FLEX WEEK WORKSHOP
BUSINESS SERVICES UPDATES

AUGUST 15, 2017

PRESENTED BY
SOMALY BOLES, ADMINISTRATIVE ASSISTANT, FINANCE AND ADMIN SERVICES
LETY ALVAREZ, ACCOUNTING TECHNICIAN II, BUSINESS SERVICES
TOPICS OF DISCUSSION

➢ Business Services Updates
  • Business Services Employee Updates
  • Out of State Travel
  • Amazon Orders
  • Independent Contractor Agreements (ICAs)

➢ Reminders
  • CalCard Statements
  • Travel
  • Purchase Orders (POs)
  • Vendors
  • Three Way Matching
BUSINESS SERVICES
UPDATES
BUSINESS SERVICES EMPLOYEE UPDATE

1. Enrique Heredia, DO Accounting Coordinator
2. Amani Crosshabeyeh, DO Accounting Coordinator COF
3. Ivan Medina, DO Accounting Tech II
4. Susan Hubbell, BC Accounting Tech II
OUT OF STATE TRAVEL

1. AB 1887 Travel Prohibition – GU001-funded travel is not subject to the ban.
   • The following states are currently subject to California’s ban on state-funded and state-sponsored travel:
     1. Alabama
     2. Kansas
     3. Kentucky
     4. Mississippi
     5. North Carolina
     6. South Dakota
     7. Tennessee
     8. Texas
Out of State Travel

• Exceptions: The Legislature created exceptions in AB 1887 that allow travel to banned states in certain circumstances. (Gov. Code, § 11139.8, subd. (c).) These exceptions only apply if travel to a subject state is "required." (Ibid.) Specifically, AB 1887 does not apply to state travel that is required for any of the following purposes:

1. Enforcement of California law, including auditing and revenue collection.

2. Litigation.

3. To meet contractual obligations incurred before January 1, 2017.

4. To comply with requests by the federal government to appear before committees.

5. To participate in meetings or training required by a grant or required to maintain grant funding.

6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.

7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

(Gov. Code, § 11139.8, subd. (c).)
**AMAZON ORDERS**

1. Business Services is working on a solution to address the Amazon tax issue and purchase orders.

2. Amazon is combining taxable and non-taxable items. Identify which is taxable and which is non-taxable and use the appropriate vendor:
   - AMACOM1 – Vendor does **not** collect tax; always add taxes as we have to pay the Board of Equalization.
   - AMACOM3 – Vendor collects taxes.
INDEPENDENT CONTRACTOR AGREEMENTS (ICAs)

1. ICAs/contracts/agreements are required for all goods and services, unless instructed otherwise. Please refer to the Independent Contractor Agreement FAQ Memo Revised 10/1/16 for more information.

2. Submit the ICA/contract/agreement prior to entering a PO.

3. PO’s Document Text should reference the status of the ICA/contract/agreement.
   • Use “ICA on file” or “Contract submitted to CFO’s office for review”.
   • Note: ICAs are usually specific to the department’s needs. Certain dates and compensations are determined and the ICA is submitted to the Board for ratification/approval. Usually, other departments are not able to “piggyback” on another department’s ICA.

4. Any ICA where the compensation is funded from a Foundation account is considered a Foundation ICA and no KCCD board ratification or approval is needed. Therefore, we should not submit Foundation ICAs for District signatures.

5. Any goods or services related to maintenance/furniture, departments must notify M&O.

6. Any goods or services related to electrical/network/software, departments must notify IT.
Reminders
**CALCARD STATEMENTS**

1. Must be received by Business Services (Lety) **10 days after the statement date.** (Due date TBD).

   - **Required supporting documentation:**
     - Separate typed sheet with FOAPALs and business purpose.
     - Original receipts.
     - If applicable, copy of travel form with appropriate signatures, list of attendees/signin sheet, and agenda.
     - CalCard users can request for online access to account from Cammie Ehret-Stevens, Purchasing Analyst, x5155. Online statements may be submitted.
     - Prepaid expenses charged to a CalCard – Must use current fiscal year’s budget for FOAPAL on the statement and complete an expenditure transfer form to account 9221BA to record the prepaid expense.
     - Split FOAPALs – Can only use one FOAPAL per transaction on the statement. Complete an expenditure transfer form to correct the funding source.

