

UNIVERSITY of **HOUSTON**

COLLEGE OF TECHNOLOGY

Standard Operating Procedures

FY 16

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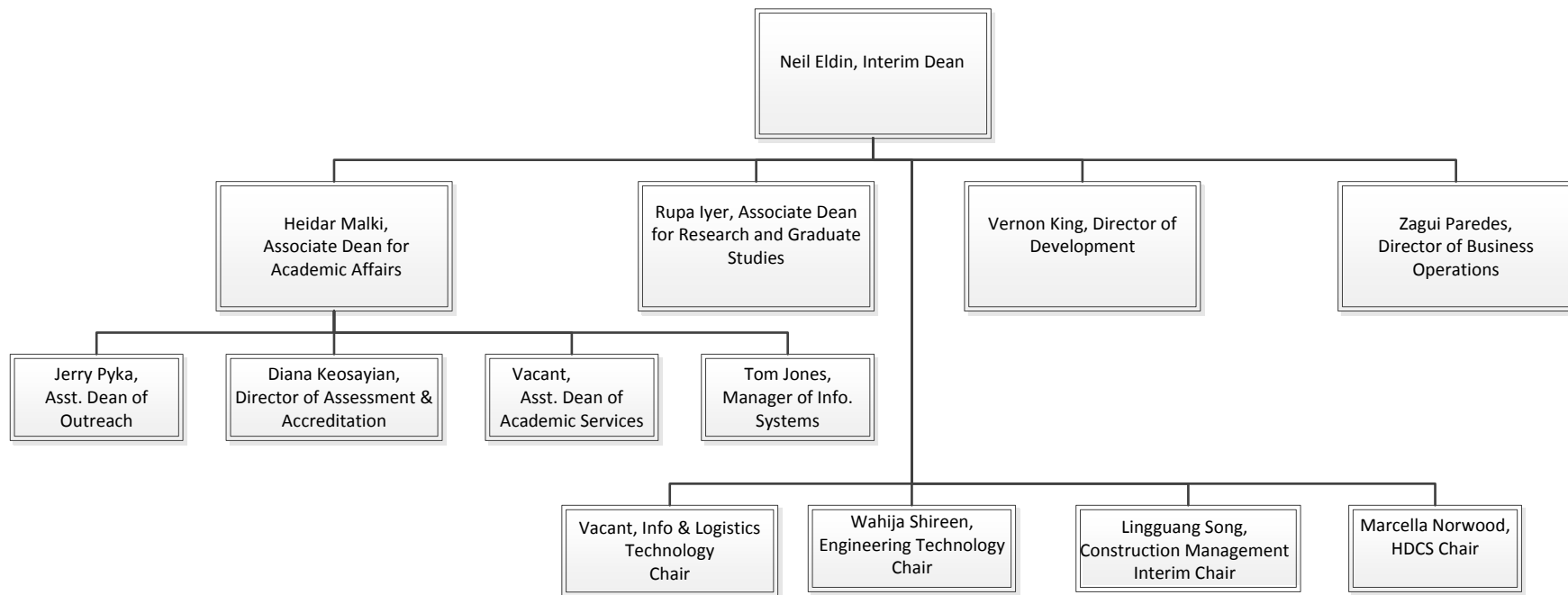
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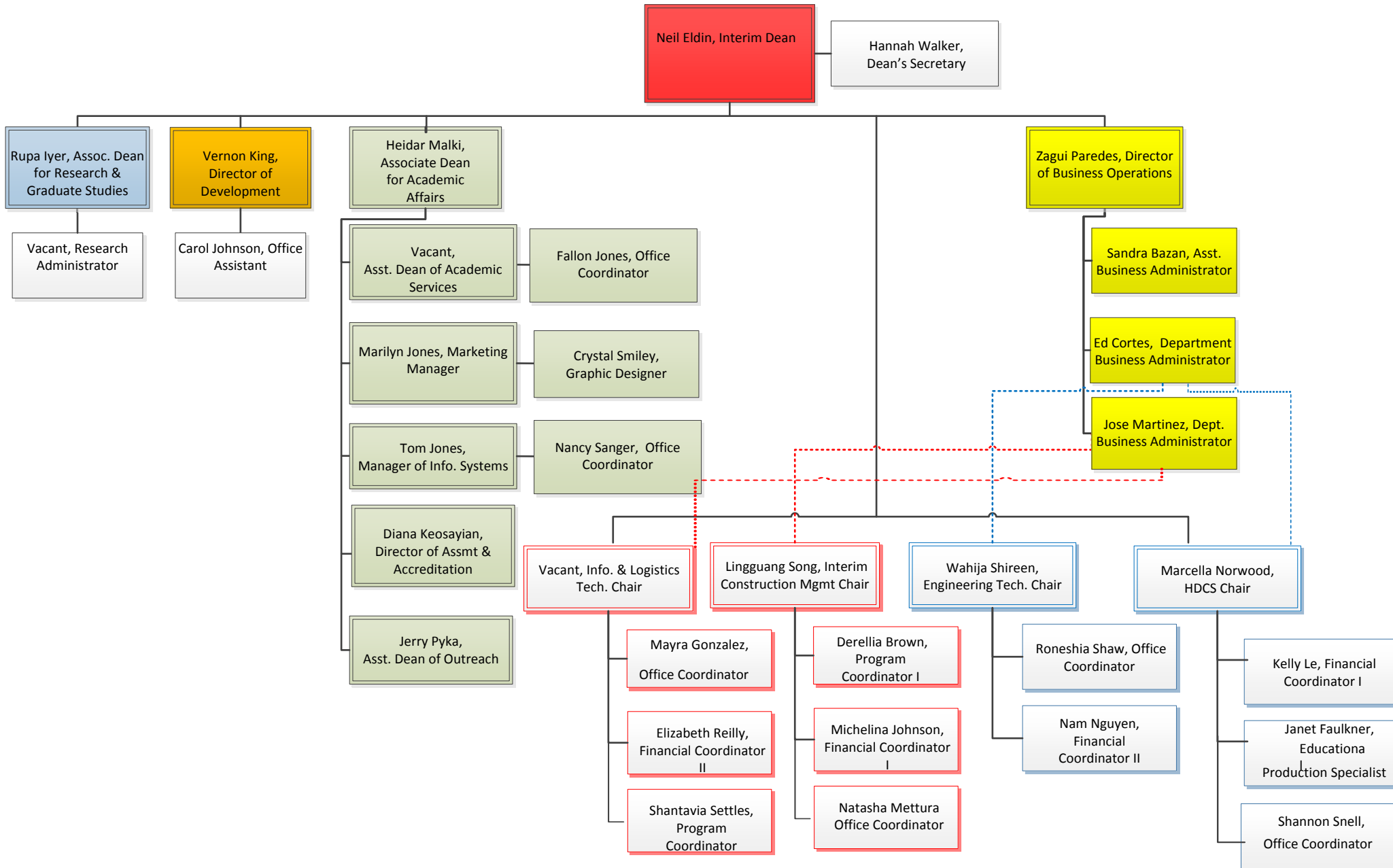
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ORGANIZATION CHART FY 16



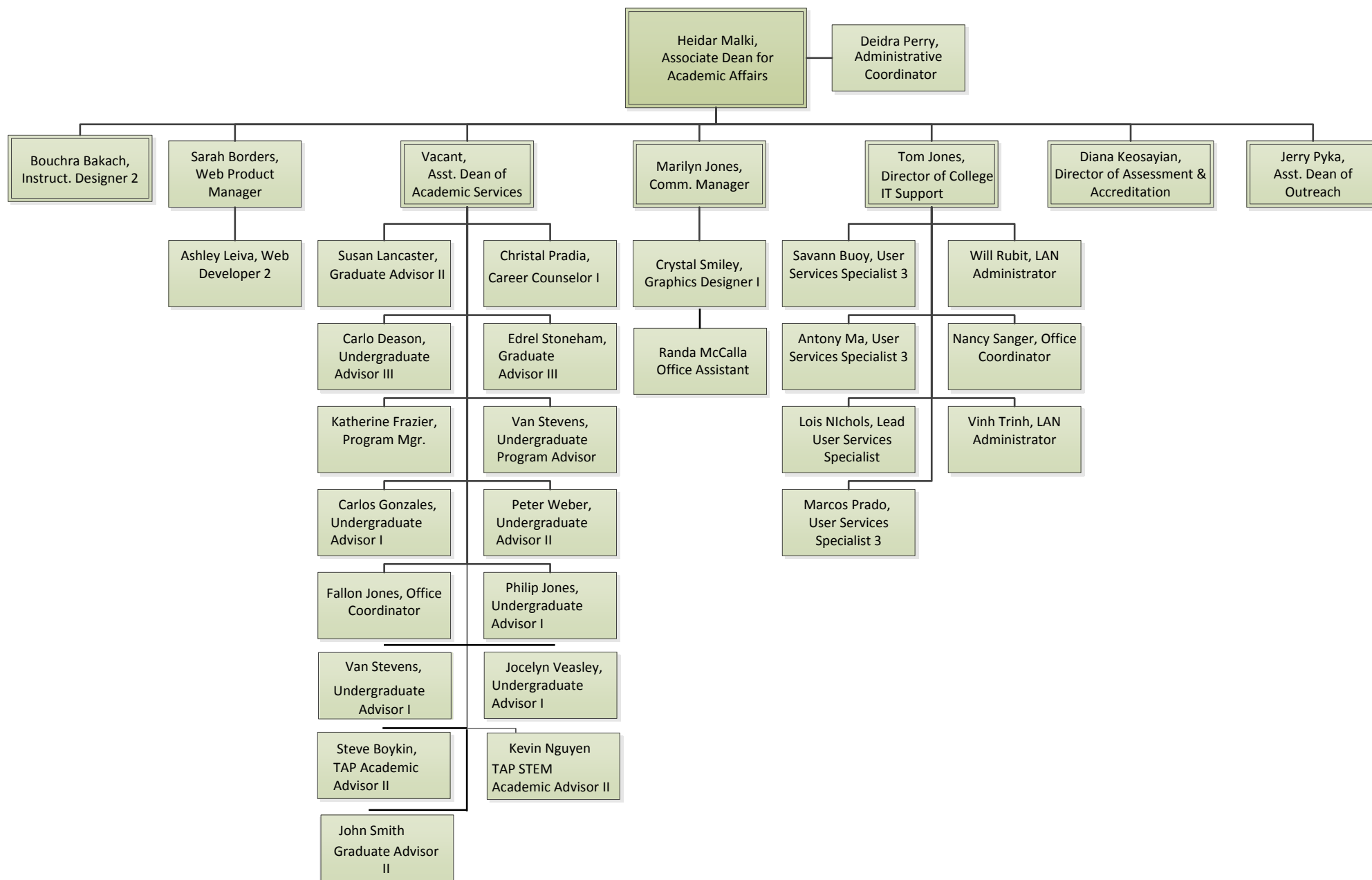
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ADMINISTRATIVE ORGANIZATIONAL WORKFLOW FY 16

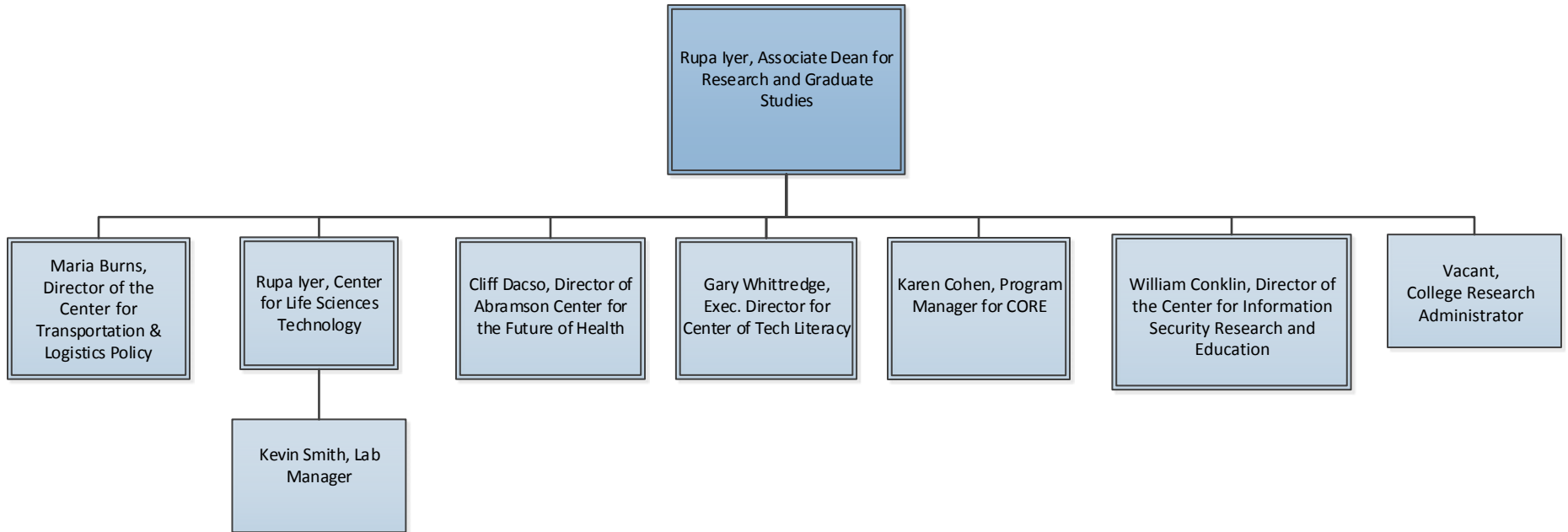


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ASSOC. DEAN ORGANIZATION CHART FY 16

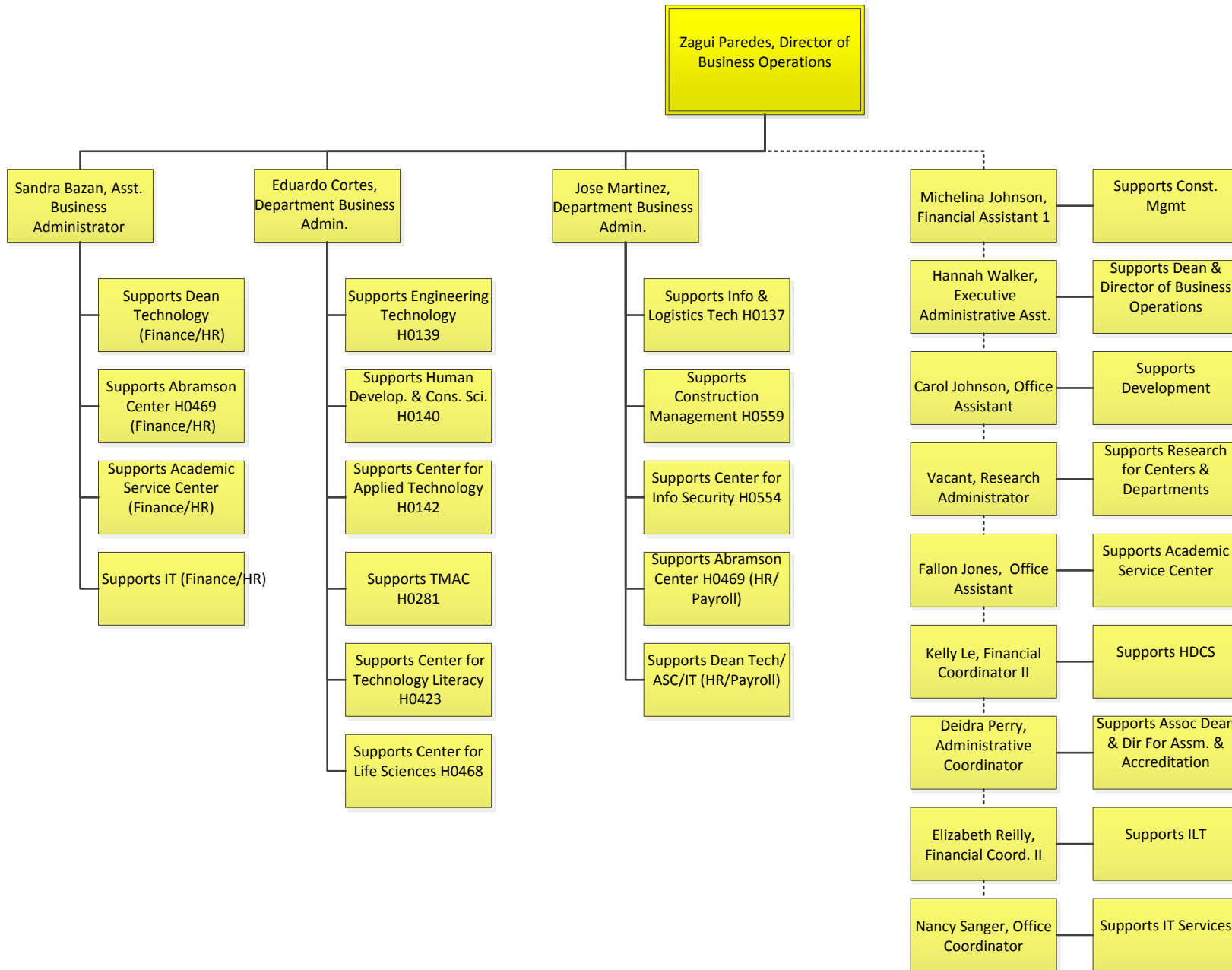


RESEARCH & CENTERS ORGANIZATION CHART FY 16



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BUSINESS PROCESS WORKFLOW FY 16



Monthly Reconciliation Verification Procedure FY16

1. Purpose

The following procedure explains the cost center verification process at the University Of Houston College of Technology. Cost center verifications are an important internal control for ensuring that authorized transactions post to the correct cost centers.

