

# Comptroller's Corner

VMI

Volume 2, Issue 3

15 February 2014

## From The Desk Of The Comptroller....

Ensuring compliance with Institute and State fiscal policies is a big portion of the responsibilities for the Comptroller's Office. Thanks to the good work and dedication of VMI employees we are fortunate to have an overall transaction compliance rate of 98%. However, as you can read below we still had 86 non-compliant transactions that were reported to the Board of Visitors at their January meeting. The Comptroller's staff is available to answer questions or provide one-on-one training to assist you in properly performing your fiscal-related duties. Let's work together to ensure 100% compliance!

Irma J. Bailey

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## 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 eighty-six (86) instances of non-compliance. The following is a summary of those violations:

- ◆ Improper procurement (19)
- ◆ Late payment (36)
- ◆ Lack of travel authorization (24)
- ◆ No lodging/meal exception approved in advance (6)
- ◆ Improper reimbursement (1)

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).





## Equipment Donations to VMI

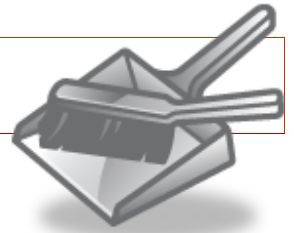
When equipment is donated to the Institute, whether it be a vehicle, computers, or scientific equipment these items MUST be recorded as a fixed asset. Any time you receive donated equipment contact the Fixed Asset Officer.

When donated items need to be documented the following criteria should be collected and submitted on a [VMI Equipment Record Form](#).

- ⇒ The item description, model #, and serial #.
- ⇒ The manufacturer or brand of the equipment.
- ⇒ From whom it was donated.
- ⇒ The estimated value at the time of donation.

If you have any questions or need guidance in determining a donated piece as a fixed asset and filling out the Equipment Form contact [Jonathan Duff](#), Ext 7162 (Fixed Assets).

## VMI Annual Spring Clean-Up Event



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.

- ◆ **Do not throw any equipment or furniture away prior to contacting Surplus at [Surplus@vmi.edu](mailto:Surplus@vmi.edu).**
- ◆ Check with other departments to find out if items are needed elsewhere. If so, complete an [Equipment Transfer-Replacement Form](#).
- ◆ If items are unwanted by another department, complete a [Disposition of Equipment Form](#).
- ◆ 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 [Matthew Padfield](#), Ext 7223 (Surplus Property) or [Jonathan Duff](#), Ext 7162 (Fixed Assets) or e-mail [Surplus@vmi.edu](mailto:Surplus@vmi.edu). Also, if items are not picked up within a week's time of receiving surplus tags, contact [Matthew](#).

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](#)





## SIX SIMPLE RULES TO HELP PREVENT BECOMING A VICTIM OF CREDIT CARD FRAUD

Rarely a day goes by without the news media carrying stories related to credit card fraud. The number of instances of credit card fraud are rising quickly. Here are a few simple steps you can take to help protect yourself from becoming a victim when using credit cards.

1. If you receive an email asking for your credit card details, delete it. **Never** respond to such emails, even if they seem to be official email from your bank.
2. As soon as you receive your credit card, sign the back of it. If you lose a card that doesn't have your signature, someone else may sign it and use that card as you.
3. Whenever possible, use your credit card for online shopping. Avoid using a debit card. Most fraudulent charges on credit cards can easily be disputed, but it is difficult to dispute them with a debit card as the money is automatically deducted from your bank.
4. Don't enter your credit card into an unsecured website. Make sure the address uses "https" rather than "http". Also make sure your browser displays the secure lock.
5. Before giving a credit card number to a merchant over the phone make sure they have a website and have provided physical contact information. Check whether they participate in the Better Business Bureau.
6. Check your credit card statement every time you receive it, and make sure there are no unauthorized charges. If you find any discrepancies in your credit card statements regarding charges notify the credit card issuer within 60 days of receiving the statement.



## BEFORE SIGNING

Pursuant to Institute policies, only designated signatories are authorized to sign documents that bind the Institute in any way. Contracts, agreements, leases and other such documents should be sent to Procurement Services for review and signature.



COMPTROLLER'S OFFICE  
Smith Hall - 3rd Floor

Phone: 540-464-7270  
Fax: 540-464-7794  
E-mail: [comptroller@vmi.edu](mailto:comptroller@vmi.edu)

We're on the web!  
[www.vmi.edu/Comptroller](http://www.vmi.edu/Comptroller)

## COMPTROLLER'S OFFICE FORMS

All forms required by the Comptroller's Office can be found on the following link:

[http://www.vmi.edu/Administration/  
Finance\\_Administration\\_Support/  
Comptrollers\\_Office/Forms\\_Directory/](http://www.vmi.edu/Administration/Finance_Administration_Support/Comptrollers_Office/Forms_Directory/)

When submitting travel authorizations, reimbursements, payment requests or making other requests, only submissions using the official form will be processed. All other submissions will be returned to the originator.

## TRAVEL TIPS

Once you have secured funding for travel what next?

Here are five simple steps to get you started on the right foot.



1. **Fill out a [travel authorization form](#)** Identify the eligible rates for your destination by reviewing the [lodging guidelines](#) found on the Comptroller's website under the [Colleague Department Manual-Section 40000](#).
2. **Lodging Rate Exception** — If your lodging rate is over the approved limit you must prepare a [lodging exception form](#) **BEFORE** the trip.
3. **Keep Receipts** — While traveling keep all receipts relevant to your travel. This includes lodging, tolls and public transportation. Meal receipts are not necessary if you are claiming a per diem.
4. **Prepare Travel Reimbursement** — Upon return you will fill out a [travel reimbursement form](#) attaching all of the required receipts.
5. **ASK QUESTIONS — This is the most important step!** Ask questions **BEFORE** you leave. Forward all travel questions to [Anita Davis](#), Ext 7270 or [Kathy Tomlin](#), Ext 7166.