



FISCAL TOPICS – SPRING 2019



Agenda

- Fiscal Year-End Deadlines
- Procedure Updates
- Purchasing Contracts
- Annual P-Card Training
- Discussion & Questions



Fiscal Year-End Deadlines

Purchasing Submit by Dates

April 22 – Purchases between \$2,000 and \$50,000

Accounts Payable Submit by Dates

June 7 – Payment Requests, Honorarium Payments, Wire Transfers, Travel Reimbursement Vouchers (fully approved)

By June 7

- Goods/services must have been delivered/rendered
- AND the invoice(s) must be received by AP



Fiscal Year-End Deadlines

P-Card, Bank of America Works

June 17 – Transactions posted through June 15 must be allocated and signed off by the Cardholder

June 20 – Transactions must be reviewed and signed off by the Approver

Journal Vouchers

June 21 – Submission deadline for electronic and paper journal vouchers

Contact Purchasing & Accounts Payable at 2-2580 for additional assistance.

Food & Beverage Authorization and Payment Form

When to use the form

- As an Authorization for food and beverage purchases made through eVA. Completed form should be attached to the eVA purchase requisition.
- As an Authorization and/or Request for a P-Card lift. Completed form should be sent to pcardadm@gmu.edu.
- As a Request to Reimburse a Payee for an approved food and beverage purchase. Completed form should be sent to AP

[Food and Beverage Form](#) & [Instructions](#)



Reimbursement Addresses

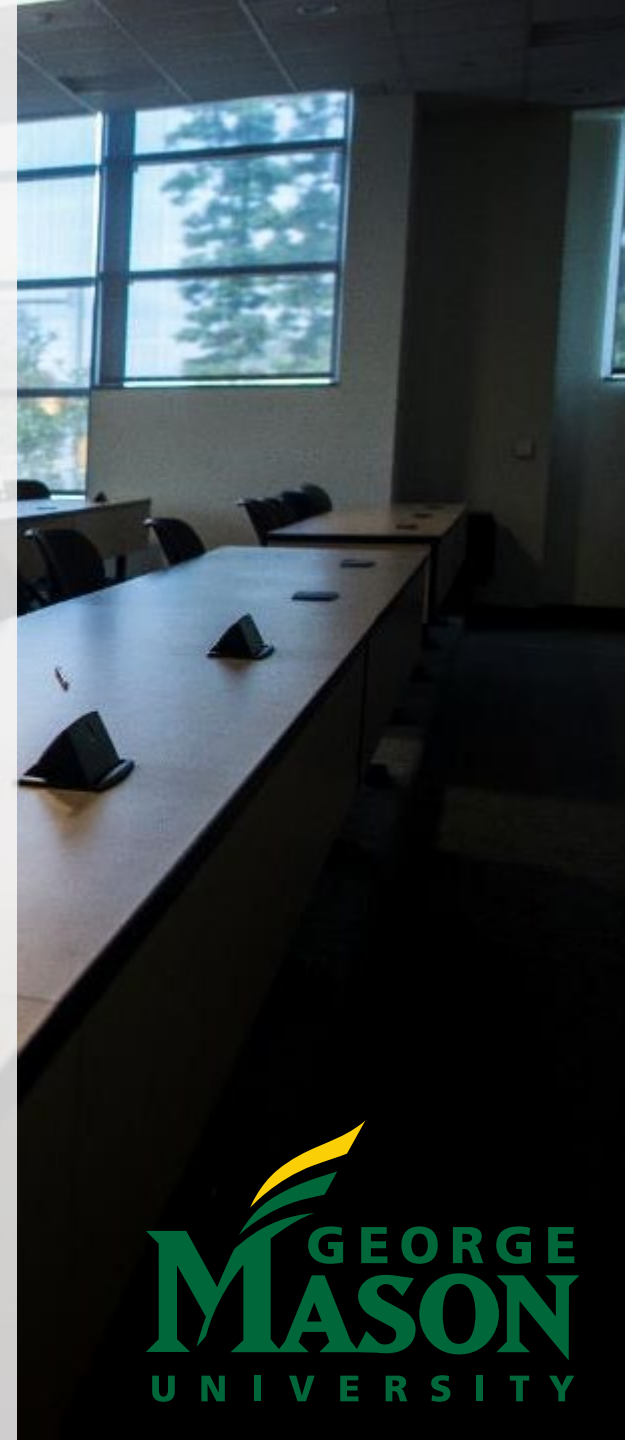
Employees and students who may receive a business expense reimbursement (Travel, F&B, etc.) are highly encouraged to enroll in Accounts Payable Direct Deposit.

- All reimbursements sent via paper check will automatically be mailed to the employee/students' current address in Patriot Web

[Employee Direct Deposit Instructions](#)

[Student Direct Deposit Instructions](#)

[Patriot Web Address Change Instructions](#)



