Financial Services
Department-Accounts Payable

*Accounts Payable
*Travel Services
*Pro Card
Accounts Payable

Office Location

W. R. Banks Building
Room 129

http://www.pvamu.edu/pages/4472.asp
Financial Services is dedicated to supporting the University’s mission to achieve its first class status in teaching, research, and services, by providing effective, efficient, and impeccable service for the receipt and disbursement of university funds while ensuring compliance with laws, policies regulations, and rules.
The Accounts Payable Department is responsible for accurate and timely invoice processing within the guidelines of the University procedures.
Payment Processing

• Payment must be made only after authorized personnel have certified that the goods or services for which payment is being made have been received.
• In those instances where there is an authorized statue, authorization is not required.
• Original invoices should always be submitted to Accounts Payable and a copy kept in the department files.
Prompt Pay Law

- According to the State of Texas Prompt Payment Law, a state agency’s payment is due by the 30th calendar day after the latest of the following:
  - The day PVAMU receives the goods;
  - The day services were completed by the vendor; or
  - The day after the agency received the invoice for the goods or services.
Rush Documents

• For all documents requiring “Rush” processing in Accounts Payable must be accompanied with appropriate backup to include:
  – Receipts
  – Invoices or proper pay vouchers
  – Appropriate signatures
• All “Rush” documents must be stamped rush and all supporting documents must be attached.

Mail to Attn:

Financial Services/Accounts Payable Department
P.O. Box 519, Mail Stop 1311
Prairie View, TX 77446
Or delivered to the W.R. Banks Building room 128.
General Information

• The only documents that should be rushed are items involving any payment due date prior to the 30 day net.

• The deadline for all “Rush” items is 3:00pm.

• Any invoice received after 3:00pm will be counted as the next day.
Voucher Inquiry by Vendor

• To view all the vouchers posted for a particular vendor, use **Screen 162**.
• Type ‘Y’ in the All: field, to search for mail codes for the selected vendor.
• The information displayed on this screen is in summary form and is viewed in voucher number order.
Voucher Inquiry Con’t

• Inquiries default to the current fiscal year, but previous years may be searched by typing a different year in the Fiscal Year: field.
• To see only outstanding vouchers for a specific fiscal year, use Screen 165.
• If a Voucher is O/S the status column will read (OUT).
• If a check or state voucher has already been printed, the status will read (PAID).
• If a Voucher has been reconciled it will read (RECN).
F2321 Make selection to proceed to screen 168
162 Voucher Inquiry by Vendor

SODEXHO

Screen: ___ Vendor: 152228808080 Voucher: ______ Fiscal Yr: 2009 All: Y
Include Only: Acct: _______ ______ Dept Ref: _______ Pg 1 ___ of 1 Pg(s)