2. Definitions

- A. *Business contact* is the person who handles section C of the monthly reconciliation procedure. They will run all required reports for their designated area.
- B. *Cash handler* is the person who handles incoming cash within the department. This person is the custodian of the cash & check receipt books. At the end of the month the *Cash handler* will scan a copy of their cash & check receipts for the month to the J drive cash log scan folders so the *DBA/Reconciler* can complete the monthly reconciliation.
- C. *Cash receiver* will create the general ledger deposit of the cash. This person must ensure the timeliness of the deposit and is responsible for checking the status daily until it's posted by A/P.
- D. *Cost Center Manager* verifies that the monthly reconciliation is done accurately, and in a timely manner. They will complete the monthly verification form for their cost centers.
- E. *Cost Center Verification form* is the form that must be completed by the *DBA/Reconciler* & the *Cost Center Manager* at the end of the month. This form must be retained to be in compliance per UH Policy; [MAPP 05.04.02](#) .
- F. *DBA/Reconciler* is responsible for the reconciliation of the deposits vs. logs for the month. They will verify all deposits have posted and will notify the *Cash receiver* if there are discrepancies, and ensure the *cash receiver* corrects them.
- G. *GL Close Calendar* is the Scheduled closing Dates and Status for Financial System University of Houston System for the current fiscal year.
- H. *NCWS(Non College Work Study)* is the person who runs the 1074 verification worksheets for the college at the periods closing per the *GL Close Calendar*.

3. Procedure

- A. At the end of each month, the **designated NCWS** runs the 1074 Verification Worksheet for all active cost centers in the college. The NCWS will save the excel and PDF version by period in the J:\Dept Monthly Checklist and Recons\COT RECON FY--\H--- (Yr/Dept.)

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- B. DBA/Reconciler reviews the transaction spreadsheets to verify that all transactions belong to that department. It's necessary to type an "x" in the Verified column of verified transactions.**
- 1) Review transactions that were generated at the department level, such as vouchers (expense only), SC vouchers, GL journals, budget journals, and requisitions. **Verify that the document creator belongs to your department. Any transfers or other financial document not created within the depts. needs to be flagged and followed up with to verify accuracy.**
 - 2) Review P-Card and Travel Card transactions, which have the last four digits of the card number in the transaction description. **Verify that all cards belong to your department.**
 - 3) Review other vouchers created by Accounts Payable (in addition to P-Card and Travel Card), such as vouchers to HiEd (computer equipment), and vouchers for copier rental or lease. Verify the vouchers are for goods or services requested by the department through a requisition (HiEd and copiers).
 - 4) Review postage, telecom, and Physical Plant charges that are billed by Postal Services, Telecommunications, and Physical Plant to ensure they are reasonable and appropriate on the cost centers charged. DBAs or designees can review detailed charges, if needed, on the Postal Services and Physical Plant websites and in the Telecommunications billing report.
 - 5) It is not necessary to review system generated transactions, such as accounts payable liability, payroll liability, indirect cost expense (grants), revenue recognition (grants), letter of credit (grants), etc.
 - 6) It is not necessary to review payroll-related expense transactions on the Verification Worksheet, which summarize transactions from the HR System. The detailed transactions (by employee) will be reviewed in a separate step below.
- C. The business contacts will complete and upload the following reports. Save all queries and reports that were run to the appropriate folders and by period in the monthly checklist folders:**
- 1) Run the Fiscal Year Suspense report in the HR System to see if the department has any payroll suspense. Instructions for running the report are at: <http://www.uh.edu/hrms/training/docs/runfiscalyear.pdf>
 - a) If their department has payroll suspense that needs to be cleared and, if so, creates correcting entries in PeopleSoft.

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- 2) Run the BOB Report in the HR System. Verify that all employees on the report are paid from the correct cost center. Highlight all employees in your area on the PDF. BOB Report instructions are at: <http://www.uh.edu/hrms/training/docs/BobReport.pdf>
- 3) Run the off cycle and Trial and Final Payroll Verification Reports during the month when notified by the Payroll Department.
- 4) Create any payroll reallocations if necessary and save in the monthly folder and notify DBA as required.
- 5) Run the following queries to verify their department does not have a liability balance, or any other pending item that needs to be cleared and, if so, creates correcting entries in PeopleSoft:

UHS_OPEN_COMMITMENTS_DETAIL	OPEN COMMITMENTS BY DEPT
UHS_PCARD_LIABILITY_BALANCE	SHOWS BALANCES IN ACCT 20109
UHS_TRAVEL_CARD_LIAB_BALANCE	SHOWS BALANCES IN ACCT 20110
UHS_WF_AP_NOT_POSTED	AP VOUCHERS NOT POSTED
UHS_WF_GL_NOT_POSTED	GL JOURNALS NOT POSTED
UHS_WF_REQ_NOT_APPROVED	REQUISITIONS NOT APPROVED
UHS_WF_SC_NOT_POSTED	SC VOUCHERS NOT POSTED
UHS_AP_UNPOSTED_VOUCHERS	VOUCHERS NOT POSTED WITHOUT WORKFLOW HISTORY
UHS_AP_SEARCH_FOR_VOUCHERS	VOUCHERS NOT APPROVED BY AP

- D. At the month's closing, the DBA, and Cost Center Manager complete the *Cost Center Verification form* and notes any corrections or adjustments needed. Monthly verifications should be completed by the 15th of the month approximately six weeks after the end of the accounting period that closed. For example, verifications for the period ending January 31 should be completed by March 15.

The DBA/Reconciler/Verifier will sign and complete section 1 and the cost center manager needs to sign and complete section 2 on the cost center verification forms.

- E. Retain the following documentation for the current and previous fiscal years:
- Monthly 1074 Verification Worksheets.
 - Monthly Cost Center Verification Logs initialed by verifier or monthly email from verifier to Cost Center Manager or designee with same information contained in the Logs. Same information includes description of cost centers verified, accounting period verified, whether any corrections/adjustments are needed as a result of the verification, and a list of those corrections/adjustments, if any.
 - Memo or email from Cost Center Manager to Department Business Administrator or higher position delegating authority to review the Manager's cost centers, if the Cost Center Manager does not want to perform the review him or herself.

Monthly Reconciliation Verification Procedure FY16**Quick Step by Step Instructions:**

- 1) Per the [GL Closing calendar](#), the NCWS will run the 1074's & Verification reports for the college at the periods closing.
- 2) NCWS saves the verification reports in excel and PDF versions by period number, underscore Program ID in the J drive.

Example: Period 1_A0675, Period 2_A0675

- 3) **NCWS Completes Section I & II** of the Cost Center Verification Form.
- 4) **NCWS** will notify the DBA/Verifier/Reconciler that the month is in the J drive for review.
- 5) **The DBA/Reconciler** will review the verification worksheets & reconcile all journal entries that were created by the *cash receivers* according to the log book scans from the *cash handler*.
- 6) The DBA/Reconciler will ensure that journals & gifts have posted and if there are any discrepancies, they will notify the cash receiver immediately to correct.
- 7) The DBA/Reconciler will initial **Section 1** on the cost center verification form & on the verification worksheet & send approval/notification to **Cost Center Manager (Reviewer)** letting them know the month is available for review.
- 8) The CCM(Reviewer) will initial **Section II** of the Cost Center Verification form and sign off their approval of the month review in the verification worksheet.
- 9) The CCM will email and return to the DBA/Reconciler their approval.
- 10) The DBA/Reconciler will forward the documents to the NCWS.
- 11) The NCWS will save & upload the documents to the designated area and this will complete the month verification for that cost center.

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Cost Center Verification Form

Section 1: I verified transactions for the following cost centers.

Description of Cost Centers Verified (Complete One):

All active cost centers for Dept ID _____

All active cost centers for Cost Center Manager _____

Accounting Period Verified: ____ Fiscal Year: _____ Month: _____

Name of Verifier/Reconciler: _____ Title: _____

Date Verification was Completed: _____ **Initials of Verifier/Reconciler:** _____

Are any corrections/adjustments needed to the cost centers verified? (Y/N) _____

➤ **Verifier notice: Please review the following cost centers for adjustments or corrections needed:**

Cost Center _____ Action Needed _____ Cost Center _____ Action Needed _____

1)		6)	
2)		7)	
3)		8)	
4)		9)	
5)		10)	

Section II: I reviewed the following cost center verifications.

Description of Cost Centers Verifications Reviewed (Complete One):

All active cost centers for Dept ID _____

All active cost centers for Cost Center Manager _____

Accounting Period(s) Reviewed: ____ Fiscal Year: _____ Month(s): _____

Name of Reviewer/Cost Center Manager: _____ Title: _____

Date Review was Completed: _____ **Initials of Reviewer/Cost Center Mgr:** _____

Note: Reviews of cost center verifications must be completed at the month's closing and signed /completed by the cost center managers. The cost center manager must notify their designated DBA upon review and the forms must be maintained for the year in a secure location for audit purposes.

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Finance and Accounting
AREA: Finance and Accounting - General

Number: 05.04.02

SUBJECT: Reconciliation of General Ledger Cost Center Balances

I. PURPOSE AND SCOPE

In order to minimize the risk of unauthorized use of its funds and to ensure that revenues are properly recorded, entries in the PeopleSoft General Ledger (PSGL) must be monitored monthly.

II. POLICY STATEMENT

This document sets general guidelines for the university to follow in developing PSGL verification procedures.

III. GENERAL PROVISIONS

- A. Each department of the University of Houston shall perform a monthly verification of transactions for each of their active cost centers in PSGL to ensure the accuracy and propriety of the entries.
- B. Cost centers are to be monitored each month through the preparation of the UGLS1074 Verification Worksheet. In addition, the verifications are reviewed and approved at least once every six months.
- C. A complete verification includes:
 - 1. Verification that transactions on the UGLS1074 Verification Worksheet, which include all revenue, expense, fund equity, and budget transactions, open commitment, and soft commitment balances, and asset and liability transactions that were entered manually into the system (i.e., not system-generated offsets to revenue and expense), are accurate and in accordance with department records;
 - 2. Identification of transactions that appeared on a cost center in error and require a correction;
 - 3. Preparation and transmittal of requests for corrections to the appropriate office; and
 - 4. Completion, review, and approval of the UGLS1074 Verification Worksheet.
 - 5. The component Controller may approve alternative verification procedures for institutional cost centers managed centrally by finance departments.
- D. Monthly cost center verification reports may be run at the cost center manager, department, or college/division level and must be verified by the unit administrator or designee who is familiar with the transactions for that unit. All delegations must be in writing and retained for auditor review.

- E. Each month, the unit administrator or designee will complete a Cost Center Verification Log or send an email to the cost center manager indicating the cost centers verified, the accounting period verified, date verification was completed, and any corrections or adjustments needed. Documentation of monthly cost center verifications should be completed no later than six weeks after the end of the accounting period. For instance, verifications for January should be completed and documented by March 15.
- F. At least twice each fiscal year, the cost center manager or designee, who must be someone in higher authority than the person who performed the verifications and must be at the unit administrator level or higher, reviews the transactions in the 1074 Verification Worksheets that were previously verified and initials and dates the Cost Center Verification Log. Alternatively, the cost center manager or designee can send an email to the verifier (or reply to the verifier's emails) acknowledging review of the cost center verifications, instead of completing the Cost Center Verification Log. Mid-year reviews (periods 1 through 6) must be completed by April 30 and year-end reviews (periods 7 through 998) by October 31. This review and approval may also be performed monthly, if desired.
- G. Verification reports, including documentation of their review/approval, shall be maintained (paper or computer file) at the department and made available to internal auditors upon request. In addition, a list of transactions that appeared on the cost center in error and require a correction must be maintained with the verification reports. Verification Worksheets reports, Cost Center Verification Logs or emails indicating review and approval, and written delegations of authority to verify transactions and/or review and approve verifications, and related documentation are to be retained for the last period of the previous fiscal year (period 998) and for all periods in the current fiscal year.
- H. Cost centers that will no longer be utilized should be inactivated within 60 days, so they are removed from the list of cost centers to be verified. The responsible department should inactive cost centers by submitting a completed Cost Center Action form to the Budget Office or Office of Contracts and Grants as appropriate. However, cost centers cannot be inactivated until all of the following are true:
 - a. All individual asset and liability account balances are zero.
 - b. The net total of all fund equity accounts is zero.
 - c. The cost center has no open commitments.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance
Review: Every three years on or before August 31

V. APPROVAL

Executive Vice President for Administration and Finance

President

Date of President's Approval: _____

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	04/14/2000	Initial version
2	05/06/2003	Applied revised MAPP template. Title change from "Financial Records System Verification of Account Balances" to "Reconciliation of General Ledger Cost Center Balances." Change from the Financial Records System (FRS) to PeopleSoft General Ledger (PSGL). Added Blank Reconciliation Form and Example Reconciliation Form as Addendums A, B, and C
3	02/17/2005	Introduced documentation of the UGLS1074 Verification Worksheet for verification activities, including a review and approval process. Documentation is retained for the current and previous fiscal year. Documented two conditions for cost centers to meet in order to be inactivated
4	02/28/2007	Documented three conditions for cost centers to meet in order to be inactivated, adding the net total of all fund equity accounts is zero, and removing that the cost center has not soft commitments
5	09/07/2011	Applied revised MAPP template and added new Revision Log. Documentation on retention of Verification worksheets and related documentation changed for last period of previous fiscal year and current fiscal year. Revised the three conditions for cost centers to meet in order to be inactivated

<u>Revision Number</u>	<u>Approved Date</u>	<u>Description of Changes</u>
6	TBD	Added information on length of time between cost center verifications in Sections III.A., III.B, and III.D. Added Section III.C.5 on the component controller approving alternative verification procedures. Added Sections III.E and Section III.F on cost center verification procedure responsibilities and time frames for reviews. Verification worksheets became Verification Reports throughout the procedure. In Section III.G, indicated the retention period for all cost center verification reports, logs and e-mails

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Explanation of Chartfield Values

The following PeopleSoft Chartfields are used to record financial transactions:

Business Unit—Fund Code—Department ID—Program Code—Project/Grant—Account—Budget Reference—Chartfield 1

The following combination of chartfield values constitutes a cost center:

Business Unit—Each UH System component is defined as a business unit.

