Financial Services requests items being sent to any of the offices in the Financial Services areas include the following information: printed name of person sending the item, phone number, and department number.


Financial Services now consists of 12 departments, 27 staff, and 15 students in three locations—Brigham Hall, Markee Pioneer Student Center, and Ullsvik Hall. We are undertaking several ImageNow technology projects in 2016 to be more electronic and more efficient in our processing. The first project to roll out will be the electronic purchase requisition process. Following will be the Foundation Fund Transaction Request form, general ledger transfer request form, and refund request form.

Training

We had a 23 percent response rate to our training survey. The top four topics included budget, general ledger, purchasing, and travel. Watch for further details as we roll out training regarding these topics. If there is any training you would like Financial Services to conduct, please let us know by contacting Cathy Riedl-Farrey at riedl-fac@uwplatt.edu. One-on-one or departmental WISDM trainings can be scheduled through the budget office by emailing budget@uwplatt.edu.

Policies and Forms

Most Financial Services policies can be found at this website: www.uwplatt.edu/financial/resources. Check out each departmental website for further policies. All Financial Services forms can be found at this website: www.uwplatt.edu/financial/forms. If you have any questions regarding any policy or form, please contact us. Several new policies were published or updated in 2015.

- Blanket Purchase Orders
- Cash Handling Policy
- Fee Approval Process
- Revenue Producing Activities (RPA)
Accounts Payable Information

Staff:
Margaret Sutter x5085
Sandi Pitzen x5086

Student Workers:
Taylor Riehle
Major: Business Administration
Emphasis: Marketing and Communications
Anticipated Graduation: May 2018
Home State: Wisconsin

Alana Martalock
Major: Mathematics and Mechanical Engineering
Emphasis: Actuarial Science and Renewable Energy
Anticipated Graduation: Spring 2017
Home State: Wisconsin

Purchasing Authority and Contract Signing
State of Wisconsin purchasing authority and Board of Regent contract signing authority are very explicit regarding who has legal authority to sign contracts at the University of Wisconsin-Platteville on behalf of the Board. These are identified at www.uwplatt.edu/administrative-services under the Delegation of Authority tab.

Individuals in positions that are not explicitly listed under the delegations do not have the legal authority to sign contracts or other agreements including “click-throughs” on behalf of the university and Board. Individuals in positions that are listed have the legal authority to sign contracts up to the amounts noted.

Hiring A Speaker, Guest Lecturer, Entertainer, Or A Group

Using the Campus Activities office for hiring a speaker, guest lecturer, or entertainer is required.

Before taking any action you need to review UW-Platteville Negotiation and Contract Guidelines webpage and follow the steps outlined. The guidelines listed on the webpage need to be followed for several reasons. One reason being, there are only a few individuals on campus authorized to sign contracts. Remember: Verbal contracts are binding in Wisconsin and only a few individuals on campus are UW-Platteville contracting agents. Even when a low dollar payment is being made, a UW-Platteville letter of agreement needs to be in place, and a copy of a W-9 is needed before payment can be made. These are items the Campus Activities office will assist you in completing.

Visit the UW-Platteville home page under “C” for contract. The UW-Platteville Negotiation and Contract Guidelines information will assist in making your event, speaker, or performance a success while getting your presenter paid on time. The link necessary for use in all contracted events is located on the bottom of the page following the step by step process. (Please note the need to begin six weeks prior to the event for process completion.)

If you realize you have not contacted the Campus Activities office and the event is happening within less than six weeks, you still need to contact the Campus Activities office at cpr@uwplatt.edu. Contracts, Payment to Individual Reports, or Letters of Agreement, coupled with technical specifics and riders, space needs, publicity, and promotion can be overwhelming. There is no such thing as a one size fits all contract process and this one is no different. Campus Activities can adjust this process to meet your specific needs. If you have any questions, please contact Campus Activities at cpr@uwplatt.edu.

Mandatory Procedures for Incorrect Invoices
The Notice of Good Faith Dispute/Improper Invoice form is located on the Financial Services page. This form must be completed by the department, when there is a dispute regarding services or materials, or an improper invoice. When the issue is a Good Faith Dispute, the vendor must receive notification within 30 days of receipt of invoice. When the issue is an improper invoice, the vendor must be notified within 10 working days of receipt of the invoice. These timelines are Wisconsin laws. This form must be completed by the department; a copy must be forwarded to vendor, Accounts Payable, Purchasing, Central Stores, and a copy retained by the department. Following is the link to the Notice of Good Faith Dispute/Improper Invoice Form:

Viewable Transactions in WISDM

As of Jan. 1, 2015, we have added the capability of viewing invoices paid through WISDM.