<table>
<thead>
<tr>
<th>Vch</th>
<th>First</th>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0402134</td>
<td>2</td>
<td>334060-00000</td>
<td>SUMMER BILL BOARD FOR PAID</td>
<td>27,274.50</td>
</tr>
<tr>
<td>0402141</td>
<td>1</td>
<td>334060-00000</td>
<td>CATERING SALES FOR AC PAID</td>
<td>52,870.40</td>
</tr>
<tr>
<td>0402142</td>
<td>1</td>
<td>334060-00000</td>
<td>CATERING SALES FOR ST PAID</td>
<td>23,325.52</td>
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<tr>
<td>0402143</td>
<td>1</td>
<td>334060-00000</td>
<td>CATERING SALES FOR BA PAID</td>
<td>38,907.00</td>
</tr>
<tr>
<td>0402144</td>
<td>1</td>
<td>334060-00000</td>
<td>CATERING SALES FOR SU PAID</td>
<td>21,172.09</td>
</tr>
<tr>
<td>0402162</td>
<td>1</td>
<td>334062-00000</td>
<td>BOARD AND PARDUS BUCK PAID</td>
<td>351.44</td>
</tr>
<tr>
<td>0402163</td>
<td>1</td>
<td>334062-00000</td>
<td>BOARD AND PARDUS BUCK PAID</td>
<td>206.75</td>
</tr>
<tr>
<td>0402164</td>
<td>1</td>
<td>334062-00000</td>
<td>C-STORE BUCKS 07/25-3 PAID</td>
<td>50.89</td>
</tr>
<tr>
<td>0404129</td>
<td>1</td>
<td>334060-00000</td>
<td>SPORTS BAR POINTS 09/17 PAID</td>
<td>3,300.90</td>
</tr>
<tr>
<td>0404132</td>
<td>1</td>
<td>334060-00000</td>
<td>BOARD POINTS 09/26-10 PAID</td>
<td>4,751.67</td>
</tr>
<tr>
<td>0404134</td>
<td>1</td>
<td>334060-00000</td>
<td>SPORTS BAR POINTS 09 PAID</td>
<td>4,868.82</td>
</tr>
<tr>
<td>0404137</td>
<td>1</td>
<td>334060-00000</td>
<td>BOARD POINTS LOCATION PAID</td>
<td>4,496.80</td>
</tr>
</tbody>
</table>

In Process: | Paid: | Total: |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>181,592.78</td>
<td>181,592.78</td>
<td></td>
</tr>
</tbody>
</table>

*** Press <ENTER> to view more vouchers ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

start User Login Windows... Menu Microsoft Office Microsoft PowerPoint... Help menu... Bkwd Frwd Addr Left Right
• Voucher header information that is common for all line items of a specific multi-account voucher can be viewed on Screen 168.
• Each of the multiple accounts included on the voucher is displayed with one line of information.
• The easiest way to access Screen 168 is through Screens 161 through 165.
• Typing an ‘X’ in the S (Select) field of these screens, will pass the information to Screen 168.
• In this case, the voucher #, line item and fiscal year are automatically entered on the action line.
To verify payment of a purchase order

- Proceed to screen 164 and enter the purchase order number.
- Place an “x” by the desire purchase order number and press enter. If the purchase order has been paid the system will display the payment information on screen “168”
Enter purchase order number in PO Nbr field, place an “x” by the desire PO# and press enter.
Screen 162 has now changed to screen 168.

Vendor: 17460001260  TEXAS STATE LIBRARY & ARCHIVES
Alt Vndr:  
Due Date: 12/04/2008  Desc: REGISTRATION FOR VPBA TO  St Vch: N
Inv Date: 11/17/2008  Cust AR Nbr:  Revolv: N
Dlvry Date: 10/09/2008  GSC Ord:  Pending: Chg Src: N
Dept Ref: 00000  Cont Work Force:  Conf: ACH: ACH Ovrd: 
Tran Cd: 148  Check Nbr: 581408  St Warrant Nbr:  
Vchr Total: 85.00  Check Reconc: N  USAS Doc Type: PCC: 
Bank Trace:  
S Itm  Account  Net Amount  PO No.  Invoice Number  Bank  Dp Vd XRef 
--- --- ---- --- ------ ---- ---- 
_ 1 210380 00000 5215 85.00 P900896 902134A 00033 N N 

*** End of line items ***

Payment voucher number for P900896
Accounts

• State accounts begin with “1” or “801”
• Indirect Cost (IDC) accounts begin with “224”
• Office of Civil Rights (OCR) accounts begin with “17”
• Maintenance & Operations (M & O) accounts begin with “212”
Accounts

• Local accounts
  – All other “2” account sequences
  – “3”
  – “4” Grant accounts: managed by Office of Sponsored Programs (OSP)
  – “5” Gift accounts
Q: What screen do I use to check my account Balance?
A: Screen 19, Screen 69 for accounts w/support accounts.