00730—University of Houston
00759—UH Clear Lake
00784—UH Downtown
00765—UH Victoria
00783—UH System Administration
00797—UH System Consolidated

Fund Code—Are coded by the type of money they represent.

1XXX—State
2XXX—Designated
3XXX—Auxiliary
4XXX—Restricted
5XXX—Grants
6XXX—Endow & Loans
7XXX—Plant
9XXX—Agency

Department ID—Each UH department is assigned a unique department code. The leading character is for the campus. The four numbers following are assigned sequentially.

HXXXX—UH Departments
CXXXX—UHCL Departments
DXXXX—UHD Departments
VXXXX—UHV Departments
SXXXX—UHSA Departments

Program Code—Five digits are assigned to identify a non-project cost center. The five digits tell the purpose of the cost center by expenditure function. The expenditure function is related to NACUBO reporting.

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AXXXX—Instructional programs
BXXXX—Research programs
CXXXX—Public service
DXXXX—Academic support
EXXXX—Student services
FXXXX—Institutional support
GXXXX—Plant
HXXXX—Scholarship
IXXXX—Auxiliary

Project ID—Project cost centers use a common program. The uniqueness of the cost center is provided by the project id. Can be used for grants, capital and other projects. Project id is a seven-digit code.

GXXXXXX—Grant or Sponsored Project
PXXXXXX—Capital or Building Project
AXXXXXX—Administrative Project
IXXXXXX—Internal Award Project

Explanation of Chartfield Values - Account Description

Account—describes the nature of the transactions. Account uses a five-digit code. The first digit of the code describes the type of transaction.

Balance Sheet Items:

1XXXX—Asset
2XXXX—Liability
3XXXX—Fund Equity

Income Statement Items:

4XXXX—Revenue
5XXXX—Expense

Explanation of Chartfield Values - Budget Types and Reference

Budget Reference

1. Budget Reference is the period of time for which expenditures are planned and authorized.
2. UHS has designed six digit budget period coding. Ex: BPXXXX
3. UHS Budget Reference is equivalent to the Fiscal Year.

Budget Types

1. Revenue (REVEST) Budgets – Represent authority to generate and collect revenue.
2. Organization (ORG) Budgets – Represent expenditure budget for non-project/grant cost

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centers.

3. Project/Grant (PROJ_GRT) Budgets – Expenditure budget for project/grant cost centers.

Cost Center Definition

A combination of chartfields constitutes a cost center. These values define whose money it is, what type of money it is, and what type of activity it is being spent to support.

A cost center always includes the following:

Business Unit
Fund code
Department Code
Program Code
Project ID

SpeedType Definition

A SpeedType allows the user to enter “shorthand” keys to trigger a system expansion into the associated cost center values. Each speedtype corresponds to only one cost center.

UH Fund Group Definitions/Restrictions

Operating Funds

Ledger 1 – Educational and General Funds – Funds for administration, institutional expense, instruction and departmental research, physical plant operation, libraries, and other items relating to instruction. Most state appropriations are accounted for in this fund. These consist of our General Revenue Appropriations that are retained in the State Treasury in Austin that the university expends against. There are certain funds in this group that are collected locally, such as tuition and indirect cost that the university collects locally, but is required to deposit in the State Treasury that the university expends against.

Ledger 2 - Designated Funds - Funds arising from sources that have been internally designated by management and approved by the Board of Regents to be used for special purposes. The funds are collected locally and deposited in University of Houston bank accounts. This includes designated tuition and investment income, which are available to the President for central allocation. These funds are also composed of student lab and course fees, whose rate and use is determined by the colleges.

Ledger 3 - Auxiliary Enterprises Funds - Funds for activities that furnish services to students, faculty, or staff for which charges are made that are directly related to the cost of service, such as residence halls, intercollegiate athletics, and food services.

Restricted Funds

Funds Ledger 4 – Scholarship and fellowship funds, primarily gifts and endowments. Use restricted by donor or other outside entity.

Ledger 5 – Contract and grant funds, primarily research, managed by the Office of Contracts and Grants.

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Ledger 6 – Endowment funds. The principal of the endowment is recorded in this fund. Principal of the endowment can only be spent on or after a pre-determined date or period of time, or the occurrence of a specified event.

Capital Projects (Ledger 7)

Capital projects, which are a portion of the Plant Fund group, are used for construction, rehabilitation, and acquisition of physical properties for institutional purposes. In addition, the PeopleSoft administrative systems project is included within these funds at System Administration.

HEAF (Ledger 1 for capital equipment, library books and materials and Ledger 7 for capital projects)

(Higher Education Assistance Funds) Permanent capital funding appropriation provided under Article VII, Section 17 of the Texas Constitution for Texas institutions of higher education beginning September 1, 1985.

HEAF may be used for the following purposes:

- Acquisition of land, with or without permanent improvements.
- Construction and equipping of buildings or other permanent improvements.
- Major repair or rehabilitation of buildings or other permanent improvements.
- Acquisition of capital equipment, library books, and library materials.

Cash Handling Procedure FY 16

1. Scope

The state of Texas and the University of Houston require all employees who handle cash on behalf of the University to complete a cash handling course each fiscal year. All guidelines and MAPP policies must be followed to ensure accountability for money received.

In accordance with [MAPP 05.01.01](#), Cash Handling, all cash transactions involving the University, its colleges, or any departments are subject to all applicable state laws and regulations and University policies and procedures, including University of Houston [System Administrative Memoranda 03.A.07](#), – Petty Cash Procedures, [03.F.01](#) – Gift Acceptance, and [03.F.04](#) – Cash Handling. All University employees have a fiduciary responsibility to the University to handle cash properly, and in accordance with the procedure outlined below.

2. Purpose

This document establishes policies and procedures for handling all cash activities at the University of Houston, including cash acceptance, the deposit of cash, and cash fund maintenance.

3. Definitions

- A. *Cash* is U. S. currency (dollars and coins); personal, business, bank, and cashier's checks; money orders; travelers' checks; or foreign drafts (but not foreign currency.)
- B. *Cash handler* is the person who handles incoming cash within the department. This person is the custodian of the check logs & cash/check receipt books. This person must be authorized and have completed training to be the *cash handler*. At the end of the month the *Cash handler* will give their logs for the month to the *Reconciler* to complete the Monthly Reconciliation.
- C. *Cash receiver* will create the deposit of the cash. This person must ensure the timeliness of the deposit and is responsible for checking the status daily until it's posted by A/P.
- D. *Cost Center Manager* verifies that the monthly reconciliation is done accurately, and in a timely manner. They will complete the monthly verification form for their cost centers.
- E. *DBA/Reconciler* is responsible for the reconciliation of the deposits vs. logs for the month. They will verify all deposits have posted and will notify the *Cash receiver* if there are discrepancies, and ensure the *cash receiver* corrects them.

4. Procedures

When a University employee receives *cash*, it is to be deposited promptly into the appropriate authorized University cost center. Cash receipts totaling \$100.00 or more must be forwarded to

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Student Financial Services (SFS) within one working day of receipt, cash less than \$100.00 must be forwarded to SFS within five working days of receipt. Please time/date stamp the check envelope upon receipt and upload as supporting documentation for compliance purposes. Credit card transactions must be settled daily and recorded daily via journal entry.

Please note: Anytime cash needs to be transported to another building on campus it should be put in a secure sealed bag and transported via the police just as if the check was going to treasury. If checks are going from T1 to T2 this does not apply.

A. Receiving Cash

When a check is received the following steps are to occur:

- 1) **The cash handler is to log the check number, amount, and vendor in a log they solely have access to.**
- 2) **The cash handler will write a receipt for the check and notify the cash receiver there is a check for deposit.**
- 3) **When the cash receiver receives the check, the cash handler will give the cash handler a receipt of the check to attach to the journal documentation.**

B. Acceptable forms of Payment are:

- 1) Currency – Departments are encouraged to accept payments only in US funds
- 2) Checks and Money Orders
- 3) Debit/Credit Cards
 - a. Debit/Credit card transactions should be handled in the same manner as cash transactions. Employees responsible for the processing of debit/credit card transactions must complete annual online training for Credit Card Accounting. Employees can register for this course at the following website:
<http://www.uh.edu/adminservices/training/financeonline.htm>.

C. Create the journal entry for the cash deposit as follows:

- 1) Complete the Cash Deposit Summary Form with 2 signatures, the person who prepared the deposit, and the person who verified the deposit.
- 2) Prepare the deposit slip.
 - a. Make a copy of the slip
 - b. Original is to be placed in the tamper-proof bag. The tamper-proof bag must be transparent, and ordered from the Cashier's office.
 - c. The only items that can be placed in the bag are:
 - I. Small amounts of coin (rolled if it is enough)
 - II. Cash
 - III. Checks (all remittance advices and attachments must be removed)
 - IV. One original Deposit Ticket
 - d. All checks must be listed individually on Deposit Tickets
 - e. Information on the deposit, including: amount of coin, cash, and checks; the date the deposit was prepared; the Department, is listed on the deposit bag.
 - f. The confirmation strip from the deposit bag is retained with other deposit documentation

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- 3) Deposit documentation attached to journals includes:
 - a. A scanned copy of the deposit ticket
 - b. A scanned copy of the Cash Deposit Form
- 4) Journal must be submitted via Workflow Path 2 (Department/College/Division > Student Financial > Accounting), and approved through the Department Approver. The journal should be paper clipped to the outside of the deposit bag. UHPD will not pick up deposits without the journal showing workflow approval level 2.
- 5) Request for pick-up by the UHPD are done via their new web-request page at <http://uh.edu/police/transfers.html>
- 6) Only one Money Transmittal Form can be used for each deposit bag. The UHPD will not pick up deposits where more than one bag is listed per Money Transmittal Form.
- 7) **Personnel who have difficulty with new procedures may be required to retake cash handling training.**

Please note: It is the responsibility of the *cash receiver* that the journal entry is completed in PeopleSoft. Please check status of journal daily until it posts to ensure timeliness of deposit.

PLEASE SEE: [UH DEPOSIT PROCEDURE EXAMPLE](#) AND THE [GL JOURNAL CHECKLIST](#) (scroll to GL Journal checklist) FOR MORE INFORMATION.

D. RETAINING DEPOSIT DOCUMENTS

- 1) Departments must retain copies of reconciled cash register activity logs, checks, credit card documentation, and individual invoices or receipts with departmental records for six months for audit purposes.
- 2) Departmental Cost Center transactions shall be verified monthly. All discrepancies must be cleared when identified and department financial records corrected in accordance with UH System Administrative Memorandum 03.F.04, Cash Handling.
 - a. **At the end of the month, the *cash handler* will give the log book to their areas' designated reconciler to verify check/cash deposits against the monthly verification spreadsheets to ensure all deposits have posted and cleared for the month. If any discrepancies are found, it is up to the *cash receiver*, (the person who created the journal) to correct.**
 - b. **This is part of our monthly reconciliation procedure, See monthly reconciliation process for more details.**

E. Overages and Shortages

Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the deposit journal using account 50015. Departments must maintain a log of all overages/shortages which is recorded on Addendum D, Overage/Shortage Report Form (<http://www.uh.edu/finance/pages/References.htm>) Individual overages/shortages of \$20 or more, or annual cumulative overages/shortages of \$40 or more, must be immediately reported to General Accounting and the Treasurer's Office.

Departments with large cash handling operations may be permitted larger

Cash Handling Procedure FY 16

overage/shortage allowances with permission from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.

F. Endowed gifts

Endowed gifts (check, cash, negotiable stocks or bonds) received by a department should be forwarded to our development assistant who handles Gift Transmittals.

The development assistant will key in the following:

- The donor ID number
- Verify the cost center
- GTF information
- Get appropriate signatures

The log is done at the department level. The GTF must include a certifying signature which indicates the approval of the funds deposited into a cost center that has been established with any applicable funding source restrictions. The

Treasurer's Office will deposit the gift and forward the GTF and documentation to Donor and Alumni Records.

Non-Endowed gifts are sent to Donor & Alumni Records with a Gift Transmittal Form (GTF) and other documentation, including one check copy, within one working day of receipt. The GTF must include a certifying signature indicating that the funds are being deposited into a cost center in accordance with any applicable funding source restrictions.

Gift Transmittal Forms are found at <http://www.uh.edu/finance/pages/forms.htm>.

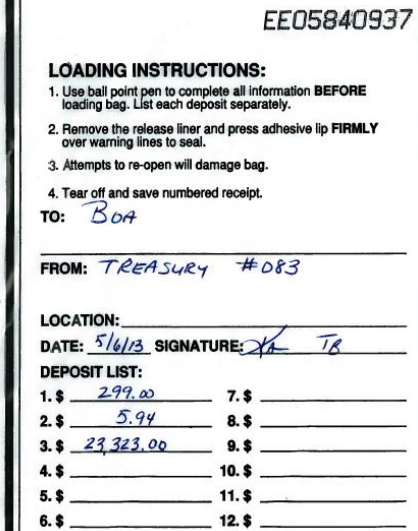
- At the end of the month, the cash handler will give the log book to their areas' designated reconciler to verify check/cash deposits against the monthly verification spreadsheets to ensure all deposits have posted and cleared for the month. If any discrepancies are found, it is up to the cash receiver, (the person who created the journal) to correct.**
- This is part of our monthly reconciliation procedure, See monthly reconciliation process for more details.**

Attached is the Cash-Check deposit procedure desk guide from University Accounting Department.


