



MIDWESTERN
STATE UNIVERSITY

Account Managers Group

mwsu.edu



Account Managers Group

Welcome

Dr. Marilyn Fowle'

MIDWESTERN
STATE UNIVERSITY

Purchasing



- UNIVERSITY PURCHASING PROCEDURES STATE:
 - When purchasing using a Purchase Requisition, preliminary discussions with a vendor by the end user are acceptable, but the official purchase order and commitment of funds for the University must be completed by the Purchasing Department.
 - The end user has no authority to make a commitment before submitting a requisition or obtaining an authorized purchase order number.

Purchasing



- PROBLEM
 - Invoice dated before purchase order. **This is not acceptable!**
 - State auditors will write up the University for this infraction.
 - How do we solve this problem?
 - By knowing the procedures the university has adopted and following them.

Purchasing



BIDDING LIMITS

- **\$0 to \$5,000**
 - Purchases within this range do not require competitive bids.
 - The Purchasing Department has the discretion to seek competitive bids if warranted.
 - Purchase Requisitions should be forwarded to the Purchasing Department.
 - Departments do not have the authority to place orders with vendors on items requested on a purchase requisition.
 - A purchase order will be forwarded to the vendor from the Purchasing Department.

Purchasing



BIDDING LIMITS

- **\$5,001 to \$24,999**

- Departments DO NOT HAVE authority to purchase goods or services within the stated dollar limit.
- Departments are to forward purchase requisitions to the Purchasing Department for processing.

- **Over \$25,000**

- Departments DO NOT HAVE authority to purchase within the stated dollar limit.
- Formal Bids by the Purchasing Department required.

Purchasing



REMINDER WHEN CREATING REQUISITIONS

- If buying Information Technology items, the Purchase Requisition must be sent to the IT Department for approval.
- If using HEAF money, the Purchase Requisition must be forwarded to the Business Office for approve.

Purchasing



DIRECT PAY VOUCHERS

- Registration fees for conferences, seminars and workshops (These can be paid for using the University Procurement Card or processing a DPV).
- Umpire/Officials fees for referring sporting events.
- Memberships (These can be paid for using the University Procurement Card or processing a DPV).
- Overnight hotel lodging (paid on behalf of an official University guest).
- Fees for performers and entertainers.
- Business meal reimbursements.
- Fees for Guest Lecturers.
- Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University Procurement Card).
- Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
- Professional registration/license fees (excluding software licenses).
- Postmaster-Permit, bulk rate fees and meter charges.
- Insurance premiums.
- Bus charters (unless a Purchase Order number is required by the company).
- Publications and audio-video material (prepared materials only).
- Stipends, Scholarships and Awards.
- Employee incentives.
- Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).

Purchasing



Questions???

Account Managers Group

Travel Management

Kyle Contreras

MIDWESTERN
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Travel Management



- First, there must be a an RTA completed and approved before the scheduled trip
- What to turn in?
 - Signed travel voucher with signatures, dates, times
 - Paid receipts for all transactions (Hotel, fuel, meals, etc.)

*A credit card receipt that is **not** itemized is not sufficient. An express checkout statement showing a balance due is **not** considered a receipt*
 - Conference agenda if applicable

Travel Management



- The mileage reimbursement rate is \$.35, as opposed to the state rate of \$.55
- Employees may either claim the per diem rate or the actual expenses, as long as they are within the maximum allowable per diem rates
- Employees may book their rental cars through Enterprise using the code TX735X for direct billing to MSU

Travel Management



- If Lodging is paid for by one person, each individual must still claim their proportional amount on their own voucher
- If the city or county is not listed on the GSA website, the per diem amount to be claimed refers back to the MSU travel policy of \$36 for meals and \$85 for lodging, even though the standard rate on the GSA website will show \$46 as the meal rate.