Q: Has my requisition been turned into a Purchase order?
A: enter req.# on screen 290

Q: Has a check printed for a purchase order?
A: enter po# on screen 164
Helpful Websites

For help with object codes
• http://apps.system.tamus.edu/objcodes/

Prompt payment interest calculator
• https://fmx.cpa.state.tx.us/fm/usas/prompay/prompicalc.php

State of Texas Policies and Procedures guide

Texas State Comptroller
• http://www.window.state.tx.us/
Accounts Payable Staff

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936-261-1974  
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Annie Qiang  
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http://www.pvamu.edu/pages/4472.asp  
WR Banks Room 129
Travel Services

Office Location

Harrington Science Building
Room 104

http://www.pvamu.edu/pages/4476.asp
Discussion Topics

- General Information
- Travel Reimbursements
- Meals, Lodging, Mileage
- State Travel Management Program
- Clearing Travel Advances
- Corporate Credit Card
- Student Travel Procedures
- Travel Forms
General Information

• To serve Prairie View A&M University by processing payments to Employees in a prompt and efficient manner while ensuring compliance with laws, policies, procedures, rules and regulations. It is our intention to provide prompt customer service and ongoing education of policies and procedures to the University community and vendors.
Travel Reimbursements

- Traveler has completed the trip
  - Within five business days after a trip, employees should submit their Travel Reimbursement using the Travel Voucher.
  - All Vouchers must be properly supported by a copy of an approved Travel/Request, detailed receipts as required, and any other required documentation.
  - Approval is required by their supervisor and/or budget head.
  - Submit completed and approved Travel Voucher to Travel Services.
  - Encumbrance for travel will be liquidated after 6 months.
Reimbursement Con’t

• If the employee has an outstanding travel advance, a notation is made on the Travel Reimbursement Voucher.

• The employee must clear any outstanding advances or debts due the University prior to receiving their reimbursement.

• Travel reimbursements are deposited via direct deposit into your bank account or mailed via US Mail.
Meals, Lodging and Mileage

• Meals can only be reimbursed when an overnight stay occurs.
• State funds, (accounts beginning with “1”), or IDC Allocated reimbursements:
  – Maximum meal reimbursement is $36/day in state or as governed by federal guidelines for out-of-state travel.
  – Lodging is $85/day in state or as governed by federal guidelines for out-of-state travel. Out of state travel can be found on website: https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php
Meals, Lodging & Mileage Con’t

• Mileage is currently $.585 per mile for the period of September 1, 2008 thru December 31, 2008. Mileage is $.55 per mile beginning January 2009 thru August 31, 2009.

• Beginning January 1, 2009, Your Voucher must state means of transportation (personal vehicle, etc.). All mileage in excess of Comptroller’s mileage guide listing be described point-to-point and be supported with beginning and ending odometer readings.
Meals, Lodging & Mileage con’t

• Local funds (Accounts beginning with “2”, “3”, “4”, or “5”) reimbursements:
  – Maximum meal reimbursements are up to $46 per day regardless of duty point. (This is not a perdiem)
  – Lodging reimbursements are a maximum of $125 per day (with receipts) regardless of duty point.
  – Mileage is $.585 per mile for the period of September 1, 2008 thru August December 31, 2008. Mileage is $.55 per mile for the period of January 1, 2009 thru August 31, 2009. Voucher must state means of transportation,
Meals, Lodging & Mileage con’t

-(personal vehicle, etc.). All mileage in excess of Comptroller’s mileage listings must be described point-to-point and be supported with beginning and ending odometer readings.
State Travel Management Program

• Travel from state funded accounts must be in compliance with the State Travel Management Program by using the contracts for travel services awarded by TPASS (Texas Procurement and Support Services). Users of locally funded accounts are encouraged to use contracted services.
State Travel Management Program

• Contracted rental companies for April 1, 2006 thru March 31, 2009 include Advantage, AVIS, and Enterprise Rent-a-car companies.