Invoices and General Ledger transfers can be viewed through WISDM following these steps:

1.) Log into WISDM. Once logged in the main screen will appear. In the top left there is a drop down menu titled Main Menu, navigate to Departments then click Search.

2.) The search page will appear like the image to the left. Enter the department number in the Dept field then hit submit.

3.) Click on the total expense line—this will show a list of all expense items listed for the account.

To view a copy of an invoice:

1.) Click on any voucher number entered on or after Jan. 2, 2015. The number is displayed in blue. By clicking on the voucher number the voucher detail screen will come up.
2.) In the upper right hand corner, there is an Associated Documents section with a PDF file in blue underneath with the voucher number. If you click on the number a copy of the invoice will be displayed in PDF format.

2.) In the upper right hand corner, there is an Associated Documents section with a PDF file in blue underneath with the journal number. If you click on the journal a copy of the general ledger transfer request and supporting document will be available to view.

**Auxiliary Accounting/Meal Access/Passport Office**

**Staff:**
- Vicki Strait-Munns x6048
- Ann Neis x1449
- Angie Bird x1306
- Marilyn Jones x1306
- Pam Dalton x1306
- Sue Lemire x1306
- Carissa Menke x1404
- Jennifer Lewis x1404

**Auxiliary Accounting**

Please remember when submitting payment of a catering invoice you must include a completed Events-Meal Payment Form. If this form is not included with your invoice, payment will be delayed. For Event Services only invoices please submit them directly to auxaccounting@uwplatt.edu. If you have questions, please contact Pam Dalton at 342.1306.

**Meal Access Office**

The Meal Access Office isn’t just for student meal plans, we assist various campus departments when they need meal service at a campus dining location. For additional information please contact mao@uwplatt.edu.

**Student Workers:**

<table>
<thead>
<tr>
<th>Student Workers</th>
<th>Major: Civil Engineering</th>
<th>Anticipated Graduation: December 2017</th>
<th>Home State: Wisconsin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Potter</td>
<td>Major: Business Marketing</td>
<td>Anticipated Graduation: May 2019</td>
<td>Home State: Wisconsin</td>
</tr>
<tr>
<td>Jenna Droessler</td>
<td>Major: Architecture</td>
<td>Anticipated Graduation: May 2016</td>
<td>Home State: Wisconsin</td>
</tr>
<tr>
<td>Micah Darling</td>
<td>Major: Geography</td>
<td>Anticipated Graduation: May 2017</td>
<td>Home State: Wisconsin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Workers</th>
<th>Major: Crop and Soil Science</th>
<th>Anticipated Graduation: December 2017</th>
<th>Home State: Wisconsin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Henk</td>
<td>Major: Agribusiness-Communications and Marketing</td>
<td>Anticipated Graduation: May 2016</td>
<td>Home State: Wisconsin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Workers</th>
<th>Major: Mechanical Engineering</th>
<th>Anticipated Graduation: May 2016</th>
<th>Home State: Wisconsin</th>
</tr>
</thead>
</table>
**NEW EMPLOYEE and BUDGET OFFICE REORGANIZATION**

The budget office is pleased to welcome Julie Rennert as a new addition to the budget office team. She previously worked on campus as a budget and policy analyst in the Distance Learning Center. With the addition of Rennert to the central budget office, we have reorganized the budget office to have each budget analyst concentrating on assisting specific departments/divisions on campus. She will be assisting the areas of Administrative Services, Chancellor’s office, External Relations, Provost, Alternative Delivery Systems, Academic Affairs, Graduate Studies, and the Office of Institutional Effectiveness and Assessment. Katie Curry will be assisting the Colleges of BILSA, EMS, LAE, and also assisting with the summer and winterim session budgets. Sara Voigts will be assisting the Auxiliary units, Student Affairs, Athletic Department, Enrollment Management, and Institutional Strategy and Planning.

**BUDGET ASSESSMENT PROJECT—Huron Consulting**

UW-Platteville’s current budget process will be evaluated and the steering committee has reviewed feedback from last fall and is ready to share proposals regarding the structure of decision making and other elements of the model for feedback and advice. Stay tuned for announcements and campus updates that will be scheduled shortly. For more information on this project, visit the Budget Assessment and Implementation Initiative website: www.uwplatt.edu/budget-assessment.

