

WVU Division of Finance Newsflash

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David Beaver, Assistant VP of Procurement, Contracting and Payment Services

Division of Finance

Dan Durbin, Sr. Associate VP for Finance

After an extensive national search we have been able to accomplish a significant step toward stabilizing the leadership in the Procurement, Contracting and Payment Services Unit. We would like to welcome Mr. David Beaver as our new Assistant Vice President of PCPS.

David comes to us from Corinthian Colleges where he has served as the VP and Chief Procurement Officer since 2010 and managed an annual spend of \$1.3 billion. Prior to that, he amassed approximately 18 years of high level supply chain experience in companies ranging from Price Waterhouse Coopers to Sony Pictures. David has considerable experience with implementing automated Procure-to-Pay systems and organizational transformation. David also served in the United States Air Force where he achieved the rank of Staff Sergeant.

David Beaver, will be starting on October 30. For those of you who have yet to meet him, I think you will find Dave to be a very engaged and competent leader who will help elevate PCPS to new levels.

Financial Services Updates Property Management Policies

Financial Services, Property Management

Jaime Bunner, Assistant Director

The Financial Services Department has updated the following Property Management policies:

- Policy WVU-FS-35 – Departmental Stewardship for Property Policy.
- Policy WVU-FS-36 – Property Disposition Policy.
- Policy WVU-FS-37 – Off Campus Property Utilization Policy.

These new policies outline the proper methods for tracking, maintaining, and disposing of property at WVU. Financial Services depends on all WVU departments to follow these policies to ensure that WVU is in compliance with Federal Regulations and West Virginia State Code. Some key points to know from these policies include:

- WVU departments are responsible for assigning individuals to manage reportable property.
- Property should be tagged and the acquisition form should be submitted to Property Management within 30 days of the receipt of the item.
- Departments should exercise reasonable care and security to ensure property is safeguarded and maintained.
- Physical Inventories are required by State Code and Federal Regulations.
- All dispositions of property need to be approved by Property Management.
- No one is permitted to donate, give away, sell or otherwise dispose of surplus or excess property except as outlined in the Property Disposition Policy.
- Off-campus utilization of tagged property for a period of one month or more requires proper authorization from the appropriate Dean or Director and proper notification to the Property Management unit.

The policies can be found at:

http://financialservices.wvu.edu/ccpm/property_management/property-management-forms/property-management-policies.

Questions about Property Management issues can be directed to Jaime Bunner (jaime.bunner@mail.wvu.edu) or Randy Powers (randy.powers@mail.wvu.edu).

Pay Dates Not Changing at this Time

*Payroll, and Employee Processing Services
Linda Strawser, Director*

Pay dates for the University employees will **NOT** be changing Jan. 1, 2015 as previously announced because the state has delayed the go-live date for payroll changes in the state financial system, OASIS. Paychecks will continue to be issued on the current twice a month schedule until further notice.

OASIS stands for Our Advanced Solution with Integrated Systems and refers to a new system intended to streamline and add transparency to state government functions. The University will eventually pay employees bi-weekly (every other Friday), but that date has been delayed for all state agencies.

The University will keep all employees informed about future changes as decisions are made.

WVU Payroll will continue with the current payroll cutoffs based on semi-monthly pay dates.

Salaried to Arrears Conversion

*Payroll, and Employee Processing Services
Linda Strawser, Director*

July 2002 – the West Virginia Legislature passed Senate Bill 322 mandating all new hires be paid one pay period in arrears. Any new hires that began employment with a state agency were placed into arrears payroll.

November 2009 – WVU placed non-exempt employees into arrears payroll in preparation of MyTime.

September 2014 – Remainder of WVU employees on salaried payroll (1,600) were moved to arrears payroll. WVU's conversion of salaried to arrears payroll occurred in conjunction with all state agencies converting their employees to arrears payroll status (approximately 10,000 employees).

Change in Requirement for PCard Purchases Made Through PayPal

*Procurement, Contracting and Payment Services
Rachel Hays, Associate Director*

Effective immediately, prior approval by PCPS PCard Administration is no longer required for payments made through 3rd party processors (i.e. PayPal) on WVURC and WVU PCards. As with all other PCard transactions, cardholders must ensure that any transactions processed through 3rd party processors are allowable and comply with all applicable PCard and Procurement policies and procedures. These transactions must also be reviewed by DCC's and supervisors as part of the standard reconciliation process.

Please remember, orders placed through 3rd party processors may lose the ability to dispute transactions with Citibank.

If you have any questions, please feel free to contact us at PCardadministration@mail.wvu.edu.

