



Comptroller's Corner

VMI

Volume 1, Issue 3

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From The Desk Of The Comptroller....

We hope that you find this edition of Comptrollers' Corner useful and informative. I'd like to say kudos to everyone for helping make VMI's Small Purchase Charge Card (SPCC) program such a success. As you can see in the story on page 2 VMI far exceeds the state in utilization, saving the Institute money and maximizing our rebates. These seemingly small steps are extremely important in helping VMI manage the budget with reduced state funding. Keep up the good work!

Inside you will also find helpful tips for planning your upcoming travel or disposing of unneeded furniture and equipment. We welcome suggestions for anything you would like to see covered in future issues. And as always, feel free to reach out with any questions or concerns.

LTC Irma Bailey

Inside this issue:

[Why Use SPCC](#) 2

[Spring Cleaning](#) 3

[5 Simple Steps for Easier Travel](#) 4

Non-Compliance Reporting

In January and May of each year the Deputy Superintendent for Finance, Administration and Support reports to the AFP committee of the Board of Visitors regarding VMI's non-compliance with purchasing and fiscal policies. In January, VMI reported seventy-four (74) instances of non-compliance. The following is a summary of those violations:

- ◆ Improper procurement (25)
- ◆ Late payment (23)
- ◆ Lack of travel authorization (15)
- ◆ No lodging/meal exception approved in advance (9)
- ◆ Lack of proper approval for international travel (2)

We appreciate your assistance in ensuring that VMI's purchasing and fiscal policies are followed. These policies can be found on our website in the [Colleague Department Manual](#). For questions concerning purchasing please contact [Kathy Tomlin](#) (Ext 7166). Questions concerning travel can be addressed to [Anita Davis](#) (Ext 7150).





Why Use the Small Purchase Credit Card?

Small Purchase Charge Card (SPCC) Utilization

VMI is required by the Department of Accounts to, whenever possible, utilize the Small Purchase Charge Card (SPCC) to make payments to vendors of \$5,000 or less.



Doing so realizes a cost savings by eliminating invoice processing and cutting checks. In addition the Institute receives a rebate from Bank of America based on our annual purchases. Our rebate earned in FY 2012 was \$58,244.

The Commonwealth's threshold of 80% for FY13 recognizes that there will be circumstances when a vendor accepts the VISA Card for one good or service but not for others. The lower threshold prevents state agencies from being penalized in these instances. VMI's utilization was 96% for the first quarter of FY13, far exceeding the mandated threshold and the current statewide average utilization of 79%. Keep up the good work!

If you encounter a vendor who charges a fee to utilize the VISA Card, please provide the following information to your representative in the Purchasing Department:

Vendor Name;
Tax ID;
Address;
Phone;
Contact Name (if you have one)

DOA's Charge Card Administration Team and Bank of America will research and contact the vendor. You will be informed of the end results as soon as they are available.

If you have any questions regarding the small purchase charge card program please contact [Charlene Wilson](#), Ext 7323.





IT'S ALMOST TIME FOR SPRING CLEANING!

VMI's annual Spring clean-up is only a short time away. Here are a few things to keep in mind when cleaning up unwanted and extra supplies.

- 1) **Do not throw any equipment or furniture away.**
- 2) Check with other departments to find out if items are needed elsewhere. If so, complete an [Equipment Transfer-Replacement Form](#).
- 3) If items are unwanted by another department, complete a [Disposition of Equipment Form](#).
- 4) Submit the [Disposition of Equipment Form](#) to Surplus Property. The department will then receive a Surplus Tag that will be affixed to the piece of equipment. Physical Plant will remove the item from the department.



If you have any questions or need help locating the proper form contact, [Karen Staton](#) Ext 7223 (Surplus Property) or [Jonathan Duff](#), Ext 7162 (Fixed Assets). Also, if items are not picked up within a week's time of receiving surplus tags, contact [Karen](#).



Please support VMI's effort to keep our environment clean and safe—Reuse or recycle unwanted items whenever possible.

To view VMI's complete fixed asset policies and procedures visit the Comptroller's website-[Colleague Finance Departmental Manual-Section 80000](#)



We're on the web!
www.vmi.edu/Comptroller



Quick Links to Frequently Used Travel Forms:

- [Travel Authorization Form](#)
- [Lodging-Meal-Incidentals Expense Guide](#)
- [Lodging Exception Form](#)
- [Travel Expense Reimbursement Voucher](#)

Travel Expense Reimbursement Voucher

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- A cartoon illustration of a yellow taxi cab. The driver is a man with a large nose wearing a blue cap and a blue shirt. The passenger is a woman with brown hair. The taxi has a white sign on the roof with the number '123' and a black and white checkered sign on the side. The license plate also has the number '123'. The taxi is driving on a road indicated by a dashed line.

All of the forms discussed above can be located on the [Comptroller's website-Forms Directory](#).