• See the Texas State Travel Directory website: http://www.window.state.tx.us/procurement/prog/stmp/ for a complete list of contracted services, including JP Morgan Chase Corporate Card Services, airline fares and contract hotels.
Clearing Travel Advances

- Within five business days after the trip, the employee should submit a properly completed and approved Travel Reimbursement to Travel Services.
- If the Travel Reimbursement Voucher is not sufficient to clear the travel advance, the traveler must submit sufficient payment to the Cashier’s to clear the advance.
- Cashier’s will give the traveler a receipt verifying payment back of the advance.
Penalties for Non-payment of Travel Advances

• Travel advances not cleared within ten days after the trip will be deemed to be delinquent. The following penalties will be imposed:
  – No further advances will be approved
  – Direct Payment of Travel vendors will not be approved.
  – The applicable VP will be notified after 30 days
  – The president will be notified after 60 days.

***Warning: IRS regulations specify that advances not returned within a specified time period must be reported to the IRS as ordinary income to the traveler. Please note that past due travel advances are subject to being taxable at 120 days past due.
Individual Corporate Credit Card

Purpose and Eligibility

• The State of Texas Corporate Credit Card is provided to eligible employees for the purpose of paying for expenses associated with official University travel. Application available on website: http://www.window.state.tx.us/procurement/prog/charge-card/

• Employees who anticipate incurring $500.00 or more per fiscal year in travel expenses are eligible to receive a corporate credit card. Final determination of employee eligibility is made by JP Morgan Chase Bank based on the employee's credit rating.
Helpful Websites

• Travel forms can be located on the Business Affairs website:
  http://www.pvamu.edu/pages/1948.asp

• State Guidelines can located on the State of Texas website:
Student Travel Procedures

• All faculty, staff, students, and volunteers who engage in transporting students off campus in a University owned, rented, or chartered vehicle on any University business related travel activities must adhere to University guidelines.

• These guidelines are considered to be minimum standards and each department may mandate additional procedures.
Student Travel Con’t

• Failure to comply with these procedures may result in the suspension of student travel for the director/department responsible for arranging the trip.

• The University President or his designated representative may authorize exceptions to these procedures on a case-by-case basis.
Student Travel Con’t

• No student will be authorized to use their personal vehicle to transport students on any University authorized and/or funded trip.

• A student may be authorized to travel on his/her own on University related business or activities. However, the travel must be authorized using the necessary forms and the student must have attend the University provided travel safety training class.
Student Travel Con’t

• Any individual who holds an employed position at the University, and whose employment status does not depend on their status as a student, may be certified to transport students.
Student Group Travel Requirements and Planning

• A designated staff member and/or faculty will accompany each student travel group.
• Prior to the trip, faculty or staff traveling with students must complete a Travel/Leave Request form, a student Travel Itinerary and a Travel Passenger List, and submit through the appropriate approval channels.
Student Group Travel Con’t

• A copy of the Student Travel Itinerary and Travel Passenger List (including signatures of students actually traveling in University owned, rented or chartered vehicle) for all approval involving students must be filed with the University’s Department of Public Safety on the day of departure.
Student Group Travel Con’t

IMPORTANT!

• Travel Services will not issue a travel reimbursement unless the Student Travel Itinerary and Travel Passenger List forms have been certified as being received by the University Department of Public Safety prior to the trip.

• All student travel on procurement card must also be accompanied by Student Travel forms certified as being received by the University Department of Public Safety prior to the trip. (Student travel expense on reconciliation reports must be coded to FAMIS Code 3410 – Travel Students).
Certification for Transporting Students

• Drivers will be provided travel safety training by the University on an annual basis. The training will consist of the defensive driving taught by a vendor which has been approved by the State of Texas.