<http://www.mwsu.edu/busoffice/travelmanagement/links>

(This link is on the Account Managers Group website)

Travel Management



- The per diem meal rate is based on where you actually stayed that night.
 - Example: If you are doing business in Austin, but are staying in Round Rock, you will receive the Round Rock per diem rate, which is \$51 instead of \$71
- An employee may be reimbursed for conference hotel rates above the state rate, if the hotel is part of a conference's network, if staying at a hotel will save at least the excess amount on travel to and from the conference, or the President, Vice President, or Provost determine the additional cost is beneficial to the traveler and to the University

Travel Management



Questions???

Account Managers Group

Personnel Transaction Forms

<http://www.mwsu.edu/humanresources/training/index>

(This link is on the Account Managers Group website)

Dawn Fisher

Account Managers Group

Payroll Issues Dealing with PTFs

Kathy Rice

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PTF Date Range

Date Ranges Are Extremely Important In Determining
How An Employee Will Be Paid

Different Types Of PTF Payments Include:

GA's / RA's

Temporary Part-Time

Stipend

Lump Sum

GA's Are Paid in 4 ½ Payments Per Semester

Date Range Should Begin With First Day Worked

End Date Should Be Jan 15th - Fall

Or

End Date Should Be May 31st - Spring

Example

Fall Dates 08/19/13 to 01/15/14

Spring Dates 01/16/14 to 05/31/14

Stipend Payment

Spread Over Date Range Indicated

Example: 09/01/13 thru 05/31/14

Specified Number And Amount Of Payment

Example: 4 Equal Payments of \$100.00

Lump Sum Payment

Example: Lump Sum Payment of \$500.00

Lump Sum Payments Are Paid In The Month The Job Ends

Stipend/Lump Sum

Payroll Run Dates

Payroll Is Normally Processed During The Third Week Of
The Month (20th – 24th)

PTF's Need To Be Received By The Payroll Department
Prior To The 20th Of The Month

Payroll Processing

Manual Payments

Sounds Simple.....**BUT**

Manual Payments Require a **LOT** of Additional Work

Payment Processing

Money Transfer

Tax Payments

Report Adjustments

Calendar Yr 2013 19,201 Payments Processed—137 Manual

Manual Payments

- ORP / Annuity Spreadsheet ACH Vendor
 - ORP - No Check Voucher - 457 Plan
 - ORP - No Check Voucher - Annuities
 - ORP - No Check Voucher - Optional Retirement
 - ORP / Annuity Spreadsheet Matching
 - ORP USAS Document - Fund 001 - 6.60%
 - ORP USAS Document - Fund 001 - 1.31%
 - ORP USAS Document - Fund 264 - 6.60%
 - ORP USAS Document - Fund 264 - 1.31%
 - ORP USAS Document - Fund 264 - .59%
 - ORP State Voucher Cover - Fund 001 - 6.60%
 - ORP State Voucher Cover - Fund 001 - 1.31%
 - ORP State Voucher Cover - Fund 264 - 6.60%
 - ORP State Voucher Cover - Fund 264 - 1.31%
 - ORP State Voucher Cover - Fund 264 - .59%
 - ORP / Vendor File
 - ORP ACH Payment File-JPMorgan Database
 - 1-Email – Amerprise
 - 1-Email Metlife-ORP & Annuity-
 - 1-Email Mid Atlantic
 - 1-Email-Modern Woodmen
 - 1-Email USAA
 - 2-Fidelity - ORP & Annuity Back-Up Transfer-
 - 2-Franklin Templeton-ORP & Annuity Back-Up Transfer
 - 2-Valic - ORP & Annuity Back-Up Transfer
 - 3-ING - ORP & Annuity Back-Up Transfer
 - 3-TIAA - ORP & Annuity Back-Up Transfer
 - 3-Vanguard - Annuity Back-Up Transfer
-
- Credit Union Loans & Savings-No Check Voucher
 - Loan & Savings Spreadsheet
 - Credit Union ACH Payment File - JPMorgan Database
-
- Charity - No Check Voucher
 - Charity ACH Payment File - JPMorgan Database
 - America's Charities – Email
 - Community Health – Email
 - Neighbor To Nation – Email