**WISDM-User Manual**

WISDM is a web-based financial reporting system to be used by our campus. It is a financial data warehouse of all accounting transactions and is part of a Shared Financial System. Transactions in SFS are uploaded to WISDM nightly. There is a WISDM manual available now at:


or through the UW-Platteville home page/Campus Resources/”W”/WISDM User’s Manual.

If you need additional help with WISDM, one on one or departmental WISDM trainings can be scheduled through the budget office by emailing budget@uwplatt.edu.

**Email address:**

budget@uwplatt.edu

**Webpage for budget updates:**

www.uwplatt.edu/budget

**Year End Carryover**

Stay tuned for information regarding year-end carryover.
2015 Year End Notice to Departments

For the Cashier’s Office to get all the transactions processed before the end of the year, we need to stop processing transactions at the end of the day on Wednesday, June 22. This means that after June 22 there should be no financial activity in PeopleSoft. This includes payments, charges, transfers, enrollment deposits, application fees, financial aid, etc. Do not calculate tuition on any accounts or run group posts. Also, there will be no refunds or refund advances during this time. The last run of refunds will be June 22.

Refunding will resume Tuesday, July 5. All other activity can be resumed as normal on July 1. Please pass this on to anyone else who needs to know. Please contact Brian Bird if you have any questions at 342-1107 or birdbr@uwplatt.edu.

E-checks

E-checks continue to be our most popular form of online payment. An e-check is free to the payer, and requires the payer’s bank routing number and bank account number. Instructions can be found beginning on page 5 at: www.uwplatt.edu/files/cashier/online-payments.pdf

We also accept credit and debit cards online, both carry a 2.5 percent fee. Cash and checks are accepted at the Cashier’s Office, 236 Brigham Hall.

E-checks lead the way in Online Payment Methods

An e-check is both the leading form, and the fastest growing form for online payments at UW-Platteville. Why use an e-check? An e-check is convenient. No need to fill out checks and envelopes, look for stamps, or run to the post office. E-checks post to PASS using an automated process, requiring less labor in our office. E-checks also help our efforts to use less paper and support our sustainability efforts at UW-Platteville. See the chart below for our recent payment method trends. We are now nearly equal in amounts paid by paper check and e-check. We anticipate e-checks to pass paper checks in the coming year.
The Foundation Accounting Department became part of the Financial Services division effective July 1, 2015. They are very pleased and excited to be part of the Financial Services team. Thanks to everyone for making them feel so welcome. For those who don’t know them, Jay McDermott, is the Foundation Accountant, Lana Withrow is the Accounting Assistant, and David Lisk and Scott Sibik are student workers. Please feel free to stop in or contact the, any time you have questions.

Look for a new and improved Fund Transaction Request process. The pink form will become electronic over the next couple of months. The new process will eliminate the need for manually routing documents through campus mail. The new process will start with an online FTR form and scanned backups to be delivered through ImageNow to approvers and eventually to the Foundation office. The new process will speed up reimbursements as well as save on paper, filing space, reduce potential errors, and make Foundation reports more timely and accurate. Signature changes will accompany this new process. Department chair approval will become the new standard. Dean’s approval will be required when department chairs are reimbursing themselves for department expenses. This improvement will also allow Foundation’s authorizations to be consistent with the university’s account manager authorizations.

The year-end cutoff for submitting FTRs to the Foundation will be Wednesday, June 15. Any incomplete FTRs or FTRs received after that date will not be recorded in fiscal year 2016.

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**General Ledger Information**

**Chart of Accounts:**
The Chart of Accounts can be viewed on the General Ledger website. If there are any changes please email generalledger@uwplatt.edu along with account manager approval.

**Fiscal Year Transfer**
Please look over accounts before year end as transfers CANNOT be processed between years. If a transfer is needed have the General Ledger Transfer form to the General Ledger office before Friday, June 17.