Accomplishments by Michael Gansor, WVU Risk Manager

Anjali B. Halabe, CPA, MBA, MPA

Assistant Vice President for Finance & Assistant Treasurer for WVU Research Corporation

Mike Gansor, Manager of WVU's Risk Management Department was published in a recently released "white paper" entitled "What I wish I'd Known When I Started: Higher Education Risk Management Lore." The white paper, composed and published by Arthur J. Gallagher Risk Management Services, Higher Education Practice, was entitled "Breaking Down the Traditional Workers' Comp Barriers." This article can be found on page 28 of this publication, which can be reached via the following link: http://www.ajg.com/media/1257325/2014_gallagher-higher-ed_think-tank-_what-i-wish-i-had-known-final-92314.pdf.

Mike Gansor was recently appointed as the Parliamentarian for URMIA (the University Risk Management and Insurance Association) for the coming year. His appointment was made by URMIA President Marje Lemmon, Risk Manager at Yale University. This represents the 6th consecutive year Mike has been asked to serve in this capacity on the Executive Committee of the URMIA Board of Directors.

Spring Term 2015 Important Dates

Financial Services

Lisa Lively, Director

Pre-registration for the spring 2015 term began on Monday, October 27, 2014. The 60% payment deadline will once again be prior to the start of the term, Wednesday, January 07, 2015. Students will lose their schedule if the 60% payment deadline is not met. The following are several important dates that have been set for the spring 2015 term. Please share these dates with your colleagues and students.

Spring Term 2015 Important Dates	
Monday, November 10, 2014	Student Health Insurance Waiver Site Available
Sunday, November 16, 2014	Spring 2015 Charges Assessed
Monday, November 17, 2014	Spring 2015 Bill Available on STAR
Friday, January 02, 2015	Student Health Insurance Opt-Out (Waiver) Deadline
Wednesday, January 07, 2015	60% Payment Deadline
Thursday, January 08, 2015	Courses Deleted from Schedule for Non-Payment of at least 60%
Monday, January 12, 2015	First Day of Classes
Friday, January 16, 2015	Last Day to Add/Drop
Tuesday, January 20, 2015	Courses Deleted from Schedule for Non-Payment of at least 60% (2nd time process in run)
Friday, January 23, 2015	Reinstatement Deadline
Friday, February 20, 2015	Remaining Balance Due (60/40 Plan)

1.5% fee will be assessed to all outstanding balances equal to or above \$200 on the 2nd day of each month.

Funds Handling – Cash/Check Reminders

Financial Services

Lisa Lively, Director

Basic Guidelines

- In accordance with West Virginia State Code 12-2-2, receipts are to be deposited within 24 hours.
- Holding of cash collections overnight is unauthorized unless physical security such as a locked cabinet or safe is used.
- Receipts must be deposited using a locked bank deposit bag issued by Revenue Services.
- All locked bank deposit bags must be deposited in a WVU night depository.
- Under no circumstances are receipts to be used for making loans, advances, or to pay for University expenditures.
- Cashing of personal checks from the cash drawer is prohibited.
- Petty cash funds are not permitted.
- All outside bank accounts must be approved by the State Treasurer's Office through Revenue Services.
- WVU departments and WVU affiliates are not authorized to establish banking relationships using the name or federal tax identification number (FEIN) of WVU or WVU Research Corp.

Mail

- Mail containing checks should be opened by someone who does not participate in any other aspect of the funds receipts process.
- A mail log should be maintained that lists the date of the receipt, name, amount of the check, etc.

Check Endorsement

- All checks received from the sale of goods or services must be restrictively endorsed upon receipt.
- Endorsement stamps purchased by departments must be approved by Revenue Services and state:
 - “For Deposit Only, West Virginia University” or
 - “For Deposit Only, WVU Research Corp.”
 - Bank account number and location number for state accounts
- Endorsement stamps should be kept in a secure location.

Customer Receipts

- All customers must receive a receipt for funds transactions, such as a validated copy of document, cash register receipt, or copy of pre-numbered receipt from cash receipt book.

Cashiering Operations

- Cash drawers must be balanced daily in a private and secured area and be verified by a separate individual.
- Each employee responsible for collecting receipts must close out cashiering operations (cash register, etc.) at the end of their shift.
- This process should be supervised or verified by another individual for security purposes.

Balancing

- Formal documentation must be maintained when cash is transferred from employee to supervisor (or designee).
- After balancing, supervisor (or designee) and employee must agree (by signature and date) to physical counts of currency, coin and cash items.

Overages/Shortages

- Must be reported to the department supervisor and Expert Business Officer.
- Shortages greater than \$250 must be immediately reported to the University Police Department (293-COPS) and Revenue Services.

Security

- Constant security of cash/checks should be continuously maintained.
- Individuals must maintain physical security and custody of their drawer until the cash drawer is balanced.
- All receipts must be secured within a locked cabinet or safe at all times.
- The locked cabinet or safe should be supervised when accessed.

Access to Secured Areas

- Access to secured areas should be limited to authorized individuals only.
- These individuals include people who have cash handling as part of their job responsibilities.
- A list of individuals with access to combinations and keys to safes, vaults, alarm systems and doors to secure areas should be continuously updated and kept in a secure location.