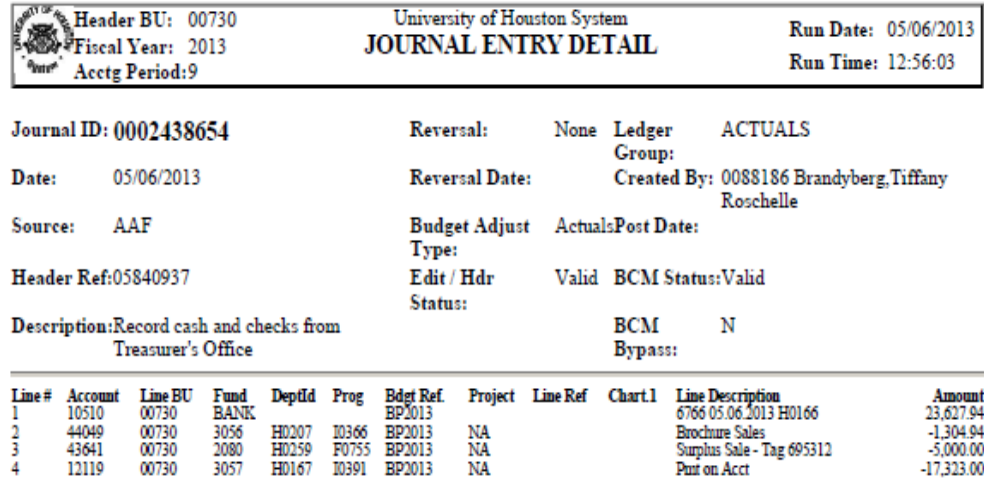
CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples
1.	Collect cash and checks	<ul style="list-style-type: none"> • Cash handlers must be authorized • Acceptable form of receipt must be used • Checks/Money Orders must be made payable to “University of Houston” • Checks must be endorsed immediately upon receipt (or when drawers are balanced) with a UH deposit stamp ordered from the Treasurer’s Office. All stamps must say “for deposit only”. • Checks and cash must be physically safeguarded and stored until submitted for deposit. • Funds totaling \$100 or more must be deposited within one working day of receipt. Funds less than \$100 must be deposited within five working days of receipt.
2.	Prepare checks for deposit	<ul style="list-style-type: none"> • Remove remittance advices from checks • Write each check (check number and amount) on the deposit ticket <ul style="list-style-type: none"> ○ deposit tickets hold 28 checks; if the department regularly deposits in excess of 28 checks, contact the Treasurer’s Office to obtain a check scanner that will deposit checks as credit card receipts • Endorse checks (if not done at time of receipt) with a UH deposit stamp ordered from the Treasurer’s Office. All stamps must say “for deposit only”. • Scan or photo-copy checks (must block bank account and routing numbers)
3.	Prepare cash for deposit	<ul style="list-style-type: none"> • Coins must be rolled unless there are less coins than required • Deposit tickets have a worksheet for bills and coins on the back of the white copy that can be used to organize deposits, but does not have to be used

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples																								
6.	Obtain independent verification of the deposit by a second person who is authorized to handle cash.	<ul style="list-style-type: none"> • Recount cash, coin, and checks • Confirm that cash and coin totals are correct and recorded on deposit ticket accurately • Confirm that checks are all listed separately on the Deposit Ticket accurately and total correctly • Confirm that the Deposit Bag number is written above the account number on the deposit ticket • Confirm that the Deposit Summary form is complete for cash • Confirm that the Deposit Summary form is complete for checks • Signs the Deposit Summary form(s) 																								
7.	<p>Place cash and checks in Deposit Bag with Deposit Ticket and seal Deposit Bag. Both cash verifiers must be present. Because bag is being sealed, cash verification must have already occurred. Deposit Bags must be see-through, and be purchased through the Cashier's Office.</p>	<p>Deposit Bags may contain only:</p> <ul style="list-style-type: none"> • Cash • Small amounts of loose coins (or rolled coins) for the deposit • Checks • One original deposit ticket <p>DEPOSIT BAGS CONTAINING ADDITIONAL ITEMS INSIDE WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>																								
8.	<p>Complete the Deposit Bag:</p> <ul style="list-style-type: none"> • TO: BOA • From: Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number • Location: leave blank • Date: The date the deposit was placed in the Deposit Bag • Signature: Initials of both deposit verifiers • Deposit List: <ul style="list-style-type: none"> ○ Line 1: Cash (currency) Amount ○ Line 2: Coin Amount ○ Line 3: Check Amount (total, do not list checks separately) 	 <p style="text-align: right;">EE05840937</p> <p>LOADING INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Use ball point pen to complete all information BEFORE loading bag. List each deposit separately. 2. Remove the release liner and press adhesive lip FIRMLY over warning lines to seal. 3. Attempts to re-open will damage bag. 4. Tear off and save numbered receipt. <p>TO: BOA</p> <hr/> <p>FROM: TREASURY #083</p> <hr/> <p>LOCATION: _____</p> <p>DATE: 5/16/13 SIGNATURE: <i>TR</i></p> <p>DEPOSIT LIST:</p> <table border="0"> <tr> <td>1. \$</td> <td>299.00</td> <td>7. \$</td> <td>_____</td> </tr> <tr> <td>2. \$</td> <td>5.94</td> <td>8. \$</td> <td>_____</td> </tr> <tr> <td>3. \$</td> <td>29,323.00</td> <td>9. \$</td> <td>_____</td> </tr> <tr> <td>4. \$</td> <td>_____</td> <td>10. \$</td> <td>_____</td> </tr> <tr> <td>5. \$</td> <td>_____</td> <td>11. \$</td> <td>_____</td> </tr> <tr> <td>6. \$</td> <td>_____</td> <td>12. \$</td> <td>_____</td> </tr> </table>	1. \$	299.00	7. \$	_____	2. \$	5.94	8. \$	_____	3. \$	29,323.00	9. \$	_____	4. \$	_____	10. \$	_____	5. \$	_____	11. \$	_____	6. \$	_____	12. \$	_____
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6. \$	_____	12. \$	_____																							


CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples																																																												
9.	<p>Remove the Confirmation Strip from the Deposit Bag and retain as part of your documentation.</p> <ul style="list-style-type: none"> • Date: The date the deposit was placed in the Deposit Bag • Amount: The total amount of the deposit • Signature: Initials of both deposit verifiers 																																																													
10.	<p>Prepare Journal</p> <ul style="list-style-type: none"> • Cash, checks, and coin are deposited to GL Bank 10510 for UH and 10710 for UHS. • The bag number is the Journal Header Reference. The Deposit Bag number will exceed the number of spaces available in the Journal Header Reference line (limited to 8 characters). Truncate from the beginning of the bag number (ex: Deposit Bag number is EE05840937, Journal Header Reference is 05840937) • The Bank (account 10510 or 10710) journal line reference contains the last four digits of the bank account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID. <ul style="list-style-type: none"> ○ Example: <ul style="list-style-type: none"> ○ 6766 05.06.2013 H0166 • Upload Journal support, which includes: <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Cash register/sales system report or receipts, if applicable 	 <table border="1" data-bbox="856 946 1833 1044"> <thead> <tr> <th>Line #</th> <th>Account</th> <th>Line BU</th> <th>Fund</th> <th>DeptId</th> <th>Prog</th> <th>Bdg Ref</th> <th>Project</th> <th>Line Ref</th> <th>Chart 1</th> <th>Line Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10510</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2013</td> <td></td> <td></td> <td></td> <td>6766 05.06.2013 H0166</td> <td>23,627.94</td> </tr> <tr> <td>2</td> <td>44049</td> <td>00730</td> <td>3056</td> <td>H0207</td> <td>I0366</td> <td>BP2013</td> <td>NA</td> <td></td> <td></td> <td>Brochure Sales</td> <td>-1,304.94</td> </tr> <tr> <td>3</td> <td>43641</td> <td>00730</td> <td>2080</td> <td>H0259</td> <td>F0755</td> <td>BP2013</td> <td>NA</td> <td></td> <td></td> <td>Surplus Sale - Tag 695312</td> <td>-5,000.00</td> </tr> <tr> <td>4</td> <td>12119</td> <td>00730</td> <td>3057</td> <td>H0167</td> <td>I0391</td> <td>BP2013</td> <td>NA</td> <td></td> <td></td> <td>Put on Acct</td> <td>-17,323.00</td> </tr> </tbody> </table>	Line #	Account	Line BU	Fund	DeptId	Prog	Bdg Ref	Project	Line Ref	Chart 1	Line Description	Amount	1	10510	00730	BANK			BP2013				6766 05.06.2013 H0166	23,627.94	2	44049	00730	3056	H0207	I0366	BP2013	NA			Brochure Sales	-1,304.94	3	43641	00730	2080	H0259	F0755	BP2013	NA			Surplus Sale - Tag 695312	-5,000.00	4	12119	00730	3057	H0167	I0391	BP2013	NA			Put on Acct	-17,323.00
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CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples																														
11.	Submit the Journal through workflow path 2 (Dept/College/Division – Stu Fin – Accounting Office) to obtain the Departmental Approval (approval level 2).	<div style="border: 1px solid black; padding: 5px;"> <p>Route To</p> <p>*Please select the appropriate approval path:</p> <p><input type="radio"/> Dept/Coll/Div - Accounting Office</p> <p><input checked="" type="radio"/> Dept/Coll/Div - Stu Fin - Accounting Office</p> <p><input type="radio"/> Dept/Coll/Div - OCG - Accounting Office</p> </div>																														
12.	When the Departmental Approval is obtained, print out the Journal showing the Departmental Approval and paper-clip the Journal to the Deposit Bag.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left;">Approval History</th> </tr> <tr> <th style="width: 5%;">Step</th> <th style="width: 10%;">Status</th> <th style="width: 30%;">Date Timestamp</th> <th style="width: 15%;">User ID</th> <th style="width: 40%;">Name</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>I</td> <td>05/06/2013 12:54 PM</td> <td>0088186</td> <td>Brandyberg, Tiffany Roschelle</td> </tr> <tr> <td>01</td> <td>A</td> <td>05/06/2013 12:55 PM</td> <td>0082994</td> <td>Drew, Margaret L</td> </tr> <tr> <td>02</td> <td>P</td> <td>05/06/2013 12:54 PM</td> <td></td> <td></td> </tr> <tr> <td>03</td> <td>P</td> <td>05/06/2013 12:54 PM</td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;">DEPOSITS SUBMITTED WITHOUT AN ATTACHED COPY THE JOURNAL THAT SHOWS DEPARTMENTAL APPROVAL WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, AND WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>	Approval History					Step	Status	Date Timestamp	User ID	Name	0	I	05/06/2013 12:54 PM	0088186	Brandyberg, Tiffany Roschelle	01	A	05/06/2013 12:55 PM	0082994	Drew, Margaret L	02	P	05/06/2013 12:54 PM			03	P	05/06/2013 12:54 PM		
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CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples																														
13.	<p>Prepare the Money Transmittal Form Only one Deposit Bag can be listed per Money Transmittal Form. If multiple deposits are being submitted, separate Money Transmittal Forms must be used.</p> <p>Money Transmittal Forms must be ordered from the Cashier's Office.</p> <ul style="list-style-type: none"> • Bag Number: Of deposit bag • Date: Date UH Police Department pick-up requested • From (1st line): Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number • No. Items (1st line): 1 • Said To Contain (1st line): Total amount of deposit • Prepared/Received (1st line): Initials of person preparing the Money Transmittal Form • UHS (1st line): will be initialed by the UH Police Department representative that picks up the deposit. • To (2nd line): Cashier's Office <p>The UH Police Department representative will leave the white copy with the department.</p>	<div style="text-align: right; font-weight: bold; font-size: 1.2em;">MONEY TRANSMITTAL</div> <div style="text-align: right; margin-top: 5px;">No 208641</div> <div style="text-align: right; margin-top: 5px;">BAG NUMBER <u>EE05840937</u></div> <div style="text-align: right; margin-top: 5px;">DATE <u>5/6/13</u></div> <div style="margin-top: 10px;">  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">OFFICE</th> <th style="width: 15%;">NO. OF ITEMS</th> <th style="width: 15%;">SAID TO CONTAIN</th> <th style="width: 15%;">PREPARED/RECEIVED</th> <th style="width: 10%;">UHS</th> <th style="width: 10%;">TIME</th> </tr> </thead> <tbody> <tr> <td>From <u>TREASURY #083</u></td> <td><u>1</u></td> <td><u>\$ 23,627.94</u></td> <td><u>[Signature]</u></td> <td></td> <td></td> </tr> <tr> <td>To <u>CASHIER'S OFFICE</u></td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> </tr> <tr> <td>From</td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p style="margin-top: 20px; text-align: center;">MONEY TRANSMITTAL FORMS WITH MORE THAN ONE DEPOSIT ATTACHED WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, OR WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>	OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME	From <u>TREASURY #083</u>	<u>1</u>	<u>\$ 23,627.94</u>	<u>[Signature]</u>			To <u>CASHIER'S OFFICE</u>		\$				From		\$						\$			
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To <u>CASHIER'S OFFICE</u>		\$																														
From		\$																														
		\$																														
14.	Contact the UH Police Department for pickup	<p>Requests for pickup can be made online at: http://uh.edu/police/transfers.html</p> <ul style="list-style-type: none"> • Information requested includes: Pickup location, contact person, phone number, destination, transfer amount, and special instructions. • Departments with additional questions can contact police dispatch at 713-743-3333. • Requests must be submitted by 2:30 PM if same day service is needed. Requests received after 2:30 PM will be picked up the next day. • Deposits must be in the Cashier's Office by 1:30 PM in order to be transported to the bank on that day. 																														

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples
15.	Retain deposit documentation for six months	<ul style="list-style-type: none"> • Scans or copies of checks (must block bank account and routing numbers) • Copy of Deposit Ticket • Copy of Money Transmittal Form • Signed copy of Cash Deposit Summary Form • Copy of Journal showing Departmental Approval • Confirmation Strip from Deposit Bag • Cash register/sales system report or receipts, if applicable
16.	<p>When cash is transported to the Cashier’s Office by the UH Police Department, the Cashier’s Office will:</p> <ul style="list-style-type: none"> • Confirm that the deposit contains all required documentation <ul style="list-style-type: none"> ○ Cash, coin, checks and one copy of the Deposit Ticket in the Deposit Bag ○ Journal showing Departmental Approval attached to the deposit bag ○ Money Transmittal Form for a single deposit • If all documentation is submitted with the deposit, The Cashier’s Office will: <ul style="list-style-type: none"> ○ Log the Deposit Bag ○ Approve the Journal in PS Finance ○ Submit the Deposit Bag for pick-up by the courier 	<p style="text-align: center;">INCOMPLETE OR INCORRECTLY PREPARED DEPOSITS WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>
17.	<p>Personnel submitting incorrectly prepared or complete cash deposits and deposit journals may:</p> <ul style="list-style-type: none"> • Be required to re-take the on-line Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, or the class-room based GL Journal Entry training courses. • Have change and/or petty cash fund approval revoked. • Have Cash Handling approval revoked. 	