- Tex Net EFT
 - TRS 6.80% MSU JE
 - TRS 6.80% State Voucher Cover Fund 264
 - TRS 6.80% Fund 0264 USAS Document
 - TRS 90 Day - No Check
 - TRS - Various Funds - No Check
 - TRAQS - Member Data Report
 - TRAQS - Member Data Signature
 - TRAQS - Regular Payroll Report
 - TRAQS - Regular Payroll Signature
 - TRAQS - Retired Member Report
 - TRAQS - Retired Member Signature
 - TRAQS - Noneducational / General Signature
 - TRAQS - Educational / General Signature
 - TRAQS - Private Grant Signature
 - TRAQS - New Members Signature
 - TRAQS - Pension Surcharge Retiree Signature
 - TRAQS - TRS-Care Surcharge Retiree Signature
 - Summary Report
-
- Tax EFT (Electronic Fund Transfer)
 - IRS EFTPS - No Check Taxes
 - IRS EFTPS - No Check Net
 - MSU Payroll Clearing JE
 - Tax Worksheet
-
- Child Support - No Check Voucher
 - Expert Pay File - Child Support
-
- Bank One - Regular Payroll ACH Transfer
 - Bank One - Student Payroll ACH Transfer
 - Bank One - Credit Union ACH Transfer
 - Bank One - Charity ACH Transfer
 - Bank One - ORP ACH Transfer
 - Posi Pay File
 - Bank Info
 - Intellectcheck Processing
 - Quarterly - 941 Report & TWC Report (

Manual Payments



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Questions

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Tips of the Month

- **Auto Text**
- **Clear Desktop**

Stephanie Noe

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Tip of the Month - Auto Text

Thank you for choosing Midwestern State University

Alt + F3

1. Type
2. Highlight
3. Alt F3
4. Save

This works in both
Microsoft Word
and Outlook



Create New Building Block

Name: Thank you

Gallery: AutoText

Category: General

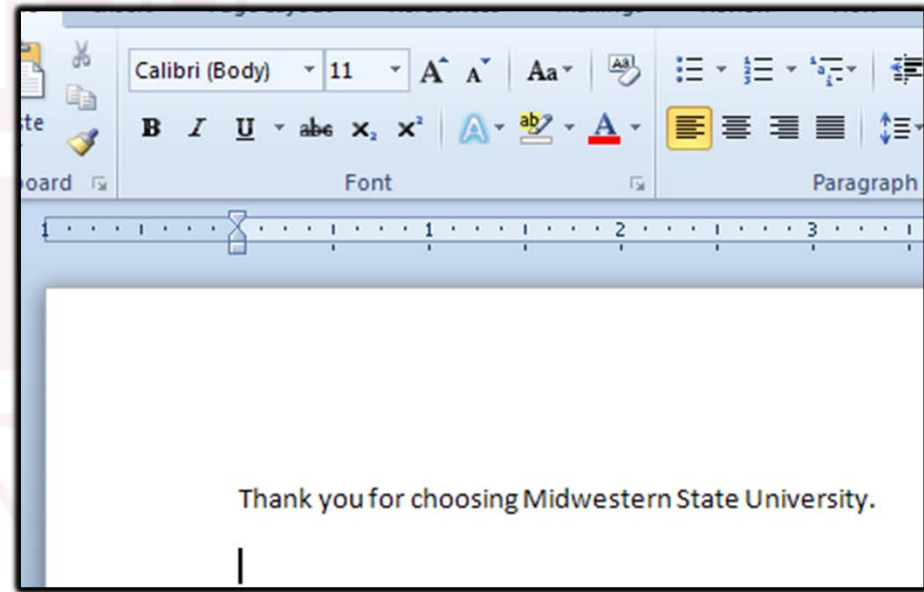
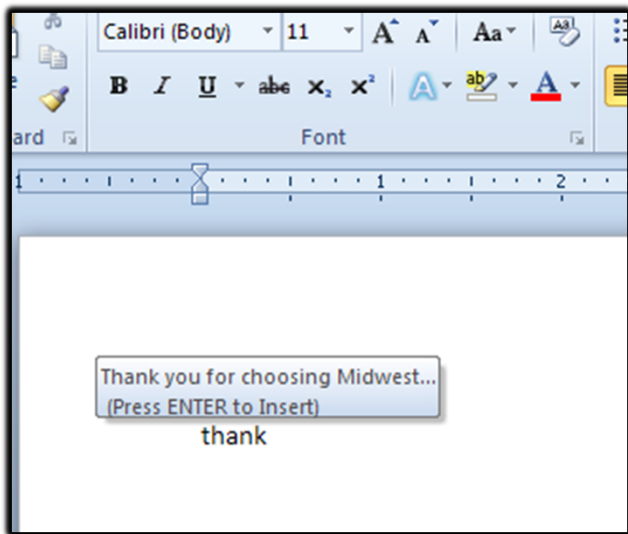
Description:

