Agenda

• Delegated Purchasing Authority
• Electronic Forms & Email Submission
• NEW Travel Request & Expense System
• Confirming Order Project
• Mandatory P-Card Purchases
• TRS Updates
Delegated Purchasing Authority Increase

Policy 2106, Purchase of Goods and Services, was amended on September 1, 2019 to raise all units delegated purchasing limit to $5,000.

Majority of unit spending is under $5,000 per transaction.

Will result in improved fiscal autonomy for the units and increased efficiency.

Total Orders = 40,240

- $5K or Less: 92.7%
- $5k to $100K: 6.7%
- Over $100K: 0.6%
The addendum may be used in the following circumstances:

• When the purchase is from a vendor not already under contract with Mason
• When the purchase is for a one-time, non-recurring procurement
• When the purchase will not exceed $5,000 (one-time OR recurring basis)
• When no personally identifiable info or other sensitive data is exchanged
Accounts Payable Electronic Requests

All AP forms and supporting documentation may be submitted by email to Accounts Payable at apforms@gmu.edu beginning November 19, 2019.

Units should keep the original form for their reconciliation – DO NOT SEND DUPLICATE FORMS! Additional guidance is available at https://fiscal.gmu.edu/accounts-payable-email-form-submission/
Electronic Forms

Ongoing project to convert most paper based forms to Dynamic Forms, with electronic approval.

Converted

• P-Card Maintenance Form
• Mason Marketplace Application

Next Up

• P-Card Application
• Travel Charge Card Application
NEW Travel Request & Expense System

Benefits of Chrome River Expense
• User friendly interface requires significantly less time/effort
• Cloud based – create, submit or approve anytime on any device
• Integrates with Banner
• May be used for all reimbursements (Travel, F&B, Payment Req.)

Timelines for Implementation (tentative)

- Nov 2019: Sign contract, Discovery Phase
- Thru April 2020: Build out, Group Demos
- Thru June 2020: Testing & Training
- July 2020: Begin rollout to Users
Pilot Confirming Order Project

• No more user entered Confirming Orders!
• P-Card purchases made outside of eVA will automatically be recorded in eVA monthly
• Expected to begin in January 2020
• Please evaluate your current business processes and provide any feedback by December 1 to fscomm@gmu.edu
Mandatory P-Card Purchases

Benefits of utilizing the P-Card for purchases of $5,000 or less:

- Saves time on processing (no user entered Confirming Orders!)
- Eliminates the invoice cycle (receive/approve/pay) and reduces paper waste
- Reduces vendor inquiries on payment status
Examples of Vendors who should be paid with a P-Card

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Spend in FY19</th>
<th>Average $ order</th>
<th>Vendor Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon</td>
<td>$900,000</td>
<td>$204</td>
<td>0</td>
</tr>
<tr>
<td>The Supply Room</td>
<td>$1.2M</td>
<td>$232</td>
<td>2000</td>
</tr>
<tr>
<td>Grainger</td>
<td>$651,000</td>
<td>$1,465</td>
<td>2340</td>
</tr>
<tr>
<td>Fisher Scientific</td>
<td>$877,000</td>
<td>$1,144</td>
<td>550</td>
</tr>
</tbody>
</table>

Amazon Business is 100% P-Card procurement!
Unrelated Business Income Certification

- New and existing activities that generate Unrelated Business Income (UBI) may need to be included on the university’s IRS Form 990-T
- Complete the UBIT Questionnaire form for all potential unrelated activities, including, historically reported ones. The department’s senior fiscal manager should review, certify and submit the Certification to MS 4B2 or inttax@gmu.edu by November 29, 2019. Forms & information available at https://fiscal.gmu.edu/unrelated-business-income/.
Recent TRS Menu Updates

**Previous**

- Initiate Authorization
  - When overnight travel costs exceed $1000 or the rate, the traveler's first line supervisor/fiscal officer with signature authority for the fund must approve the trip in advance if the traveler or supervisor does not have authority for that fund/organization.
- Initiate Reimbursement
- View/Edit Trip (Traveler has 7 trips for View Document Status
- Print Authorization/Reimbursement
- Delegate Overview
- Approver Overview
- Edit User Information

**Current**

- Initiate Authorization
  - When overnight travel costs exceed $1000 or the rate, the traveler's first line supervisor/fiscal officer with signature authority for the fund must approve the trip in advance if the traveler or supervisor does not have authority for that fund/organization.
- Initiate Reimbursement
- View/Edit Authorization/Reimbursement
- View Authorization/Reimbursement Approval
- Print Authorization/Reimbursement
- Delegate Overview
- Approver Overview
- Edit User Information
Reminder TRS Address Field

Traveler will be asked to enter home address if trip begins/ends on a normal workday.
Questions & Discussion

Feedback may be sent to fscomm@gmu.edu.