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

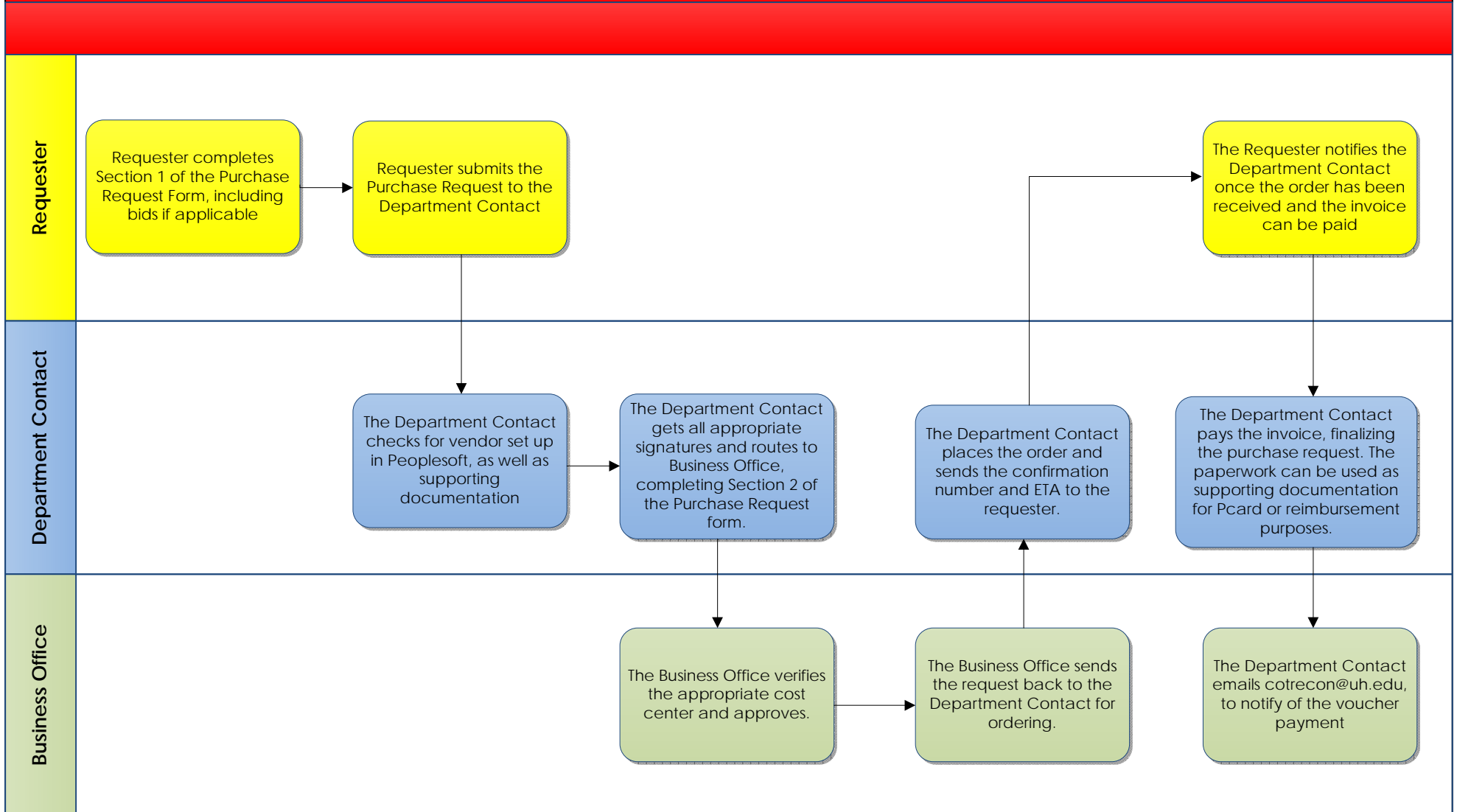
Step	Activity	Notes/Examples
18.	<p>General Accounting will review all Journals submitted and confirm:</p> <ul style="list-style-type: none"> • Cash amount per Journal agrees to amount per Deposit Ticket • Cost center and revenue account appear accurate • Supporting documentation contains <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Cash register/sales system report or receipts, if applicable ○ May include a copy of a 1074 report if the deposit is made to credit a non-revenue GL Account. <p>Once these items are confirmed, Journals will be posted</p>	<p>Journals with errors or incomplete support will be denied back to the department. If a Journal is denied back to the department, select Path 1 instead of Path 2 when resubmitting the Journal to General Accounting. This is because there is no longer a cash deposit to be processed with the journal.</p>
19.	<p>Contacts for questions</p>	<p>Gretta McClain, Assistant Director for Accounting Services 713-743-8729 gmcclain@uh.edu</p> <p>Nancy Tran, Associate Director for Student Financial Services 832-843-9127 ntran@uh.edu</p>

Cash Handlers List by Department					
Department	Department Name	Cash Handler	Cash Receiver	Reconciler	Cost Center Manager
H0136	Dean, Technology - Dean's Office	Weiss, Brittany	Bazan, Sandra	Bazan, Sandra	Paredes, Zagui
H0136	Dean, Technology - Dean's Office	Weiss, Brittany	Wingfield, Elizabeth	Bazan, Sandra	Paredes, Zagui
H0136	Dean, Technology - ASC	Weiss, Brittany	Anita Choyce	Bazan, Sandra	Paredes, Zagui
H0136	Dean, Technology - Development	Weiss, Brittany	Jordan, Kimberly	Bazan, Sandra	Paredes, Zagui
H0136	Dean, Technology - CTL	Weiss, Brittany	Jones, Amy	Bazan, Sandra	Paredes, Zagui
H0137	Info & Logistics Technology	Settles, Shantavia	Lew, May	Martinez, Jose	Evans, Gerald
H0139	Engineering Technology	Shaw, Roneshia	Tan, Joana	Cortes, Ed	Malki, Heidar
H0140	Human Develop & Consumer Sci	Shirin Richards	Le, Kelly	Cortes, Ed	Norwood, Marcella
H0281	Tx Manufacturing Asstance Ctr	Pham, Ann	Tan, Joana	Cortes, Ed	Cline, Raymond
H0559	Construction Management	Green, Jennifer	Alaniz, Talia	Martinez, Jose	Eldin, Neil
Credit Card Handlers List by Department					
Department	Department Name	Writes CC Receipt	Creates Deposit	Reconciler	Cost Center Manager
H0136	Dean, Technology - ASC	Weiss, Brittany	Anita Choyce	Bazan, Sandra	Paredes, Zagui
H0137	Info & Logistics Technology	Settles, Shantavia	Lew, May	Martinez, Jose	Evans, Gerald
H0139	Engineering Technology	Shaw, Roneshia	Tan, Joana	Cortes, Ed	Malki, Heidar
H0140	Human Develop & Consumer Sci	Shirin Richards	Le, Kelly	Cortes, Ed	Norwood, Marcella
H0281	Tx Manufacturing Asstance Ctr	Pham, Ann	Tan, Joana	Cortes, Ed	Cline, Raymond
H0559	Construction Management	Green, Jennifer	Alaniz, Talia	Martinez, Jose	Eldin, Neil
Please note: The cash handler and cash receiver roles can be interchangeable in case the cash handler (logbook keeper) is out of the office when cash is first received by the department. They can not, however, handle both log and create the journal entry. For compliance, their must be a					

UNIVERSITY of HOUSTON | TECHNOLOGY

Department Business Contacts		
Department	Department Name	Business Contact
H0136	Dean, Technology - ASC	Jones, Fallon
H0136	Dean, Technology - Dean's Office	Weiss, Brittany
H0136	Dean, Technology - Development/Marketing	Jordan, Kimberly
H0136	Dean, Technology - IT	Perry, Deidra
H0137	ILT	Settles, Shantavia
H0137	ILT	Reilly, Elizabeth
H0137	ILT	Lew, May
H0139	Engineering Technology	Shaw, Roneshia
H0139	Engineering Technology	Tan, Joana
H0140	Human Develop & Consumer Sci	Le, Kelly
H0140	Human Develop & Consumer Sci	Richards, Shirin
H0142	CENTER FOR APPLIED TECHNOLOGY	Cortes, Ed
H0281	Tx Manufacturing Asstance Ctr	Tan, Joana
H0423	Center for Technology Literacy	Jones, Amy
H0468	Center for Life Science Tech	Cortes, Ed
H0469	Center for Future of Health	Bazan, Sandra
H0559	Construction Management	Alaniz, Talia

PURCHASE REQUEST WORKFLOW



This example is for demonstration purposes, however, the workflow is to be followed as stated above. Please contact the business office for any questions, X3-4236

PURCHASE REQUEST

SECTION 1 - To be completed by Requester

Is the vendor currently valid in UH Peoplesoft? Yes No*
 * If No please complete the [Vendor Set Up Form](#)

Name:

Department:

Phone:

Order Date:

Vendor:

Address:

Contact No:

Email:

Is any one item priced over \$4,999? Yes* No

***If there is one singular item priced more than \$4,999**, the order will be routed to the Dean's Office and will require the following documentation:

- 1) 3 competitive bids - Bids must be documented and included with the request on all purchases in excess of \$4,999.
- 2) [Sole Source justification](#) - When the specification requirement limits consideration to one manufacturer, one product, or one service provider, and the amount of the purchase exceeds \$4,999, a written justification must be provided.

Item	Description	Quantity	Unit Price	Amount
			\$0.00	\$0.00
Purpose & Benefit:				Total
				\$0.00
Comments for order:				

FUND-DEPT-PROGRAM-PROJECT

Funding Source Description, or Project Description if cost center is unavailable:

Support Percentage (paid from multiple programs):

SECTION 2- To be completed by Department Contact

Received by: <input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
Chair Approval: <input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
Business Office Approval: <input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
Director Approval if over \$4,999: <input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
Order Confirmation#: <input style="width: 90%;" type="text"/>	Order ETA:	<input style="width: 90%;" type="text"/>

Please keep copies of original requests and signatures

UNIVERSITY of HOUSTON

COLLEGE OF TECHNOLOGY

Purchase Reimbursement

Name: _____	Date: _____
Department: _____ Dean, Technology	Phone: _____

Please note: Receipts and supporting documentation must be submitted to the department business office no later than 60 days after the date of purchase. All Receipts must be itemized or the reimbursement will not be processed by the department business office. Please attach receipts neatly on a separate sheet of paper.

Please reimburse me for:

- Purchase of _____ from _____ (Vendor Name)
- Other _____

Purpose/Benefit:

Cost Center Information (If known):

Cost Center: _____	Account Code: _____
--------------------	---------------------

Amount to be Reimbursed: _____

Employee Signature

Date

Supervisor Signature

Date

Explanation of Chartfield Values

Explanation of Chartfield Values

The following PeopleSoft Chartfields are used to record financial transactions:

Business Unit—Fund Code—Department ID—Program Code—Project/Grant—Account—Budget Reference—Chartfield 1

The following combination of chartfield values constitutes a cost center:

Business Unit—Each UH System component is defined as a business unit.

00730—University of Houston
00759—UH Clear Lake
00784—UH Downtown
00765—UH Victoria
00783—UH System Administration
00797—UH System Consolidated

Fund Code—Are coded by the type of money they represent.

1XXX—State
2XXX—Designated
3XXX—Auxiliary
4XXX—Restricted
5XXX—Grants
6XXX—Endow & Loans
7XXX—Plant
9XXX—Agency

Department ID—Each UH department is assigned a unique department code. The leading character is for the campus. The four numbers following are assigned sequentially.

HXXXX—UH Departments
CXXXX—UHCL Departments
DXXXX—UHD Departments
VXXXX—UHV Departments
SXXXX—UHSA Departments

Program Code—Five digits are assigned to identify a non-project cost center. The five digits tell the purpose of the cost center by expenditure function. The expenditure function is related to NACUBO reporting.

Explanation of Chartfield Values

AXXXX—Instructional programs

BXXXX—Research programs

CXXXX—Public service

DXXXX—Academic support

EXXXX—Student services

FXXXX—Institutional support

GXXXX—Plant

HXXXX—Scholarship

IXXXX—Auxiliary

Project ID—Project cost centers use a common program. The uniqueness of the cost center is provided by the project id. Can be used for grants, capital and other projects. Project id is a seven-digit code.

GXXXXXX—Grant or Sponsored Project

PXXXXXX—Capital or Building Project

AXXXXXX—Administrative Project

IXXXXXX—Internal Award Project

Explanation of Chartfield Values - Account Description

Account—describes the nature of the transactions. Account uses a five-digit code. The first digit of the code describes the type of transaction.

Balance Sheet Items:

1XXXX—Asset

2XXXX—Liability

3XXXX—Fund Equity

Income Statement Items:

4XXXX—Revenue

5XXXX—Expense

Explanation of Chartfield Values - Budget Types and Reference

Budget Reference

1. Budget Reference is the period of time for which expenditures are planned and authorized.
2. UHS has designed six digit budget period coding. Ex: BPXXXX
3. UHS Budget Reference is equivalent to the Fiscal Year.

Budget Types

1. Revenue (REVEST) Budgets – Represent authority to generate and collect revenue.
2. Organization (ORG) Budgets – Represent expenditure budget for non-project/grant cost

Explanation of Chartfield Values

centers.

3. Project/Grant (PROJ_GRT) Budgets – Expenditure budget for project/grant cost centers.

Cost Center Definition

A combination of chartfields constitutes a cost center. These values define whose money it is, what type of money it is, and what type of activity it is being spent to support.

A cost center always includes the following:

Business Unit
Fund code
Department Code
Program Code
Project ID

SpeedType Definition

A SpeedType allows the user to enter “shorthand” keys to trigger a system expansion into the associated cost center values. Each speedtype corresponds to only one cost center.

UH Fund Group Definitions/Restrictions

Operating Funds

Ledger 1 – Educational and General Funds – Funds for administration, institutional expense, instruction and departmental research, physical plant operation, libraries, and other items relating to instruction. Most state appropriations are accounted for in this fund. These consist of our General Revenue Appropriations that are retained in the State Treasury in Austin that the university expends against. There are certain funds in this group that are collected locally, such as tuition and indirect cost that the university collects locally, but is required to deposit in the State Treasury that the university expends against.

Ledger 2 - Designated Funds - Funds arising from sources that have been internally designated by management and approved by the Board of Regents to be used for special purposes. The funds are collected locally and deposited in University of Houston bank accounts. This includes designated tuition and investment income, which are available to the President for central allocation. These funds are also composed of student lab and course fees, whose rate and use is determined by the colleges.

Ledger 3 - Auxiliary Enterprises Funds - Funds for activities that furnish services to students, faculty, or staff for which charges are made that are directly related to the cost of service, such as residence halls, intercollegiate athletics, and food services.

Restricted Funds

Funds Ledger 4 – Scholarship and fellowship funds, primarily gifts and endowments. Use restricted by donor or other outside entity.

Ledger 5 – Contract and grant funds, primarily research, managed by the Office of Contracts and Grants.

Explanation of Charfield Values

Ledger 6 – Endowment funds. The principal of the endowment is recorded in this fund. Principal of the endowment can only be spent on or after a pre-determined date or period of time, or the occurrence of a specified event.

Capital Projects (Ledger 7)

Capital projects, which are a portion of the Plant Fund group, are used for construction, rehabilitation, and acquisition of physical properties for institutional purposes. In addition, the PeopleSoft administrative systems project is included within these funds at System Administration.

HEAF (Ledger 1 for capital equipment, library books and materials and Ledger 7 for capital projects)

(Higher Education Assistance Funds) Permanent capital funding appropriation provided under Article VII, Section 17 of the Texas Constitution for Texas institutions of higher education beginning September 1, 1985.

HEAF may be used for the following purposes:

- Acquisition of land, with or without permanent improvements.
- Construction and equipping of buildings or other permanent improvements.
- Major repair or rehabilitation of buildings or other permanent improvements.
- Acquisition of capital equipment, library books, and library materials.

P/T Card Procedure FY16

1. Scope

The University Of Houston College Of Technology recognizes the need for some of its faculty and staff members to have Procurement and Travel cards. Procurement and Travel (P/T) cards are used for COT purposes only. If you are unsure of a purchase, please contact the College of Technology Director of Operations or the university's Accounts Payable department before making the purchase. It is also acceptable to receive written approval from your supervisor or the College of Technology Director of Operations before making a purchase. Securing P/T cards and account numbers is also required. **Please see MAPP 04.01.11 and MAPP 04.02.05 for University of Houston Guidelines, and more information.**

PURCHASING WITH YOUR P/T CARD

Prior Approval

Prior approval for a P/T Card purchase is not necessary, unless the purchase is a gift card/certificate (**only on P card**), or for an ****[Official function](#)**. **Official Functions** must first be approved by the Associate Provost, Finance and Administration (Craig Ness.) Please route through the Dean's office for submission.