Save in: Normal.dotm

Options: Insert content only

OK Cancel

Tip of the Month - Auto Text



Tip of the Month – Clear Screen

The screenshot displays the Microsoft Office 2010 interface. The top ribbon shows the 'File' tab selected, with sub-tabs for 'Message' and 'Developer'. The 'Message' sub-tab is active, showing a list of actions: Ignore, Delete, Reply, Reply All, Forward, Meeting, and More. The 'Developer' sub-tab is also visible, showing options like Account Management, To Manager, Team E-mail, Move, Actions, and Tags.

The main window shows an email from Klyn, Christi to Vaughn, Debbie, with the subject 'RE: Weave'. The email body contains the following text:

Hi Debbie,

You choose 'Keep User Inserted Formatting' and choose to have the Action Plan Details printed directly under each finding. Let me know if you get it and I can come down to help.

Christi Klyn
 Midwestern State University
 Assessment Specialist
 3410 Taft
 Wichita Falls, Texas 76308
 940-397-4342

From: Vaughn, Debbie
 Sent: Monday, November 18, 2013 8:34 AM
 To: Klyn, Christi
 Subject: Weave

Christi,

Search cannot return results for this view. Click here for more information.


Below the email, an Excel spreadsheet is visible. The spreadsheet has columns for Name, Amount, Date, and COBA. The data is as follows:

Name	Amount	Date	COBA
Golf	850.00	08/30/13	COBA
Golf	825.00	08/30/13	COBA
Golf	1,450.00	08/30/13	COBA
Golf	1,235.00	08/30/13	COBA
SB06SW	STUDENT WORKER		DCOBA
YB06TM	TEMP PT (CLER)		DCOBA

The taskbar at the bottom shows several open applications: 2 Microsoft Word documents, 5 Internet Explorer windows, a November calendar, 2 Microsoft Excel documents, and a Microsoft Word document. The system tray on the right shows various icons including network, volume, and power.