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**Documentation**
We have implemented the need for documentation for all Direct Retros and General Ledger Transfer Forms. Documentation can be a copy of a P-Card statement, an invoice, a screen shot of WISDM, etc. If you have a question on appropriate documentation, please either email generalledger@uwplatt.edu or call x1346.
Perkins Loan Office

Tentative Year End Cut-off Dates:
- Direct Charge of Airfare: Friday, June 17
- Travel Expense Reports: Wednesday, June 22
- Invoices Due to Accounts Payable: Wednesday, June 22
- Chargebacks: Wednesday, June 15**
- General Ledger Transfers: Friday, June 17
- Direct Retros/Payroll Transfers: Friday, July 8

*If any of the following dates change we will notify all
**See Chargeback Policy

Perkins Lives

Back in December 2015, the House and Senate passed the Perkins Loan Extension Act, H.R. 3594, which extended the Perkins Loan Program for two years with some significant changes. After repeatedly blocking the original version of H.R. 3594, which was a simple one-year extension, Senate HELP Committee Chairman Lamar Alexander negotiated a deal with a bipartisan group of Perkins Loans supporters for a two-year extension, but with some significant changes to the program. President Obama then signed the legislation extending the Perkins Loan Program through Sept. 30, 2017 on Dec. 18, the day it was presented to him after it passed both the House and Senate by unanimous consent.

Notable changes: Undergraduate borrowers will only be eligible for Perkins loans after they have utilized all direct loans they are eligible for (both subsidized and unsubsidized). If the student accepts all direct loans and still has unmet need, they will then be eligible for a Perkins loan.
Reminders for P-Card Holders

- All purchases made with a P-Card are tax exempt; check receipts before leaving the store or approving online purchases.

- All P-Card statements with itemized receipts must be turned into the Purchasing department two weeks after the end of the statement period. The last P-Card cycle for FY1 will end on June 17.

- The P-Card can be used for basically all university expenses with the exception of individual meals and entertainment. A copy of a conference/travel agenda must be included with the P-Card statement whenever the P-Card is used for travel.

- When reallocating funds with your P-Card statement to an account that you or your supervisor are not signers on you MUST have that account managers signature on your P-Card statement before the money will be transferred.

Orders less than $5,000/Orders over $5,000/Change-Close Order Requests

Orders that total less than $5,000 are considered best-judgment purchases. These requisitions will be accepted through June. (Orders that total less than $5,000 will be processed as Low Dollar Orders and will not be encumbered.) Any purchase order that requires funds to be encumbered (>=$5,000) in FY16 must be submitted by May 13. Any purchase order request to change an existing purchase order must be submitted by May 13. Purchase order requests over $5,000 must be received by May 13 for anticipated needs during June.

Purchases $5,000 to $49,999

A Simplified Bid is required for these purchases. Departments are delegated authority to obtain their own competitive price quotes. Include with the purchase requisition a written bid tabulation showing prices from the last three vendors and copies of the quotes received. Simplified bid purchase requests must be received by May 13. Purchases $50,000 and above (not on contract). Purchases over $50,000 require a sealed bid process. Generic specifications must be sent to the Purchasing office no later than April 1 to begin the sealed bid process.

Blanket Orders and Purchase Requests for FY17

Blanket orders and purchase requests for FY17 will be accepted in the Purchasing office starting May 1.

All FY17 purchase requests will be processed in the order in which they were received and sent to the departments and vendors beginning July 1. Blanket purchase orders will not be processed for vendors that accept P-Cards (excluding special circumstances).

Please review blanket purchase orders for FY17 and adjust amounts for FY17 blankets accordingly. This will reduce the amount of encumbered department funds.
Great Job

Over the last few years the Purchasing department has asked departments to use their P-Cards as much as possible. This allows the campus to take advantage of the rebate received from every P-Card purchase. P-Card purchases in FY14 was $2,457,000 and has skyrocketed to **$3,100,000 in FY15**. This change in spending practices increased our rebate from $36,768 in FY14 to **$60,234 in FY15**. The university receives a rebate on every P-Card purchase and there is no easier way for a department to save money than to use a P-Card, which is also the most efficient way to purchase items under $5,000. Keep up the great work everyone!

Year-end Cutoff Dates for FY16

The state of Wisconsin's fiscal year ends **June 30**. However, the cutoff date to encumber funds via a purchase order is **May 13**. Therefore, purchase requisitions must be received in the Purchasing office before the dates shown below if you want to encumber funds this year. Submit year-end requisitions as soon as possible so all orders can be processed before the deadline. Certain transactions will not encumber funds. You will need to plan ahead and make those types of purchases in a time frame allowing payment to be made in the current fiscal year. Purchases that do not encumber funds include, but are not limited to, local purchase orders, low dollar orders, Central Stores orders, and P-Card transactions.