Gift Cards/Certificates

Gift card purchases must be approved by the College of Technology Director of Operations or the Associate Dean. The university has a form that must be filled out and approved by the College of Technology Director of Operations prior to the purchase of the gift cards/certificates. You must also keep a log of the recipients of the gift cards/certificate receiving the award. Please have the recipient sign once they receive the gift card or certificate; there needs to be some form of acknowledgement of them receiving the gift. They must notify if they are a student or employee recipient for tax reporting purposes. **If the recipient receives more than \$600 in a year in gifts, the amounts must be submitted to the tax office [per SAM 03.D.06](#). When reporting a taxable gift, please email the tax office, and cc the Dean's Office Financial Coordinator. Please include the email sent to the tax office as part of the expense report upload.**

Restrictions

PayPal must not be used unless the vendor only accepts PayPal as a payment method. If PayPal payments are needed, cardholders must obtain the following documents to support the purchases:

- Screen snapshot of the vendor website indicating that the vendor is only accepting PayPal payments
- Itemized receipt issued by the vendor
- E-mail from PayPal confirming the purchase

When the cardholders make purchases using PayPal, UH Accounts Payable, UH Departments, and CITI may not have access to directly contact the merchants for independent reviews. In order to establish proper internal controls, the above requirements have been added to the P-

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P/T Card Procedure FY 16

Card guidelines/MAPP 04.01.11 and the Travel Card guidelines/MAPP 04.02.05. PayPal purchases not in compliance with the above policy are considered “unauthorized transactions” and three of any unauthorized transactions noted will result in the card cancellation.

Texas Sales Tax Exemption

Please have a State of Texas Sales Tax Exemption Form handy whenever making a purchase with your P/T card. If you are charged sales tax, contact the vendor and ask them to credit the taxes back to the card. The State of Texas Sales Tax Exemption Form can be found [here](#).

Purchases Over \$500.00

Before making a purchase over \$500.00 you must confirm the vendor is not on “Vendor Hold” with the state of Texas. To do this, click [here](#).

Receipts

Always keep your receipts and all receipts must be itemized. You will need to turn in your receipts along with your expense report and the end of the billing cycle.

END OF BILLING CYCLE

Notification

A/P will send an email notification to the P/T card holders & Business contacts when the billing cycle has ended with deadlines to have items complete. **The College of Technology’s deadline will be three full business days before A/P’s deadline to update information in Citibank for the initial analysis.** The submission deadline is important for two reasons: To quickly identify any unauthorized charges that appear on the expense reports; Second is to catch any budget errors and still have enough time to make any necessary corrections before Accounts Payable closes CITIBANK access for the billing cycle.

Expense Reports contents

Each transaction on the expense report should have a **description in Citibank**. Your expense reports must be signed by you and your authorized approver/supervisor. What needs to be included in your expense report is as follows:

- 1) A description for each transaction. If it’s training, conferences, etc., please put in the event date, location, and purpose.
- 2) Please remember to use and upload all necessary forms:
 - a. All events require an [Official Event Form](#) to be completed. **The UH Official function form must be used to obtain advance approval for official university functions for which expenditures are anticipated to exceed \$5,000.**
 - b. Business meals require a [business meal statement](#) form with each transaction.
 - i. Itemized receipts are required for business meals.

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P/T Card Procedure FY 16

c. Travel request and approval for travel expenses.

3) Receipts must have the correct amount, date of transaction and shipping address that coincide with the expense report.

Review and Certification

Financial Coordinator II will review expense reports and receipts to check for accuracy and unauthorized charges. Financial Coordinator II will bring the expense reports and receipts to the College of Technology Director of Operations to obtain the certifying signature.

Updating CITIBANK

It is the cardholder, or the designated business contact responsibility to update transactions in CITIBANK. For detailed instructions on how this is done please refer to the P/T Card Business Office training material.

Uploading Expense Reports and Receipts

The expense report with receipts must be uploaded into PeopleSoft within **3 days of the official close date**. All receipts, required documents, expense descriptions, etc. should be accounted for and approved by the approver before upload. For instructions on how to do this please refer to the P/T Card Business Office training material.

Filing

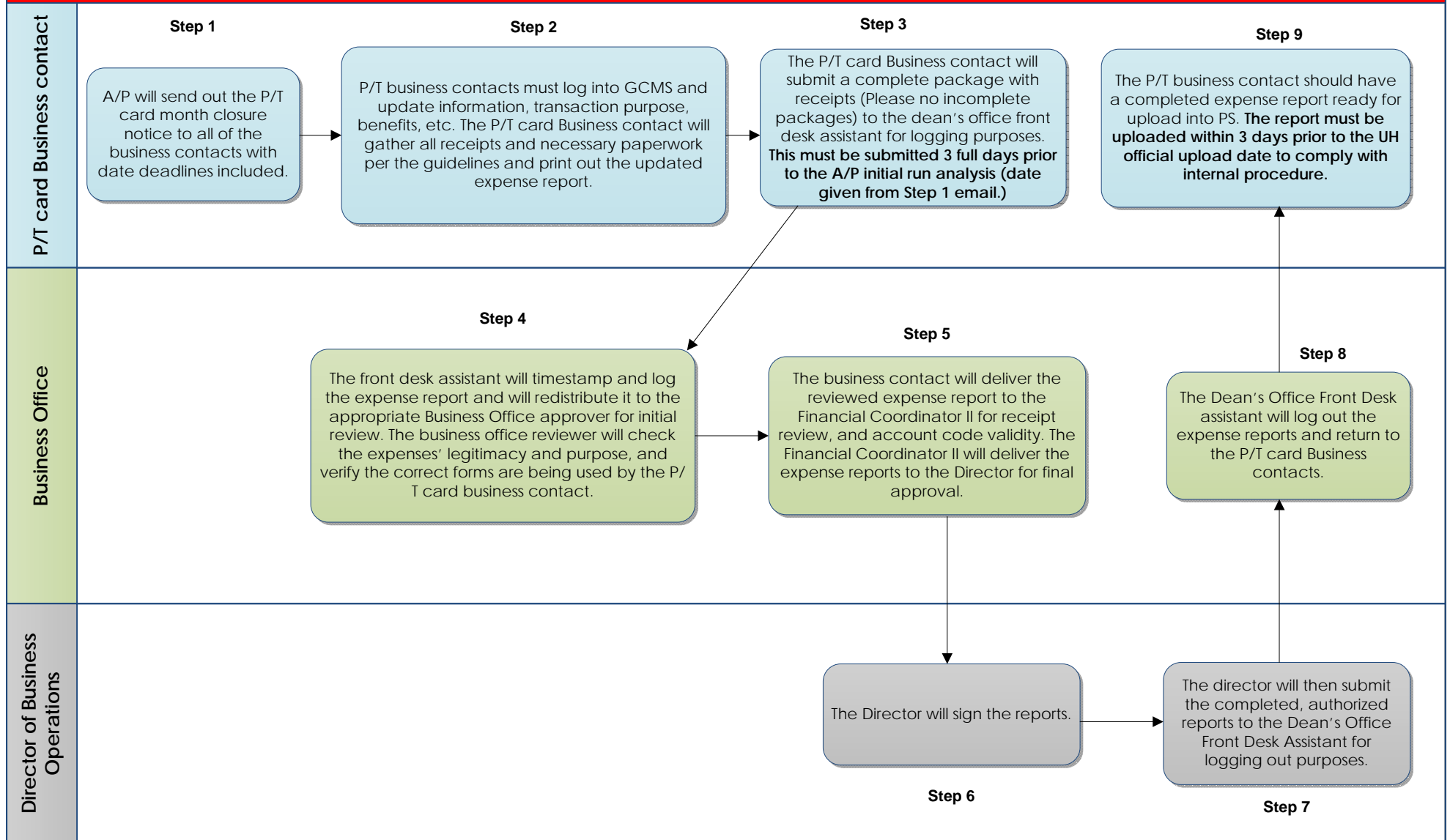
It is the responsibility of the cardholder, or designated person to file the P/T Card expense reports and receipts. They should be kept readily available for the current and previous year in case of audit.

Cancellation of Cards

If the cardholder, or designated business contact does not upload supporting documentation or does not get the appropriate approval on the expense report by the deadline A/P will notify the cardholder and the College/Division Administrator. This is considered a violation and if this type of violation is repeated 3 times during the life of the card, the cardholder and/or business contact will be required to attend training.

The Director of Business Operations will evaluate and determine if the card will be cancelled. If the card is cancelled, the cardholder will not be eligible to receive another card for 6 months.

P/T Cards Expense Report Workflow process – College of Technology Internal Procedure



Gift Card Request Form

Date: _____ Department: _____

Purpose and benefit of purchasing gift cards/certificates:

Dollar amount of each gift card to be purchased: \$ _____

Number of gift cards to be purchased: _____

Total dollar amount of gift cards to be purchased: \$ _____

Vendor from which gift cards will be purchased: _____

Purchase by: Employee (will be reimbursed)
 Voucher (payable to vendor)
 Local P-Card (Cardholder _____ Last 4 digits _____)

Projected date of purchase: _____

Projected date gift cards will be distributed: _____

The Gift Card Request Form must be uploaded as backup to the voucher or P-Card transaction.

Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until distributed. The distribution of the gift cards/certificates must be documented, including date of distribution, name of recipient, and signature of recipient acknowledging the receipt. If the gift cards are for a confidential human subject study, the department must retain distribution records in their files for seven fiscal years after the grant expires. Otherwise, distribution records must be uploaded to the voucher or P-Card document page in the Finance System when the distribution is complete.

Someone other than the gift card custodian will review the gift card records at least once a month to verify that all distributed and undistributed gift cards are accounted for and will report any discrepancies to the College/Division Administrator.

If the department awards a gift card/certificate to an employee, the department is also responsible for reporting this amount to the Tax Department as the employee's taxable benefit in accordance with SAM 03.D.06. If the department awards a gift card/certificate to a non-employee and the total amount received by the non-employee in a calendar year is \$600 or more, the department is responsible for submitting the non-employee's W-9 Form and reporting the amount to Accounts Payable, so that the non-employee can be issued a Form 1099-MISC.

Gift Card Custodian: _____

Reviewer of Gift Card Records: _____

College/Division Administrator: _____
Name Signature Date

**Gift Card Distribution Log (Student recipients)
Gift Card Custodian/Distributor**

FY _____ Gift Card Custodian: _____ Pg _____ of _____

Function: _____

Vendor: _____ Amt: _____ No. of Cards: _____

Distributed by: _____ for the reason: _____

We must obtain one signature per gift card received.

UH Student ID	Name (Print)	Signature & Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

* If you are handing out the gift cards at a function away from a computer/printer, it would be helpful to bring enough copies of this form to the function: Current University of Houston employees must complete a Taxable Payments or Reimbursements to Employees Form, Exhibit B found at www.uh.edu/finance/Forms/Taxable_Payment_Reimbursement.doc.

**Gift Card Distribution Log (Employee recipients)
Gift Card Custodian/Distributor**

FY_____ Gift Card Custodian: _____ Pg_____ of _____

Function: _____

Vendor: _____ Amt: _____ No. of Cards: _____

Distributed by: _____ for the reason: _____

We must obtain one signature per gift card received.

UH Employee ID	Name (Print)	Signature & Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

* If you are handing out the gift cards at a function away from a computer/printer, it would be helpful to bring enough copies of this form to the function: Current University of Houston employees must complete a Taxable Payments or Reimbursements to Employees Form, Exhibit B found at www.uh.edu/finance/Forms/Taxable_Payment_Reimbursement.doc.

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Finance and Accounting
AREA: Expenditure Management

Number 05.02.02

SUBJECT: Official Functions and Discretionary Expenditures

I. PURPOSE AND SCOPE

The administration of the University of Houston recognizes that refreshments, business entertainment, and other discretionary expenditures can be important to the operation of the university. It is, however, critical to place these activities in proper perspective; to prevent abuses; to ensure prudent control of these expenditures; and to ensure compliance with all university, state, and federal regulations governing these expenditures and use of university funds. This policy defines the events which qualify as official functions, prescribes expenditure limits for official functions and discretionary purchases using university funds, and specifies lines of authority for approval of all such expenditures.

This policy is written to comply with applicable federal and state laws and regulations and with System Administrative Memoranda [03.A.02](#). It applies to all expenditures for the functions, goods, and services described herein by all university departments from all university funds, with restrictions and exceptions as defined.

II. POLICY STATEMENT

Certain university funds may be expended for official functions and discretionary purposes not directly related to the educational process that can be demonstrated to be of clear benefit to the university, subject to the limits outlined in this policy. All requests for payment or reimbursement of such expenditures will be subject to individual review and approval, must be paid from available and qualifying departmental funds, and must be fully documented and authorized in accordance with this policy.

In most cases, designated (fund group 2) funds or certain unrestricted auxiliary (fund group 3) funds shall be used for payment of expenditures for official functions and discretionary items. However, designated tuition funds (funds 2064, 2160, and 2164) may not be used for discretionary items, as indicated in Addendum A. Also, federal indirect cost (fund 2072) may not be used to purchase alcoholic beverages. Payment may be authorized from restricted (fund group 4) or sponsored project (fund group 5) funds only where allowed by the donor or the terms of the contract or grant. State-appropriated (fund group 1 and some fund group 7) funds cannot be expended for entertainment expenses, alcoholic beverages, gifts, service awards costing over \$50, etc. ([General Appropriations Act, Article 3, Section 51](#), Texas Constitution). Agency (fund group 9) funds, which are not owned by the university, are not subject to the requirements of this policy. However, departments that administer agency funds should expend those funds prudently and in accordance with the fund owner's wishes.

Expenditures not included in the definitions and limits provided and/or approved and documented according to these guidelines will be considered personal expenditures and will be the responsibility of the person incurring the expenditure.

III. DEFINITIONS

- A. Award: A prize or reward for professional achievement, outstanding service, or other exceptional contribution to the university. Such awards normally shall be in the form of lapel pins, plaques, certificates, trophies, or watches.
- B. Dean or director: When the policy or procedure requires approval of the dean or director, it refers to that level reporting directly to the vice president. In academic units, this approval level will always refer to the dean.
- C. Discretionary expenses: Those expenditures not directly related to the university educational, research, and public service mission. For the purposes of this directive, discretionary expenses include, but are not limited to, all expenditures specifically addressed in this policy.
- D. Entertainment expenses: Expenditures for food, beverages, tickets for shows or athletic events, and related supplies for events which involve one or more university employees and/or one or more guests.
- E. External events: Those events sponsored by organizations not directly affiliated with any component of the University of Houston System.
- F. Gift: Item of a personal nature provided by a university employee to another employee, student, or individual outside the university. For the purposes of this policy, a gift excludes token gifts, incentives, promotional materials, prizes, or official university tokens to visiting dignitaries.
- G. Internal events: Those events sponsored by any college or department of the university or any component of the System.
- H. Official functions: Those social functions, entertainment events, quasi-social functions, meetings, special events, and conferences that can be demonstrated to provide clear benefit to the educational, research, or community service missions of the university. An event must meet the definition of an official function under this policy for its related expenditures to be paid from university funds.
- I. State funds: Funds appropriated by the legislature from the General Revenue Fund or other funds in the State Treasury. The latter includes, but is not limited to, ATP, ARP, HEAF, and locally collected funds in the State Treasury.
- J. Token gifts, incentives, promotional materials, prizes, trinkets: Items of insignificant value – often with university insignia – given to employees, donors, students, or other contributors to the university as gestures of appreciation or to enhance university loyalty or spirit.
- K. Tuition funds: Cost centers funded by tuition revenue, including tuition and designated tuition.
- L. Vice president: For the purposes of this policy and procedure, includes those associate vice presidents reporting directly to the president.