• Employees who have received the travel safety training will receive a document indicating they are certified to transport students. A copy of the document will be provided to Travel Services and a copy will be placed in the employees personnel file.
Travel Services Contact Info

Yadira Perez  yaperez@pvamu.edu
Travel Supervisor
Travel Services
Harrington Science Bldg. Room 104
(936) 261-1736
(936) 261-1739 fax

Amory Chamberlain amchamberlain@pvamu.edu
Travel Clerk
Travel Services
Harrington Science Bldg. Room 104
(936) 261-1737
(936) 261-1739 fax
Procurement Card
Outline

• Cardholder Responsibilities
• Single Transaction Limit
• Default Account & Object Code 6251
• Billing Cycle
• Student Travel on Procard
• Pro Card Reconciliation
• Common Problems
• Fraud/Lost or Stolen Cards
• HUB Vendors
• Info.
Cardholder Responsibilities

• The Pro Card Must be returned to the ProCard Administrator or the ProCard Specialist upon your leaving employment of the university or transferring to a different department.
Single Transaction Limit

- Transaction Limit is a $2000.00 if your cycle limit is equal or greater.
- The University Bid limit is $2000.00 and up.
- If an single transaction increase is needed the cardholder must contact the Procard Specialist with the reason of the increase (only sole source purchases).
- Vendors should not be allowed to split payments.
Student Travel on Pro Card

- Student Travel is an allowable charge on the Procard
- Travel related expenses for students such as hotel, parking, food, rental cars to transport students, etc. can be paid using the ProCard
- For the student travel a list of students traveling, event they are attending representing the university, dates, etc should be included with all detailed receipts.
Student Travel con’t

• Texas travel – you should not pay the hotel occupancy tax.
• Employees (non students) traveling with the students cannot pay for their travel expenses on the Procard (hotel, etc).
• Employees should not seek a reimbursement for travel.
Billing Cycle

- Cycle ends the 5\textsuperscript{th} or the 7\textsuperscript{th} depending on the day of week of that month
- SDOL reconcile is done prior to turning in receipts.
- Expense Reports and receipts due by the 12\textsuperscript{th} of every month.
- Cardholders/Approvers must ensure all purchases are accurate before turn in.
- Forward receipts and expense report to Procurement Office Attention Pro-Card Coordinator.
Pro Card Reconcile

• All cardholders are required to reconcile monthly transactions.
• Failure to reconcile accounts and turn in proper documentation to Pro Card Coordinator will result in card suspension until card is reconciled as well as Non Compliance actions
• Cardholders will ensure there is an itemized invoice/receipt for each expenditure
Pro Card Reconcile con’t

• Documentation
  – All purchase vouchers that apply to purchase
  – Sales Receipts stapled to a sheet of paper
  – Credit Card Receipts/Slips
  – Other information or correspondence
  – Screen Prints are acceptable for internet orders
Default Account & Object code 6251

- Procards have been set up with a default FAMIS account number and object code (6251).
- Problem ProCard transactions will be posted to the ProCard’s default account number and object code 6251. This would include:
  1. sales tax
  2. credits for returns
  3. purchasing requiring extra documentation
  4. Un-reconciled items
Common Problems

• Wrong start and/or end dates
• Charges for State sales tax
• Accounts with improper signature authority
• Accounts with no signature authority
• Missing receipts
HUB Vendors

• State Mandates on both State and local accounts that PVAMU makes good faith effort in doing business with Historically Underutilized Businesses (HUB)

• http://www.tbpc.state.tx.us/cmbl/cmblhub.html

• Jim Nelms (936) 261-1932
  – janelms@pvamu.edu
Fraud/Lost or Stolen Cards

- Contact JP Morgan Chase Customer service @ 1-800-890-0669
- Notify the Program Coordinator and Department/Division Head.
Procurement Card Services

- **Procard Administrator**
  Victoria Gieseke
  936-261-1961
  vimunos@pvamu.edu

- **Procard Specialists**
  Uel Smith
  936-261-1929
  ussmith@pvamu.edu

- **Sceffers Ward**
  936-261-1915
  svward@pvamu.edu

http://www.pvamu.edu/pages/4472.asp