Locks and Safe Combinations

- Locks and safe combinations must be changed when an employee, who had access to secure locations, is no longer employed by the department.

Thefts/Robberies

- In the event of an armed robbery, do not resist. Give the thief whatever monies he is requesting.
- All thefts and robberies must be immediately reported to your department management, the University Police Department and Revenue Services.
- If an employee is suspect, the supervisor must consult Human Resources before taking any disciplinary action against the employee.

Counterfeit Bills

- University cash collection points must implement procedures designed to detect counterfeit bills and remove them from circulation.
 - Cashiers should visually inspect all bills.
 - Cashiers should use counterfeit pens on all bills of \$20 or greater.

If the Person Passing the Counterfeit Bills is there:

- 1) Notify your supervisor.
- 2) Contact the West Virginia University Police Department (WVUPD) at 293-COPS.
- 3) Do not return the note to the person passing it.
- 4) Ask the person passing the note to stay until the WVUPD arrives.
 - a. If the person is cooperative, have them wait in a designated area until the WVUPD arrives.
 - b. If the person becomes aggressive and demands the note back, give the note back.
 - c. If they leave, make note of the person's description, descriptions of any other companions, and any other identifying details.
- 5) Limit handling of the note.
 - a. Write your initials and date in the white border areas of the note.
 - b. Make of copy of the note – front and back.
 - c. Carefully place the note in an envelope.
- 6) Fill out the United States Secret Service (USSS) Counterfeit Note Form.
 - a. Download from either the Revenue Services or secretsservice.gov (report 19 on Table of Contents) websites.
- 7) WVUPD will question the person passing the note.
- 8) WVUPD will give you a report number.
- 9) Surrender the note and the completed USSS Counterfeit Note Report to the WVUPD.
- 10) E-mail Revenue Services to notify the office of the incident.

If the Person Passing the Counterfeit Bills is NOT there:

- 1) Notify your supervisor.
- 2) Contact the West Virginia University Police Department (WVUPD) at 293-COPS.
- 3) Limit handling of the note.
 - a. Write your initials and date in the white border areas of the note.
 - b. Make of copy of the note – front and back.
 - c. Carefully place the note in an envelope.
- 4) Fill out the United States Secret Service (USSS) Counterfeit Note Form:
 - a. Download from either the Revenue Services or secretsservice.gov (report 19 on Table of Contents) websites.

- 5) WVUPD will give you a report number.
- 6) Surrender the note and the completed USSS Counterfeit Note Report to the WVUPD.
- 7) E-mail Revenue Services to notify the office of the incident
- 8) Submit the deposit to the Business Office using the standard procedures.
 - a. Include a copy of the Counterfeit Note Report so that the missing currency can be offset to the over/short account.

Transporting Deposits

- Locked Bank Deposit Bags must be deposited in a WVU Night Depository.
- Deposits should be concealed when transporting so as not to arouse interest.
- The University Police Department can provide an escort for all University deposits.
- An escort is required for all cash deposits in excess of \$1,000 or cash/check deposits made before/after working hours.

Imprest Funds

- All change (imprest) funds established by departments to provide change for cash drawers must be approved by the State Treasurer's Office through Revenue Services.
- An annual inventory of all imprest funds will be performed to insure information on file is accurate.
- Change order request must be sent to the bank inside a separate bank deposit bag with a form that clearly indicates the total cash being sent to the bank and an exact breakdown of the change that is being requested.
- Change orders must be included on the Daily Deposit Bag Manifest Form.

Reviews and Audits

- Revenue Services will perform periodic reviews to observe Funds Handling procedures and suggest process improvements.
- Departmental Funds Handling procedures are subject to periodic review by Internal Audit.
- Annually, the State Treasurer's Office will conduct a surprise audit of each imprest fund.
- Always request employee ID, identifying auditor as an employee of the University or State Treasurer's Office.

Contact Information

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Division of Finance Mission Statement

The Division of Finance supports the University's mission through its stewardship responsibilities. These responsibilities are performed by a dedicated group of professionals who are distributed across the following areas:

- Senior Associate Vice President of Finance, Treasurer of the West Virginia University Research Corporation: Daniel A. Durbin
- Assistant Vice President of Finance, Assistant Treasurer, WVU Research Corporation: Anjali B. Halabe
- Assistant Vice President, Procurement, Contracting, and Payment Services (PCPS): David Beaver
- Business Office/Administration and Finance: Tom Shamberger, Chief Business Officer
- Financial Services: Lisa Lively, Director
- Institutional Accounting, Reporting, and Analysis (IARA): Kathy Day, Associate Director
- Insurance and Risk Management: Michael J. Gansor, Risk Manager
- Payroll and Employee Processing Services: Linda Strawser, Director
- Tax Services: Melissa Henard, Tax Manager

We welcome any feedback, comments, or suggestions regarding the content for our newsletters via e-mail at karen.brock@mail.wvu.edu.