IV. PROCEDURES

- A. Expenditures for meals; alcoholic beverages; or tickets to cultural, athletic, or social events may not be reimbursed through the petty cash process (MAPP [05.01.01](#)). These expenses require reimbursement through the Accounts Payable process.
- B. Official university functions may involve procurement of goods and services through a number of methods available to the university. Each expenditure is subject to the relevant institutional procurement and expenditure policies and procedures, as well as to this policy. Those directives most applicable include the following:

- MAPP [04.01.01](#) Purchase of Goods, Materials, and Supplies through the Purchasing Department
- MAPP [04.01.03](#) Vouchers
- MAPP [04.03.01](#) Service Center and Auxiliary Purchases
- MAPP [04.04.01A](#) Contracting - General
- MAPP [05.02.01](#) Expenditures and Expenditure Authority

- C. Official function expenditures incurred as a part of travel on behalf of the university are subject to institutional travel policies and procedures, primarily:

- MAPP [04.02.01A](#) Travel Paid from State-Appropriated Funds
- MAPP [04.02.01B](#) Travel Paid from Local Funds
- MAPP [04.02.04](#) Student Travel

- D. Expenditure documents for official functions shall use the accounts outlined and defined in Addendum A.

V. REQUIRED DOCUMENTATION

Expenditures related to official university functions and discretionary items may be paid or reimbursed only if accompanied by the complete documentation listed below. All documents will be reviewed by the responsible processing department prior to processing and will be returned to the college or division administrator if there are inadequacies or irregularities.

- A. Original itemized receipt (reimbursements) or a detailed invoice (payments).
- B. A detailed description of the nature and purpose of the official function, noting honoree(s).
- C. Date(s) and location of the function.
- D. Names of the participants – both guests and employees – and their titles, institutional affiliations, and/or relation to the university for groups of 10 or fewer. For larger groups, the name(s) of the honored guest(s) must be provided, together with the number of persons attending and the general relationship of the guests to the university.
- E. A specific, clear, and meaningful statement of the benefit of this function to the mission of the university. A general and broad statement will not be accepted.
- F. An [Official Functions - Approval Form](#) if expenditures are anticipated to exceed \$5,000 approved in advance by the appropriate vice president.
- G. Signature of or e-mail from person requesting reimbursement.

- H. Signature of or e-mail documenting required approvals (see Section VI, Required Approvals).
- I. Employees who make out-of-pocket official function and discretionary expenses must provide receipts and any additional information required to their business office within 60 days of the event.

VI. REQUIRED APPROVALS

- A. In accordance with SAM [03.A.02](#), requests for reimbursement of entertainment expenses require all the following approvals (although this may not involve three different individuals), which may be documented by signature or e-mail:
 - 1. That of the supervisor of the employee incurring the expenditure;

Note: Faculty member reimbursements must be approved by their academic supervisor, regardless of funding source.
 - 2. That of one or more of the following university officials: department chair, director, associate dean, dean, assistant/associate vice president, vice president, President, or Chancellor; and
 - 3. That of the official in higher authority than the highest ranking person hosting the event.
- B. Expenditure documents for official functions and discretionary items will be approved by the appropriate certifying signatory, or department approver for electronic workflow, in compliance with university expenditure policies and regular college or division procedures.
- C. Refreshments or meals for meetings limited to university employees require the approval of the dean or director.
- D. Official functions, the total cost of which is anticipated to exceed \$5,000, require the advance approval of the dean or director and the responsible vice president. The [Official Functions - Approval Form](#) is provided for this purpose.
- E. In cases where the event is approved in advance via the [Official Functions - Approval Form](#), individual expenditures related to that event do not require additional approval, as long as a copy of the signed approval form is attached to the expenditure document.
- F. Requests for approval of any expenditure not allowed by this policy require the approval of the dean or director, the responsible vice president, and the Executive Vice President for Administration and Finance.

VII. GENERAL PROVISIONS

- A. Expenses for business meals, including beverages, tax, and gratuity, shall not exceed \$100 per person. No exceptions will be made. Business meal expenses within the limit may be reimbursed from permitted university funds if they are supported by the required documentation (see Section V, Required Documentation) and required approvals (see Section VI, Required Approvals).

- B. Official functions, the total cost of which is anticipated to exceed \$5,000, require the advance approval of the responsible vice president on the [Official Functions – Approval Form](#).
- C. Official functions and discretionary expenditures may be paid or reimbursed from university funds only if the expenditure document is accompanied by the complete documentation outlined in this document.
- D. Entertainment expenses may only be charged to contracts or grants if such entertainment is not prohibited by the terms of the contract or grant and provides a specific, documented benefit to the contract or grant. However, alcoholic beverages may not be charged to a contract or grant under any circumstances.
- E. Involvement of spouses in university official functions is generally not appropriate. When, however, there are reasonable expectations of third parties regarding attendance of non-employee spouses at university functions, the university will reimburse such expenditures. The appropriateness of inclusion of non-employee spouses is left to the discretion of the dean, director, or executive administrator responsible for the event, who will indicate his/her approval by signing the voucher, P-Card journal, or attachment. The business purpose must be clearly documented.

VIII. SPECIFIC PROVISIONS RELATED TO AUTHORIZED CATEGORIES OF OFFICIAL FUNCTIONS AND DISCRETIONARY EXPENSES

- A. Entertainment of prospective faculty and staff and official guests of the university: Expenses within the limits provided may be paid for official functions described as follows:
 - 1. Entertainment expenses for recruitment of prospective faculty and staff, limited to the president, vice presidents, dean, associate dean(s), department heads, and other faculty and/or staff considered by the president, vice president, dean, or director to be key to the search process.
 - 2. Expenses related to events involving official guests of the university such as donors and potential donors, visiting lecturers and scientists, visitors from foreign countries, representatives of research organizations, visitors from other universities, individuals interested in university programs and problems, guests invited to assist in the development of new programs or evaluate existing ones, alumni, business and community leaders.

- B. Conferences, workshops, seminars, meetings, or retreats for university employees:

In accordance with SAM [03.A.02](#), expenditures for meals or refreshments related to group programs that are limited to university employees may be paid from appropriate university funds under the limits and provisions of this policy, if the benefit to the university can be clearly demonstrated and the provision of refreshments is authorized in advance by the dean or director. (Refreshments for regular meetings may be authorized annually.)

Such expenditures require the prior administrative approval of the responsible vice president if the expenditure, exclusive of costs of speaker fees and expenses, is anticipated to exceed \$5,000.

- C. Receptions or functions of a social nature for university employees: Such expenditures require the prior administrative approval of the responsible vice president if the expenditure is anticipated to exceed \$5,000.
- D. Tickets to concerts, plays, athletics events; entrance fees to golf tournaments, etc.: There may be limited occasions where tickets may be purchased with appropriate university funds for events to be attended by employees and their external guests, but only if such purchases involve fund-raising activities for potential university donors, recruitment of faculty or administrative staff, or other official guests of the university where benefit to the university can be clearly demonstrated.
- E. Flowers (cut flowers, floral arrangements, potted plants, corsages): Flowers for centerpieces or decorations for official functions or as awards or part of award ceremonies may be purchased with appropriate university funds subject to all the provisions of this policy. The purchase of flowers for university employees or family members of employees should be made from personal funds and in no case may be made from university funds.
- F. Gifts and awards: University funds may not be expended for gifts or other items of a personal nature as defined in this policy, other than those expended for employee service and/or safety awards or for awards to donors, potential donors, and other contributors to the university mission. Staff award programs require the prior approval of the Human Resources Department. Selection of recipients requires the approval of the appropriate dean or director.
- G. Club memberships: University-paid memberships may be approved by the president or designee for certain officials as required to carry out their designated responsibilities. Expenditures for business purposes incurred through these memberships may be approved for payment from university funds – subject to the limits provided herein. Individuals are responsible for all personal expenditures incurred and taxes resulting from these memberships.
- H. Alcoholic beverages: Expenditures for alcoholic beverages may be paid from authorized university funds, but must be itemized and provided with the appropriate account (53113) where the cost is known. Under the terms of the [General Appropriations Act](#), alcoholic beverages cannot be paid from state appropriated funds or from funds under the control of the Athletics Department. Purchase of alcoholic beverages is also prohibited from most sponsored project funds (under the terms of [OMB Circular A-21](#)), and federal indirect cost funds. This university policy also prohibits purchase of alcoholic beverages with tuition funds. Official functions where alcohol is served and students are present are subject to the University of Houston Student Alcohol Policy published in the [Student Handbook](#).
- IX. APPROVALS
- A. SAM [03.A.02](#) requires that all requests for reimbursement to an employee for official function expenditures be approved by the employee's supervisor and by the responsible official in higher authority than the head of the unit hosting the event. One of the approvals must be at the level of department chair or higher.
- B. Expenditure documents for official functions and discretionary items will also be certified in compliance with university expenditure policies and regular college or division procedures.

- C. Refreshments or meals for meetings limited to university employees require the approval of the dean or director.
- D. Official functions involving a total cost of more than \$5,000 and other extraordinary expenditures require the advance approvals prescribed elsewhere in this policy.

X. OFFICIAL FUNCTION EXPENSES EXCLUDED FROM COVERAGE BY THIS POLICY

The functions listed below are allowed under the terms of this policy and do not require submission of the Official Function Approval Form if over \$5,000. However, they must still be approved by the department chair or higher authority.

- A. Entertainment and meal expenses associated with conferences, workshops, or camps conducted by the university for the external community that are supported by income from registration fees and/or donor or sponsored project funds, as long as all expenses related to the event are covered from the revenues and other restricted funds budgeted for the event.
- B. Expenses for events sponsored by and/or oriented toward the student or potential student community.
- C. Food and discretionary items used directly in teaching or research activities.
- D. Food served to children in the Child Care Center and the Human Development Lab.

XI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance
 Review: Every three years on or before June 1

XII. APPROVAL

Jim McShan

Executive Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: November 5, 2012

XIII. REFERENCES

- [General Appropriations Act](#)
- [Article 3, Section 51](#), Texas Constitution
- [SAM 03.A.02](#)
- [MAPP 05.01.01 - Cash Handling](#)
- [MAPP 05.02.01 - Expenditures and Expenditure Authority](#)
- [Section 4 - Procurement](#) MAPPs

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	02/28/1995	Initial version
2	08/27/1999	Applied revised MAPP template. Revised listing of MAPPs in Section III to reflect current operating practices. Removed references to the Office of Operational Support. Updated documentation in Section V.E on reimbursements to employees requiring both employee and supervisory signature on expenditure document. Changed responsible party and review period to every three years on or before January 1. Removed Section VIII, References, and all Index terms
3	11/30/2005	Applied revised MAPP template. Minor housekeeping redlines to reflect current operating practices. Removed information on the General Appropriations Act for consumption of alcoholic beverages in Section VIII.I. Added back in the References and Index terms removed from Revision 2
4	02/28/2006	Removed SAM 03.A.08, MAPP 04.01.02, and MAPP 04.01.04 throughout the document. Added reference to MAPP 04.02.01A and 04.02.01B, and corrected reference to MAPP 04.02.04. Added documentation to Section II on the different fund groups. Removed the definition of "pure entertainment" events from Section III.D. The Official Functions Approval Form limit was raised from \$2,500 to \$5,000. Section V.I was added on employees providing receipts of business activities within 60 days of the event. Added Section VII.D on entertainment expenses and grants, and Section VII.E on spouse involvement in university functions. Removed Section VIII.D on non-travel meals.
5	07/17/2007	Updated documentation to increase the business meal expenditure amount requiring approval by the responsible vice president. Added links to all references documentation. Section VII.A now allows departmental approval under \$100 per person

Revision Number	Approved Date	Description of Changes
6	05/17/2011	<p>Applied revised MAPP template and added new Revision Log. Removed SAM 03.A.15 throughout the document. In Section II, documented that designated tuition funds (funds 2064, 2160, and 2164) may not be used for discretionary items, as indicated in current Addendum A. Also, federal indirect cost (fund 2072) may not be used to purchase alcoholic beverages. Added link to Official Functions – Approval Form throughout the document, removing original Addendum A. In Section V, added e-mail usage for required documentation. In Section VII, it was documented that expenses for business meals, including beverages, tax, and gratuity, shall not exceed \$100 per person. No exceptions will be made. Business meal expenses within the limit may be reimbursed from permitted university funds if they are supported by the required documentation. The review date was changed from January 1st to June 1st. Removed all Index terms. Reformatted Addendum A’s table header and removed information on whether items are taxable. Added Account 52205 on entertainment agents and Account 53901 on beverages to Addendum A</p>
7	11/05/2012	<p>Added note to Section VI.A.1 on faculty member reimbursements approval by their academic supervisor, regardless of funding source, per Internal Audit Report AR2012-17. Updated Addendum A, Account 54905, Business Meals to reflect current requirements</p>

Addendum A Official Functions Accounts

Account	Title	Definition	Permitted on Tuition Funds
52205	Entertainment Agents/ Prod Svcs	Services to organize and produce entertainment performances or represent artists or performers under contract	N
52214	Food Services - Non-promotional	Catering where caterer delivers/serves food for events closely allied to teaching, research, academic mission	N
52215	Food Services - Promotional	Catering where caterer delivers/serves food for promotional/fund raising events	N
53107	Fund Raising	Costs associated with soliciting donations to the university, including promotion, publicity, events, and other costs	N
53110	Promotional Special Events	Costs of food, supplies, etc. for social or community events hosted by the university primarily for purposes of promoting the university; i.e. not essential to sponsored project or directly related to academic mission	N
53111	Alumni Activities	Cost of university former students functions such as meetings, workshops, conferences, or conventions for fund raising and development	N
53112	Tickets - Cultural Athletic/Community Events	Tickets to cultural, athletics, or social events to further university objectives in recruiting fund raising, promotion, etc.	N
53113	Alcohol Beverages	Alcoholic beverages served at any university function (Required for all alcoholic beverage expenditures)	N
54472	Food - Teaching	Food suitable for human consumption used directly in teaching, research, service missions of the university. Use for: classes, research/ service projects, dramatic performances, Human Development Lab, Child Care Center	Y
53901	Bottle Water/Coffee Service	Drinking water purchased by the bottle from a water delivery service, coffee, and other refreshments	N
54802	Membership Dues - Social, Dining, Civic, Community	Membership fees or dues to social, dining, civic, or community organizations where the benefit to the university is clearly documented and payment is approved by the chief executive officer	N
54902	Non-Employee Awards	Costs related to awards to non-university recipients in recognition of their special or meritorious services or contributions to the university community.	N

Account	Title	Definition	Permitted on Tuition Funds
54903	UHS Conferences - Dissemination of Information	Meetings, seminars, or workshops held by the university for dissemination of technical or academic information, excluding food and beverage. All food and beverage must be charged to the appropriate food and beverage account	Y
54904	Employee Awards	Trophies, gift certificates, plaques, pins, certificates, etc. to honor an employee for exceptional services, performance, special achievement, safety record, or longevity. Cash can be awarded only through Payroll	N
54905	Business Meals	Dining expenses/ meal reimbursements for business meetings directly supporting the university's objectives and goals. Does not include business meals with prospective employees; not fund raising or promotion	N
55101	University Hosted Special Events	Costs of non-recurring activities associated with the educational, research, artistic, service, internal support missions of the university, excluding food, beverage, and awards. All food, beverage, and awards must be charged to the appropriate food and beverage or award account	Y
55108	Fare for In-House Business Meetings	Non-catered food and beverages (including coffee service) for business meetings within the university community	N

UNIVERSITY of HOUSTON

COLLEGE OF TECHNOLOGY

Business Meal Statement/Reimbursement

Submitter's Name: _____ Meal Date: _____

Restaurant: _____

Names of Business Meal Attendees (excluding submitter):

1 _____

6 _____

2 _____

7 _____

3 _____

8 _____

4 _____

9 _____

5 _____

10 _____

Ticket Amount: _____

Purpose/Benefit of Meal:

Is this a reimbursement? Yes* No

*Ticket amount to be Reimbursed: _____

Cost Center Information (If known):

Cost Center: _____	Account code: _____ 54905
--------------------	---------------------------

Employee Signature

Date

Supervisor Signature

Date

Business Office Approval

Date

Please note: Receipts and supporting documentation must be submitted to the Department Business Office no later than 60 days after the date of purchase. All receipts must be itemized, or the the reimbursement will not be processed. Please attach receipts neatly on a separate sheet of paper.

