution's operational & financial goals and objectives.
- They are there to protect the employees as well as the University.

Want some examples?

Think about what YOU do every day.

- Lock your home and vehicle
- Keep your pin separate from your debit card
- Review bills & credit card statements before paying them
- Don't leave blank checks or cash lying around
- Expect your children to ask permission before certain activities

University internal controls are very similar

- Offices, buildings, vehicles are kept locked when unoccupied
- Computer passwords are periodically changed
- Invoices and p-card charges are verified prior to payment
- Authorizations are required for certain activities
- Cash and checks are locked up and kept secure

Common Controls for Cash

- Limit the number of employees who handle cash.
- Separation of duties (one person should not have physical access and posting responsibility).
- Dual custody (involve two employees when counting or transporting cash).
- Count cash in private.
- Keep cash locked up and secure.
- Limit the amount of cash kept on hand.
- Provide receipts.
- Routinely make deposits.

What does this mean for you?

- Trust is NOT a control.
- Honest people assume others are honest.
- Controls are there to protect the employee and the University.



Internal Controls versus Internal Audits

Controls

- Provide boundaries, promote efficiency, ensure accuracy
- Are management's responsibility to establish and maintain
- Protect employees and the University

Audits

- Tests controls and recommend improvements
- Evaluates compliance with policies
- Encourages operating efficiency



Office of Internal Audits

Hardin Administration Bldg. Room 213

Leigh Kidwell, Director

Ext. 4914

www.msutexas.edu/internal-audits

Questions?



MIDWESTERN STATE UNIVERSITY

Travel Management

by
Julie Thar





Public Transportation

- Airfare
- Rental cars
- Taxis



Personal Car Mileage

- Mileage will be reimbursed at a rate of \$0.45 per mile
- Include either actual odometer readings or mileage per Mapquest
- Either mileage or gas expenses can be reimbursed, but not both

Per Diem Meals

A traveler may be reimbursed for meals based on per diem rates found at www.gsa.gov. Use meal breakdowns provided on the MSU Travel Management page. Do not use the breakdown or first and last day of travel rates found on www.gsa.gov

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$61	\$14	\$16	\$26	\$5	\$45.75
Austin	Travis	\$61	\$14	\$16	\$26	\$5	\$45.75

October 2018 - September 2019 Per Diem Rate

Should you have any questions or concerns, please do not hesitate to contact us at ext. 4112 or ext. 4104.

Per Diem Rate:	\$40	\$56	\$61	\$66	\$71	\$76
Breakfast	7	14	15	17	18	19
Lunch	11	17	18	19	20	21
Dinner	22	25	28	30	33	36

Please note: For first and last day of travel, please use rates found on table above, not GSA first and last day of travel rates.



Per Diem Meals (cont.)

Standard Rate

If your destination does not come up as a result on gsa.gov, use the MSU standard rate of \$40

- Note: this is different than the \$55 standard rate that is listed on gsa.gov

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

Showing 1 to 1 of 1 entries

October 2018 - September 2019 Meal and Lodging Rates

In-State or Out-of-State Meals and Lodging

Refer to the GSA's federal [Domestic Maximum Per Diem Rates](#).

If the city is not listed, but the county is listed; use the rate of the county.

* Please use these MSU standard rates for areas not listed (city or county).

- Lodging In-State/Out-of-State: up to \$94.
- Meals In-State/Out-of-State: up to \$40.



Per Diem Meals (cont.)

First and Last day of Travel

- If the traveler departs for their trip before 8:00 am, they are entitled to claim breakfast, lunch and dinner on the first day of travel
- If the traveler departs after 8:00 am but before 12:00 pm, they are entitled to claim lunch and dinner
- If the traveler departs after 12:00 pm but before 5:00 pm, they are entitled to claim dinner
- The same time cutoffs apply to the eligible meals on the day the traveler returns from their trip

Per Diem Meals (cont.)

- Attach a copy of the conference agenda. Meals provided by the conference may not be reimbursed
- If the trip is not overnight, per diem will be reimbursed through Payroll
- Actual meal receipts may be reimbursed in lieu of per diem. Reimbursements are still limited to the allowable rates, and itemized receipts are required

Lodging

- Lodging reimbursement is limited to the allowable rates on [gsa.gov](https://www.gsa.gov)
 - However, if the traveler is staying at a conference hotel, the overage is permissible and can be reimbursed. Please indicate if the hotel is a conference hotel in the Notes section on page 2 of the travel voucher
 - If the hotel is not a conference hotel, a signed memo approving the overage must accompany the travel voucher
 - This amount only includes the room charge. Hotel taxes are incidental expenses and should be indicated on the “Other Incidental Expenses” line of the travel voucher
 - The 6% Texas State Occupancy Tax is not reimbursable. The traveler may provide the hotel with a tax exempt form to have this tax removed from their bill

- Hotel taxes and fees (excludes Texas State Occupancy Tax)
- Parking
- Gas
- Other miscellaneous items
- Registration fees may be included on the “Registration Fees” line of the travel voucher

- Travel advances are available
- Student travel must be sponsored by faculty or staff
- Travel voucher must be submitted within 90 days of trip



Questions? Contact Us

- Maria.Mendenhall@msutexas.edu
397-4112

- Julie.Thar@msutexas.edu
397-4104

Questions?

