Comptroller's Corner

VMI

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15 May 2013

From the Desk of the Comptroller…

Over the past couple of months we have received several inquiries about the process for Ricoh billing. For a summary of the process and types of issues handled by the Comptroller's Office versus those that fall on Information Technology see the article on page 4. Hopefully, the implementation issues have been resolved and you will find the process smooth going forward. However, please feel free to reach out if you still have comments or concerns.

Also, be sure to note the key deadlines for year-end purchasing and payables processing on page 4. We will do our best to make sure that expenditures post against your current year funds, but we need your help to ensure sufficient time for processing.

As always, we welcome your suggestions for future newsletter items. I hope everyone enjoys their summer!

LTC Irma J. Bailey

Inside this issue:

SPCC Cardholder Review	2
BB&T@Work Benefits	3
Year-End Purchasing Notice	4
Payroll Notice-Healthcare	4
Monthly Ricoh Charges	4

Purchasing Office Welcomes New Employee

Matthew Padfield
Procurement Officer

The Purchasing Office is pleased to welcome Matthew Padfield as the newest member of the procurement team. Matthew graduated from Liberty University in 2012 with a Master's degree in Accounting. Prior to attending college, he served for six years in the US Army. His wife, Stephanie, is a sonographer at Carilion Stonewall Jackson Hospital and they have one child, Zachary, who attends Central Elementary. Matthew's procurement responsibilities include many departments across Post including Physical Plant, Auxiliary Services and the Commandants Office and its programs. He has also been named as VMI's Surplus Property Officer.

Please take a moment to introduce yourself and let Matthew know how he can be of help to you.

What To Expect When Your Small Purchase Credit Card (SPCC) files are requested for review

SPCC audits are required by the Commonwealth of Virginia Department of Accounts and all cardholders are required to participate in this annual event. Typically, your credit card files to be audited are for the prior fiscal year (1 July – 30 June).

To avoid common audit points ensure that you are following these procedures when placing and documenting SPCC purchases:

- Ensure tax was not paid; VMI is tax exempt.
- Ensure all of your purchases are under the delegated purchased amount. Order splitting in an attempt to circumvent these limits is not permitted.
- Use mandatory sources, as applicable (i.e., VIB, VCE, etc.).
- Mark transactions as either "processed eVA" or "exempt eVA" on the transaction log.
- Obtain appropriate signatures on the cover sheet. The cover sheet must be signed by cardholder and the reviewer/supervisor.
- Use SWaM vendors when available; otherwise obtain written permission from Purchasing for an exemption.

Here is a checklist to help you complete the audit process painlessly:

⇒ Files should be in date order as they appear on your statement, not on your log.

⇒ Copies of all eVA orders must be on top with any supporting documentation attached.

⇒ Supporting documentation includes paid receipts and, as applicable, quotes, packing slips and approvals from the appropriate signatory (approver) for orders over $1,000. If you have purchased an Information Technology related item, approval from IT must be obtained, in writing, and kept with all other supporting documents.

⇒ Tape small receipts to an 8-1/2" x11" sheet of paper to avoid them being misplaced.

<u>Your Procurement representative is available to assist you and answer any questions you might have.</u>

BB&T@Work Offers Banking Service Benefits To VMI Employees

VMI has contracted with BB&T for banking services. This contract offers VMI employees an exclusive banking benefits package of premium financial services. With **BB&T@Work, you will receive**:

- No fee checking with direct deposit
- No fee BB&T check card
- No fee BB&T On-Line banking and bill payment
- Bonus interest rates on Savings accounts
- $300 discount on new BB&T first mortgages, credited at closing
- Interest rate discounts on home equity loans/lines
- Free first order of any style checks of your choice
- **Plus Package Benefits which include:*****

- $10,000 AD&D Insurance
- $100,000 Common Carrier Insurance
- $2500 Dependent Child AD&D Insurance
- $1000 Dependent Grandchild AD&D Insurance
- $2500 Identity Theft Insurance with Fraud Assistance
- Payment Card Protection
- Vision Care Discounts
- Rx discounts
- Travel and entertainment benefits
- Online local shopping savings
- Rebate rewards of $40/year

INTERESTED IN BB&T@Work?

Enroll at the local BB&T financial center or online at BB&T.com/atwork,

Questions? Contact Bobby Moore at 540-464-1130 or Robert.Moore@bbandt.com

COMPANY ID NUMBER: 25205

The Plus Package program normally has a fee of $3.95/month, but is being offered, at no cost, to those employees of VMI, who open a ***new BB&T @ Work checking account.

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We're on the Web!

www.vmi.edu/Comptroller

YEAR-END PURCHASING AND ACCOUNTS PAYABLE NOTICE

As we approach the end of the fiscal year, please remember the following key dates:

- To help ensure expenditures can be processed from current year funds, process all requisitions by **20 May 2013** with delivery scheduled by **27 May 2013**;
- Submit receiving reports to the Comptroller's Office no later than **21 June 2013** so that payment of invoices can occur in FY 2013;
- Requisitions for next fiscal year (FY 2014) must include the phrase "First Quarter Order."

IMPORTANT PAYROLL NOTICE!

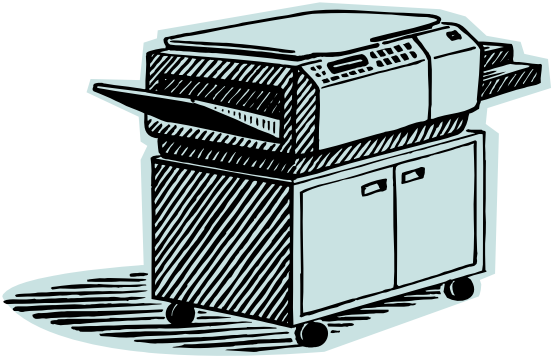
During open enrollment you've received information regarding the changes in healthcare plans and rates. Your 16 July 2013 paycheck will reflect the rate changes.

Open enrollment ends 24 May 2013-Be sure to check out how a flexible spending account can save you money.

Monthly Ricoh Charges for Print Services

The general ledger posting process for Ricoh charges will mirror the small purchase charge card process which posts transactions to departments by a monthly journal entry (JE). You will see Ricoh charges posted to your account by the 27th of each month. A new object code (5521) has been set up specifically for Ricoh print charges to assist in tracking these expenses at the departmental level as well as Institute-wide.

Information Technology manages the service contract with Ricoh and provides a detail listing for each monthly charge. This information can be located on the Information Technology website/Managed Printer/Copier/Ricoh Monthly Invoices.



- Questions or issues related to the operation, usage or location of you printer/copier will be handled through IT at RicohHelp@vmi.edu.
- Questions or issues related to the general ledger account number should be addressed to the Comptroller's office at comptroller@vmi.edu.