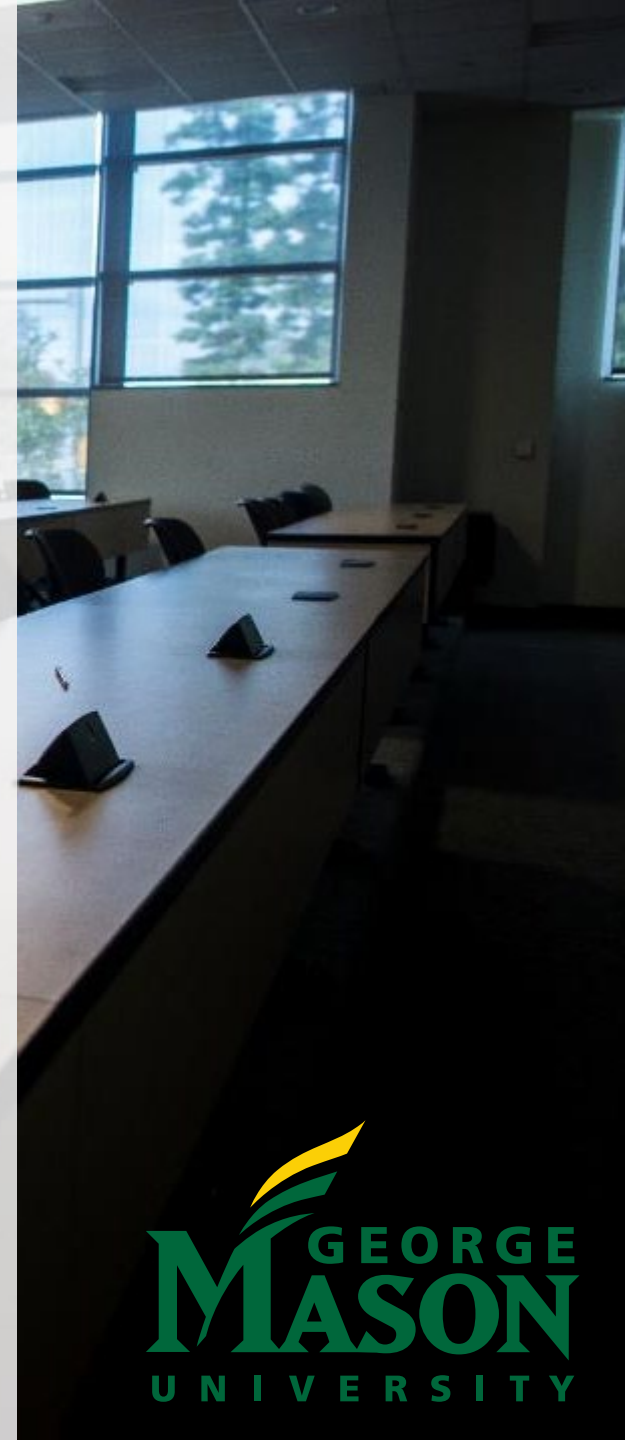
Gift Cards for Research Subject Payments

Academic Units may purchase gift cards for research subject payments, in accordance with the IRB, using a Mason P-Card.

Benefits of utilizing gift cards

- No check to cash/deposit
- No out of pocket expense
- Less lead time required
- Academic Unit controls ordering, distribution and reconciliation

[Gift Cards for Research Subject Payment Guide](#)





Mandatory Contract Updates

Printing Contracts

- Business Cards – Canon or Worth Higgins
- 7 vendors to choose from

Embroidery Contracts

- 5 vendors to choose from

Promotional Item Contracts

- 8 vendors to choose from

T-Shirt (screen printing) Contracts

- 9 vendors to choose from

[Printing Contracts Quick Guide](#)

[Embroidery Contracts Quick Guide](#)

[Promotional Item Instructions](#)

[T-Shirt Ordering Instructions](#)

Utilizing VASCUPP Contracts

A VASCUPP contract may be utilized in cases where an existing Mason contract does not meet the needs of the university.

To search for a contract

1. Go to <https://vascupp.org/contracts.php>
2. Under the “Category” drop down select an option. Then click “Search”
3. Review the Contract Summary by clicking on the page icon. The contract document and vendor details will display.
4. To obtain a quote – email or call the Vendor contact and reference the VASCUPP contract number.

Contract Summary: Dissinger Reed LLC
VT Contract #: VTS-083-2016

Contract Details

Dissinger Reed LLC	Cooperative Contract #: VTS-083-2016
Commodity: Athletic Injury Excess Insurance	Effective Dates: 8/1/2018 - 7/31/2019
Payment Terms: Net 30	Remaining Renewal Options: 3 x 1 Years*
Contract Summary: Virginia Tech contract for Athletic Injury Excess Insurance	

Contract Documents

- ▶ Contract Document

Vendor Details

Vendor: Dissinger Reed LLC	Business Classification: Contract Supplier
Vendor Address: 8700 Indian Creek Pkwy Ste 320 Overland Park KS, 66210	Vendor Contact: Chuck Howze Phone: 913-491-6385 Email: chowze@dissingerreed.com



P-Card Maintenance Form

Now accessed and submitted electronically using Dynamic Forms

- Click on the Link
- Sign in with Mason Net ID/Password
- Enter P-Cardholder, Approver emails
- Complete information request
- System will generate an email to the specified approvers
- P-Card office will be notified once all approvals are received

[P-Card Maintenance Form Instructions](#)

Annual P-Card Training

★ Now available on Blackboard ★

Must be completed by May 10, 2019

Annual training Mandated by the Commonwealth for a P-Cardholders, Approvers and Travel Cardholders

- Review video
- Complete Quiz – 100% grade required, retake as many times as necessary



Travel Reminders

- Flight Comparisons – Always review the “Rules & Restrictions” for comparable airfare to avoid incurring additional fees that may not be reimbursable. [Flight Comparison Guide](#).
- Personal Travel with Business Travel – Must provide a cost comparison generated at the time of booking airfare. [Personal Travel with Business Travel Guide](#).
- Timeliness – Reimbursements should be submitted within 60 days of trip completion. Submission beyond 60 days may be subject to taxation per IRS .

Please visit Travel.gmu.edu for additional information and quick guides



Questions & Discussion