Tip of the Month – Clear Screen

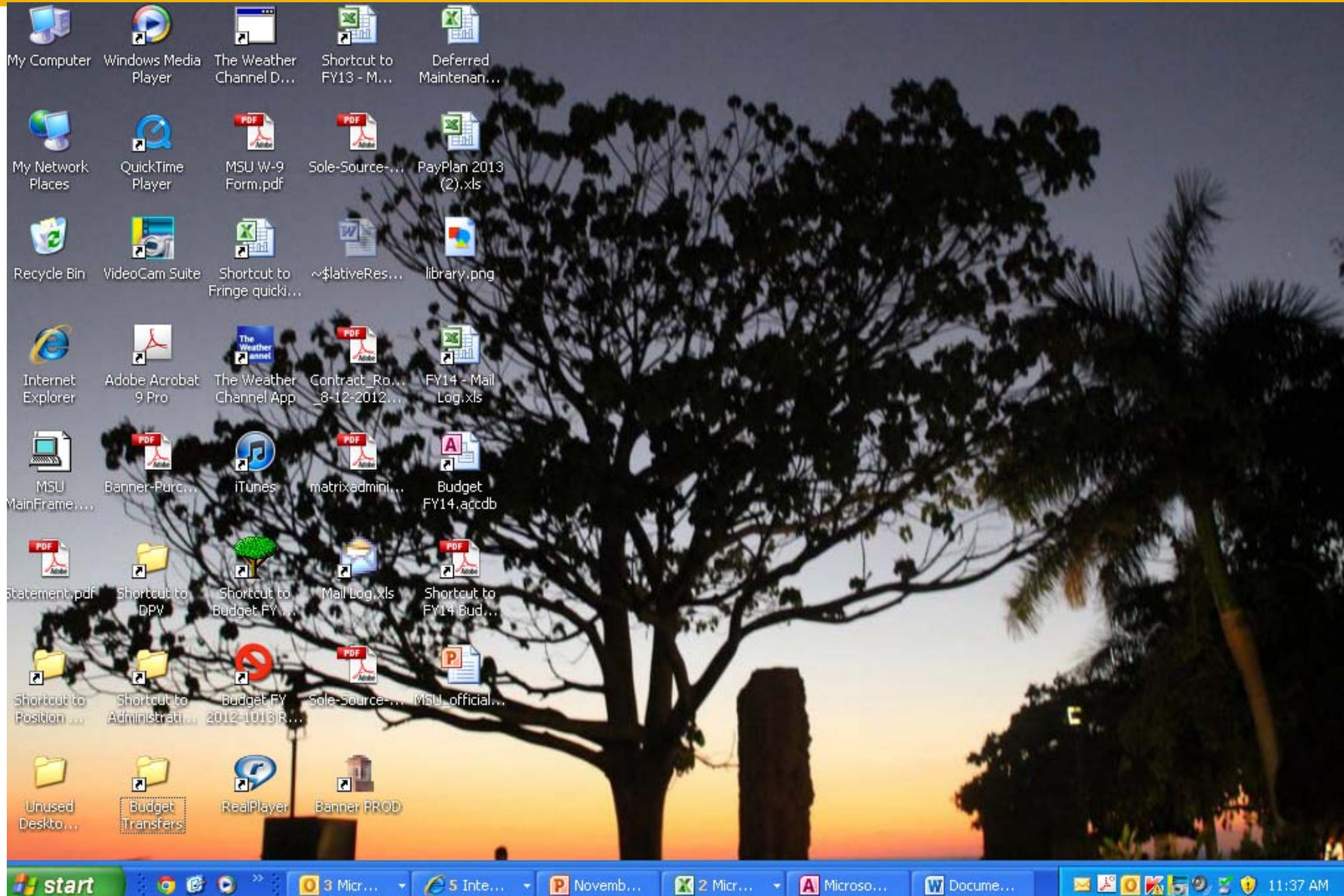
The screenshot shows the Microsoft Office 2010 interface. A red rectangular box is overlaid on the screen, containing the text "Logo Key" followed by the Windows logo, a plus sign, and the letter "D". This indicates the keyboard shortcut for clearing the screen. The background shows an email window with a list of names and a search results pane.

Logo Key  + D

1	Name on Document	Type
2838	Trey Reed	Pcard
2863	General Counsel	Budge
3174	Karmen Torres	PTF
3179	Psychology	Budge
3180	Sociology	Budge
3192	Amanda Cantu	PTF
3195	WTAMU	DPV
3196	Tres Segler	DPV
3279	Maintenance Technician	PRF
3280	Custodian	PRF
3281	Custodian	PRF
3289	Orisa Williams	PTF
3316	Jacqueline Dunn	PTF
3319	Wenisha Gabriel	PTF
3344	Beth Veale	PTF
3346	Minggi Pan	PTF
3349	Tahoe Forrest Hospital	DPV
3350	Cameron University	DPV
3351	Angelo State University	DPV
3352	WTAMU	DPV

									COBA
									COBA
									COBA
									COBA
	SB06SW	STUDENT WORKER	<input type="checkbox"/>	\$0.00	11000	12200			DCOBA
	YB06TM	TEMP PT (CLER)	<input type="checkbox"/>	\$0.00	11000	12200			DCOBA

Tip of the Month – Clear Screen



Account Managers Group

Next meetings:

- ✓ No December Meeting
- ✓ January **23**, 2014 – 10:00 AM



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Open For
Questions and Answers



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Thank you!

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