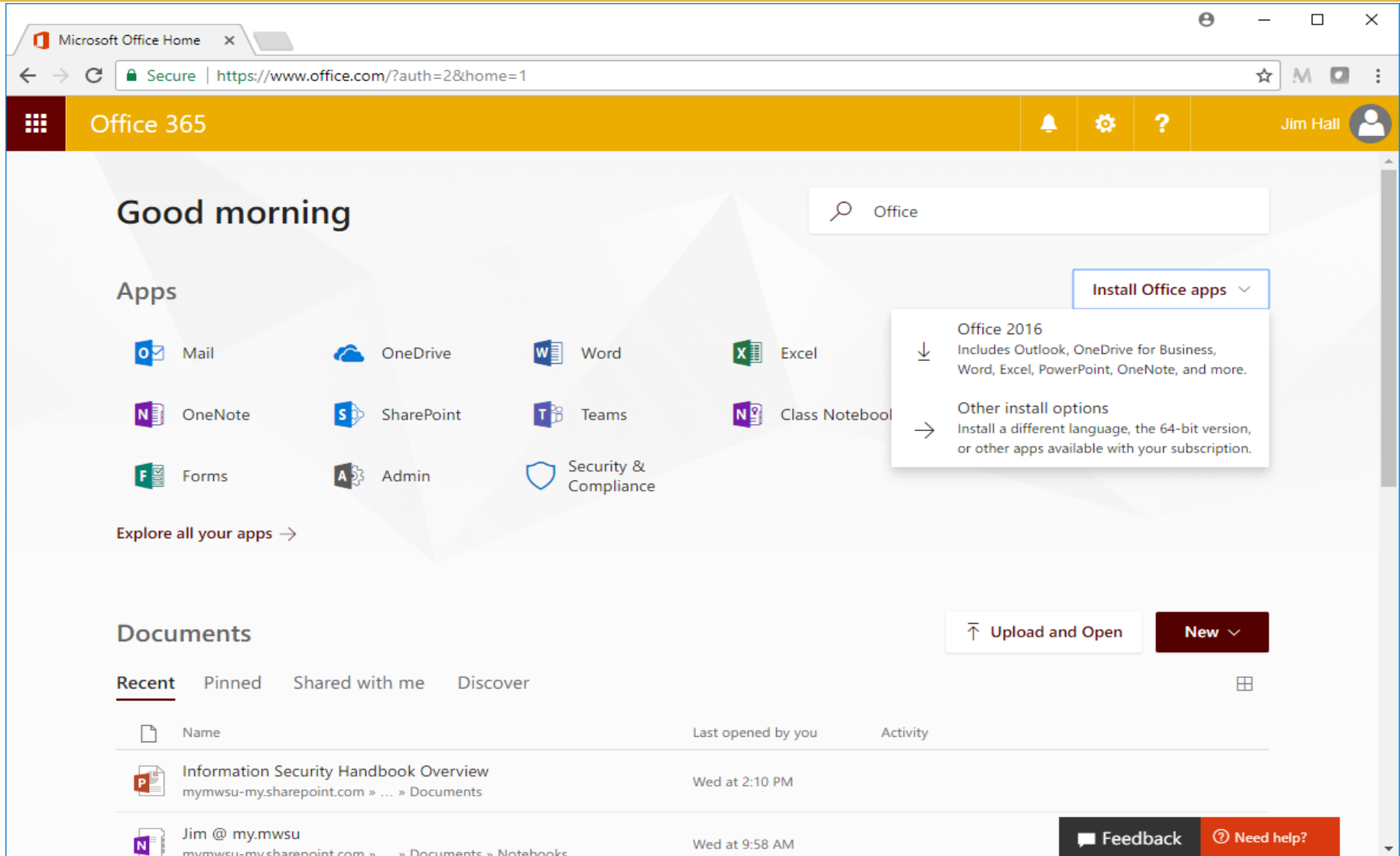


MIDWESTERN STATE UNIVERSITY

Office 365 Demo

By
Jim Hall





Microsoft Office Home

Secure | <https://www.office.com/?auth=2&home=1>

Office 365

Office

Install Office apps

Office 2016
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Other install options
Install a different language, the 64-bit version, or other apps available with your subscription.

Good morning



Apps

- Mail
- OneDrive
- Word
- Excel
- OneNote
- SharePoint
- Teams
- Class Notebook
- Forms
- Admin
- Security & Compliance

Explore all your apps →

Documents

Recent Pinned Shared with me Discover

Name	Last opened by you	Activity
 Information Security Handbook Overview mymwsu-my.sharepoint.com » ... » Documents	Wed at 2:10 PM	
 Jim @ my.mwsu mymwsu-my.sharepoint.com » ... » Documents » Notebooks	Wed at 9:58 AM	

Feedback Need help?

Demonstration

Questions?



✓ Upcoming Dates

- April – Next meeting
- May 17th – Shred Day



Questions or Suggestions??