Capital Equipment and Inventory Information

Capital equipment has always been tagged with a capital ID tag number that is white and says “UW Platteville Capital.” Information Technology Services tags their assets. The ITS tag number is burnt orange and says “Property of UW-Platteville.” The equipment has not been capitalized in the UW Capital Inventory System until the white “UW Platteville Capital” ID tag is on the equipment. Some pieces of the equipment may end up with both of these ID tag numbers on one piece of equipment. To the right is an example of the two ID tag numbers.

The Capital Equipment and Inventory website has all the forms needed to make any changes under the “FORMS” tabs. There are forms to add or delete capital items and an “UPDATE” form to use if the equipment is moved to a different location (room or building).

Any questions on Capital Equipment and Inventory, please contact Lew Bettinger at bettingerl@uwplatt.edu or call 342.1221.
Student Organization On-campus Agency Accounts

Agency accounts are set up for the convenience of student organizations, so they do not have to maintain off-campus bank accounts for their organizations, as well as provide continuity from year to year. All fully approved student organizations are eligible to open an on-campus Agency Account which is an alternative to an off-campus bank account. Financial Services will deposit funds, process payments if sufficient funds exist, and provide monthly reporting. Also, an agency account does not require a tax identification number from the Internal Revenue Service.

To open an on-campus account either the advisor or an officer of the student organization should contact the assistant controller at the Cashier’s Office, 236 Brigham Hall. The Cashier’s Office will assist with opening the account.

Deposits to on-campus student organization agency accounts are made at the Cashier’s Office, 236 Brigham Hall. A Deposit Ticket must be included with all deposits given to the Cashier’s Office.

Checks for on-campus student organization agency accounts are issued through the Accounts Payable office, 2206 Ullsvik Hall. The Check Request form must be completed and given to the Accounts Payable office.

Travel Information

Staff:
- Bobbie Post x5052
- Chelsey Walters x5053


The new travel policies took effect on Oct. 5, 2015.

- The mileage rates are now following the federal rate of $.54 per mile. The turndown rate remains at $.352 per mile.
- Any expense not fully submitted within 90 days of the return date of the trip are not reimbursable.
- Third party vendors such as hotels.com are not reimbursable.
- Meals move to Meals and Incidentals Per Diem (Latin for per day); one day trip meals are $15 which is taxable to the employee.
- For Lodging rates and Meals and Incidentals Per Diem use the rate calculator at [Lodging Maximums and M&IE Per Diem Allowance Calculation | UW TravelWise](#).
- Effective July 1, 2015 any airfare that is purchased outside of Concur or Fox World Travel, will not be paid or reimbursed by the university.

Direct Charge of Airfare

When using the University Central Travel Card for airfare purchases, a direct charge of airfare form must be filled out. This should be approved by the account manager/additional signature and supervisor along with the itinerary attached. The completed form with attachments needs to be sent to the travel office within seven days of booking airfare.

Tax Exempt Card

The travel office has laminated tax exempt cards available if you do not have one. These cards should be used for travel in Wisconsin and will save your department a significant amount of money. You can use the cards for meals and lodging.
Travel Expense Report Updates

E-Reimbursement was implemented on Nov. 3, 2014. If you are having problems submitting or questions on filling the form out please call our office for a one-on-one training sessions.

Documentation that needs to be attached:
- Receipts for lodging, taxi, airfare
- Map Quest of Google Maps for mileage documentation
- Conference documentation showing date, time and location

Total Expense Reports Processed in FY16 (July 1, 2015-Feb. 26, 2016): 1,636. Auditor send backs: 437
Some of the most common reasons for send backs are: Funding string incorrect, requested by traveler, conference documentation, mileage documentation, missing receipts, incorrect mileage rate claimed, and documentation is unviable.

Re-cap of Cut-off Dates

Accounts Payable
- All invoices due Wednesday, June 22

Cashiers
- Transaction processing Wednesday, June 22
- Refund Checks Wednesday, June 22

Year End Carryover
- To Be Determined

Foundation Accounting
- Year-end for submitting FTR’s to the Foundation Wednesday, June 15

General Ledger/Travel
- Direct charge of Airfare Friday, June 17
- Travel Expense Reports Wednesday, June 22
- Chargebacks Wednesday, June 15
- General Ledger Transfers Friday, June 17
- Direct Retros/Payroll Transfers Friday, July 8

Purchasing
- Last P-Card cycle ends on Friday, June 17
- Cut-off date to encumber funds via a purchase order is Friday, May 13
- Friday, April 1 $50,000 and above (Not on contract)