   - **CalCard Limit Increases**
     - Temporary increase: Submit request for temporary increase by email to supervisor with amount, end date, and business purpose/justification. Forward for approval through the chain of command. VP FAS office will forward to Director of Accounting Services and Purchasing Analyst.
**TRAVEL**

1. All travel forms and supporting documents must be submitted to Business Services (Lety). Business Services will stamp it prior to sending to the DO to show that the documents have been reviewed.

2. Prepayment:
   - Hotel/Lodging only: PO Commodity Description must state the hotel confirmation number, attendee’s name, and travel dates. PO’s Document Text must state the name of the conference and other applicable details. Total must be provided by hotel. No handwritten total amounts. Supporting documents include signed travel form, hotel confirmation, and agenda.
   - Registration: Need registration total amount due. Ensure remit address is on paperwork. Include signed travel form and agenda in supporting documents.
   - Airfare: Reimbursed with receipt showing amount paid. Include signed travel form and agenda in supporting documents.
   - Enterprise: PO Commodity Description must state confirmation number, travel dates, and driver. Ensure auto agreement is on file.
3. Travel Reimbursement:

- All paperwork, including agenda, needs to be submitted after PO approval. Original receipts for reimbursement; copies of receipts when prepaid with other form of payment, such as CalCard.
  - Travel Authorization form signed by traveler and supervisor in both estimated and actual cost sections.
  - Receipts are required for transportation, gas, hotel/lodging, registration, parking, internet, baggage claims, and other expenses.
  - Mileage: Include Google Map and auto agreement must be on file. Ensure insurance cards are current.
  - Per Diem/Meals: No receipts are required. No per diem for one day travel; except when staff are traveling with students – must submit receipts and will be reimbursed up to the per diem allowance.
  - PO Commodity Description - Repeat on each line the conference info (travel dates, etc.) before each item.
    - Example: ACBO Conf 5/28-5/30 Reimb Per Diem
    ACBO Conf 5/28-5/30 Reimb Mileage
    ACBO Conf 5/28-5/30 Reimb Parking
**PURCHASE ORDERS (POs)**

1. Invoices must be submitted to process payments. Cannot pay off of statements, quotes, packing slips, estimates, etc.

2. If PO has non-sufficient funds, do not complete. Must submit a budget transfer prior to completing PO.

3. Do **not** ship to home addresses. Always ship to campus Shipping and Receiving.
VENDORS

1. Verify vendor address when entering POs. If address needs to be updated or verified, contact Cammie Ehret-Stevens x5155.

2. If employee is not set up as a vendor in Banner, notify Cammie. The PO to the employee cannot be completed until they are set up as a vendor.

3. Note out of state vendors and select the appropriate sales tax amount. If out of state vendor does not show tax, add sales tax as we have to pay the Board of Equalization for purchase of items. This would not include registrations, membership dues, etc.
THREE WAY MATCHING

1. Threeway_match@kccd.edu sends out an email to users when a PO has an approved invoice but has not been received at the campus Shipping and Receiving.

   • If items have been received by the department but was not delivered by campus Shipping and Receiving, email Steve Adams at Shipping and Receiving (sadams@bakersfieldcollege.edu) the PO number and when the item was received.

   • You will continue to receive the email notification until the items have been received by campus Shipping and Receiving.
RESOURCES

- Contacts
  - Lety Alvarez x4853
  - Christine Morales x4492
  - Julie Gonzalez x5168
  - Carlene Feichter x5035
  - Somaly Boles x4203
Questions