GCMS

Global Card Management System for Business Contacts





Citibank Global Management Card System (GCMS)

<https://www.globalmanagement.citidirect.com/sdng/login/login.do>

- ▶ Logging in for the first time
- ▶ Resetting PASSWORD
- ▶ Reviewing transactions
- ▶ Entering Accounts/Cost Centers
- ▶ Splitting Transactions
- ▶ Printing Expense Report

Note: **For initial log in, a temporary default password will be provided when the procurement card is issued.**

Logging on for the first time

CitiDirect® Global Card Management System



(1) enter USER ID (defaulted as last name, first letter of your first name-all lower case, then underscore, then LF or SF

e.g. John Smith
user id: **smithj_LF** or
smithj_SF

(2) enter temporary PASSWORD
which is **houston20**

[If you have problems, please call p-card team](#)

User ID:

Password:

Language:

Login

[Forgot your password?](#)

All fields are all mandatory

Create a New Password

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

* E-mail Address:

* Confirm E-mail Address:

Security Question and Answer:

* Security Question:

* Security Answer:

(1) Re-enter original password

(2) Enter & confirm new password

(3) Enter & confirm e-mail address

(4) Select security question & answer for automated password resets

All fields are mandatory


MAINTAIN CHALLENGE QUESTIONS

Challenge Question:	<input type="text" value="In what city were you born?"/>	←
Response:	<input type="text"/>	
Confirm Response:	<input type="text"/>	
Challenge Question:	<input type="text" value="What is your mother's middle name?"/>	←
Response:	<input type="text"/>	
Confirm Response:	<input type="text"/>	
Challenge Question:	<input type="text" value="-- Please select a question --"/>	←
Response:	<input type="text"/>	
Confirm Response:	<input type="text"/>	

You can select your challenge question

Please answer all challenge questions and confirm all responses

Log back in with your updated information



User ID:

Password:

Language: ▼

Login

[Forgot your password?](#)

A red arrow points from the bottom right of the form towards the right side of the image.



CitiDirect® Global Card Management System

citi®

What is your mother's middle name?

Continue

A red arrow points from the top right of the form towards the left side of the image.

Citibank web page

CitiDirect® Global Card Management System



Financial **Reports** **Accounts**

Home

Welcome Back Business Contact
Last Visit: 06/23/2011

Tran		
Re		0
Not Reviewed		0
Approved		0
Not Approved		0

This how your main page would look like.
(1) Financial (2) Reports & (3) Accounts

Inbox

✓ Completed Reports (0)

No completed reports are available.

🕒 Scheduled Reports (0)

No scheduled reports are available.

🔔 Notifications & Files

Notifications (0)

No notifications are available.

Files (0)

No files are available.

Password Reset

CitiDirect® Global Card Management System



In case you forget your password, you can select this option.

User ID:

Password:

Language:

Login

[Forgot your password?](#)

Password Reset

CitiDirect® Global Card Management System



Forgot your password?

If this is your first login attempt, you cannot use this feature.

PASSWORD RESET

* User ID:

* Security Question: ▼
(Select the question you chose when you first set up a User ID and Password)

* Security Answer:

- (1) Enter your User ID
 - (2) Select the question you chose when you first set up User ID & Password
 - (3) Place your security answer
- CLICK "SUBMIT"

Password Reset

(a temporary password will be sent to your email)

-----Original Message-----

From: MasterCard Worldwide [<mailto:sdg2@mastercard.com>]

Sent: Monday, June 13, 2011 8:44 AM

To: [REDACTED]

Subject: Password Changed Notice from online application

This is an automatically generated message. Please do not respond to this address.

This is a one-time password that will expire 06/14/2011 08:44:26 CST.

The password is case sensitive.

Your password for the online application has been changed to:


zwXe8F74

You will be prompted to change it the next time you log into the application.

Accounts Tab

(This shows all the p-card you have access)

CitiDirect® Global Card Management System



Financial | Reports | **Accounts**

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By:

Search

Search by "All Account"
There are other search criteria

QUICK LINK

Select [business contact_LF](#)
(Your assigned reporting level)

Recently Viewed:

Currently logged in as: Business Contact (business_contact_LF, Account Group Manager)

Reviewing Transactions

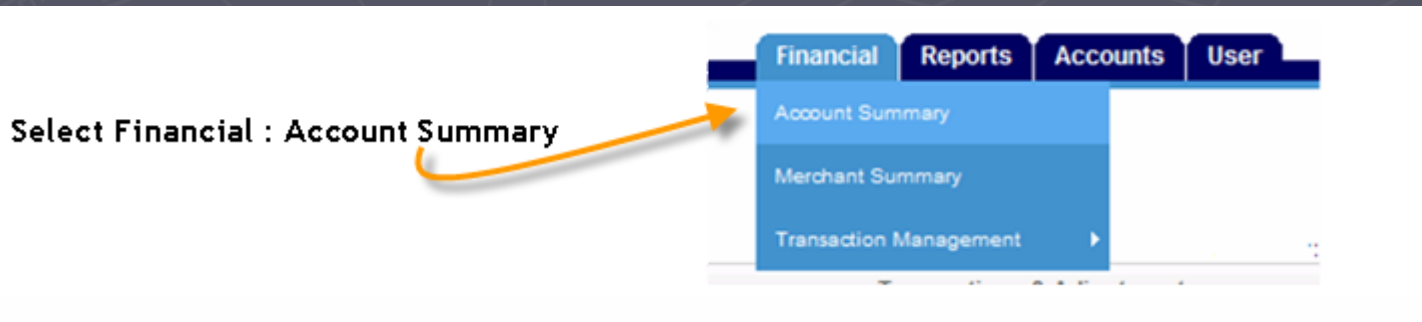
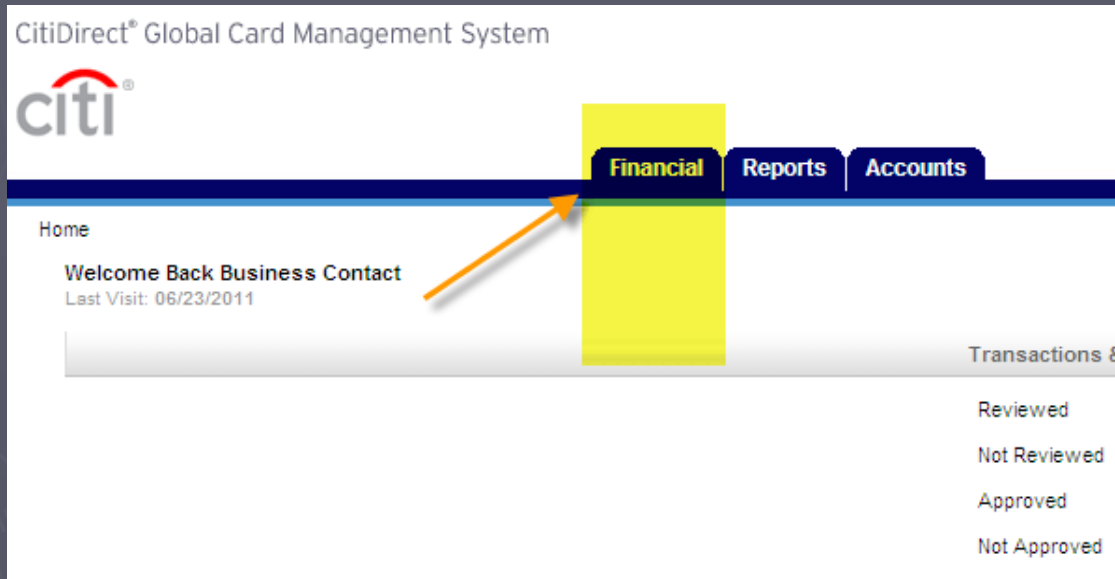
Here are the steps to review your transactions:

- (1) Select Financial
- (2) Select Account Summary
- (3) Search cardholder
- (4) Select Reporting Cycle
- (5) Select Search

GCMS will show your transactions for the selected reporting cycle.

Reviewing Transactions

Select "FINANCIAL" tab and click on "TRANSACTION SUMMARY"



Select the cardholder

(there are plenty of ways to do your search option)

CitiDirect® Global Card Management System



Financial

Reports

Accounts

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By: -- Account Number (ends with)

You can search by account number, or by name

type the last 4 digits of the p-card

QUICK LINK

Select [business contact_LF](#)
(Your assigned reporting level)


Recently Viewed: None


Currently logged in as: Business Contact (business_contact_LF, Account Group Manager)



Select reporting cycle and click on "Search"

Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: 
(05/04/2011 to 06/03/2011)

Date Type: From: 

Posting Date  To: 

Data available starting: 06/13/2008

Search

Select the reporting cycle or commonly called "billing cycle"


Transaction Summary



Home > Search Reporting Structure > Transaction Summary

Transaction Summary

[REDACTED]

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: 
05/04/2011 to 06/03/2011

Date Type: From: 
Posting Date To: 

Data available starting: 06/15/2008

Search

Here is the transaction summary. It shows posting & transaction dates, description and amount.




1-1

[Expand All](#) | [Collapse All](#)

Send Email

Save

Reset

SEARCH RESULTS							Search Total: 38.98
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	05/12/2011	05/11/2011	DS WATERS MABLETON, GA -30126-4646	38.98	

Search Total: 38.98

[Expand All](#) | [Collapse All](#)

Send Email

Save

Reset

1-1

Entering Accounts / Cost Center



Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:
05/04/2011 to 06/03/2011

Date Type: From:
Posting Date To:

Data available starting: 06/23/2008

Search






Select this icon to open up the transaction details

Expand All | Collapse All

Send Email Save Reset

SEARCH RESULTS

Search Total: 38.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  			05/12/2011	05/11/2011	DS WATERS MABLETON, GA -30126-4646	38.98	

Search Total: 38.98






Expand All | Collapse All

Send Email Save Reset

You can keep the Default Cost Center or enter another cost center. Local P-cards must have local cost centers and State P-cards must have state cost centers. Click "SAVE" to finish.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 38.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
    	<input type="checkbox"/>	<input type="checkbox"/>	05/12/2011	05/11/2011	DS WATERS MABLETON, GA -30126-4646	38.98	

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level ▾

Expense Description DS Waters Filtration System
(PLACE YOUR PURPOSE & BENEFIT)

Account	Business Unit	Fund	Dept ID	Program
53500 53500	00730 * 00730	2064 * 2064	H0156 * H0156	F0885 * F0885

Budget Reference	Project/Grant	Chartfield1	Object Code
BP2011 BP2011 ▾	NA NA	*	

[Copy to All on Page](#)

Search Total: 38.98

Expand All | Collapse All Send Email Save Reset

SPLITTING TRANSACTIONS



Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: June 2011
05/04/2011 to 06/03/2011

Date Type: From: 05/04/2011

Posting Date To: 06/03/2011






Data available starting: 06/23/2008

Search

Select this icon to split the transaction

Expand All | Collapse All

Send Email Save Reset

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
    			05/12/2011	05/11/2011	DS WATERS MABLETON, GA -30126-4646	38.98	

Search Total: 38.98

Search Total: 38.98

Expand All | Collapse All

Send Email Save Reset

Split

You may use multiple cost centers to pay for a single transaction.

The screenshot displays a financial software interface with two tabs: 'Financial Detail' and 'Split Detail'. A yellow callout box in the top right corner says 'Select the # of splits and click ADD'. Below the tabs is a table with columns: Reviewed, Approved, Exported, Posting Date, Transaction Date, Description, Transaction Amount, Net Transaction Amount, and Additional Information. A single transaction is listed with a Transaction Date of 05/11/2011 and a Description of 'DS WATERS MABLETON, GA -30126-4646'. To the right of this transaction is a 'Split:' control with a dropdown menu set to '2' and an 'Add' button. Below the main table is a control bar with 'Select All | Deselect All | Remove' and 'Expand All | Collapse All' buttons. To the right of these buttons are two dropdown menus: 'Split By: Amount' and 'Split and Balance To: Total Transaction Amount'. Below the control bar is a split table with columns: Description, Percent, and Amount. It shows two rows for 'Split - DS Waters Filtration System', each with a Percent of 50.00 and an Amount of 19.49. A 'Totals' row at the bottom shows 100.00 Percent and 38.98 Amount. A yellow callout box at the bottom right says 'You can split by amount or percentage', with red arrows pointing to the 'Amount' and 'Percent' columns. At the bottom left, the text reads 'Currently logged in as: Business Contact (business contact LF, Account Group Manager)'.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/12/2011	05/11/2011	DS WATERS MABLETON, GA -30126-4646	38.98	38.98	

Split: **Add**

Select All | Deselect All | **Remove** | Expand All | Collapse All

Split By: Split and Balance To:

Description	Percent	Amount
<input type="checkbox"/> Split - DS Waters Filtration System	50.00	<input type="text" value="19.49"/>
<input type="checkbox"/> Split - DS Waters Filtration System	50.00	<input type="text" value="19.49"/>
Totals:	100.00	38.98

SPLIT

Update account code & cost center

Select All | Deselect All **Remove** Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount
<input type="checkbox"/> <input type="radio"/> Split - DS Waters Filtration System	50.00	19.49

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Account	Business Unit	Fund	Dept ID	Program
53500	00730	2064	H0156	F0885
<input type="text" value="53500"/>	<input type="text" value="00730"/>	<input type="text" value="2064"/>	<input type="text" value="H0156"/>	<input type="text" value="F0885"/>
Budget Reference	Project/Grant	Chartfield1	Object Code	
BP2011	NA			
<input type="text" value="BP2011"/>	<input type="text" value="NA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy to All on Page

Description	Percent	Amount
<input type="checkbox"/> <input type="radio"/> Split - DS Waters Filtration System	50.00	19.49

ACCOUNTING CODES INFORMATION

Account	Business Unit	Fund	Dept ID	Program
53500	00730	2064	H0156	F0885
Budget Reference	Project/Grant	Chartfield1	Object Code	
BP2011	NA			

Edit Accounting Codes

Select EDIT ACCOUNTING CODES, to allow updates

Totals:	100.00	38.98
----------------	--------	-------

Removing SPLIT

Financial Detail **Split Detail** Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/11/2011	05/11/2011	DS WATERS MABLETON, GA -30126-4646	38.98	38.98	

Select the transactions and click REMOVE Split: 2 Add

Select All Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount
<input checked="" type="checkbox"/> Split - DS Waters Filtration System	50.00	19.49
<input checked="" type="checkbox"/> Split - DS Waters Filtration System	50.00	19.49
Totals:	100.00	38.98

Printing Expense Report

Go to "REPORTS" tab and select "Schedule Reports"

CitiDirect® Global Card Management System



Financial

Reports

Accounts

Home

Welcome Back Business Contact
Last Visit: 06/23/2011

Under REPORTS;
select SCHEDULE
REPORTS

Transactions & Adjustments

Reviewed
Not Reviewed
Approved
Not Approved

Inbox

✓ Completed Reports (0)

No completed reports are available.

🕒 Scheduled Reports (0)

No scheduled reports are available.

🔔 Notifications & Files

Notifications (0)

No notifications are available.

Files (0)

No files are available.

Search the cardholder

Financial

Reports

Accounts



Schedule Report: Entity

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (1)

[business contact LF - Account Group](#)

You can search by name or account number

Account

Account Name

Search

Account Number

Match Last Four Digits



Account Status

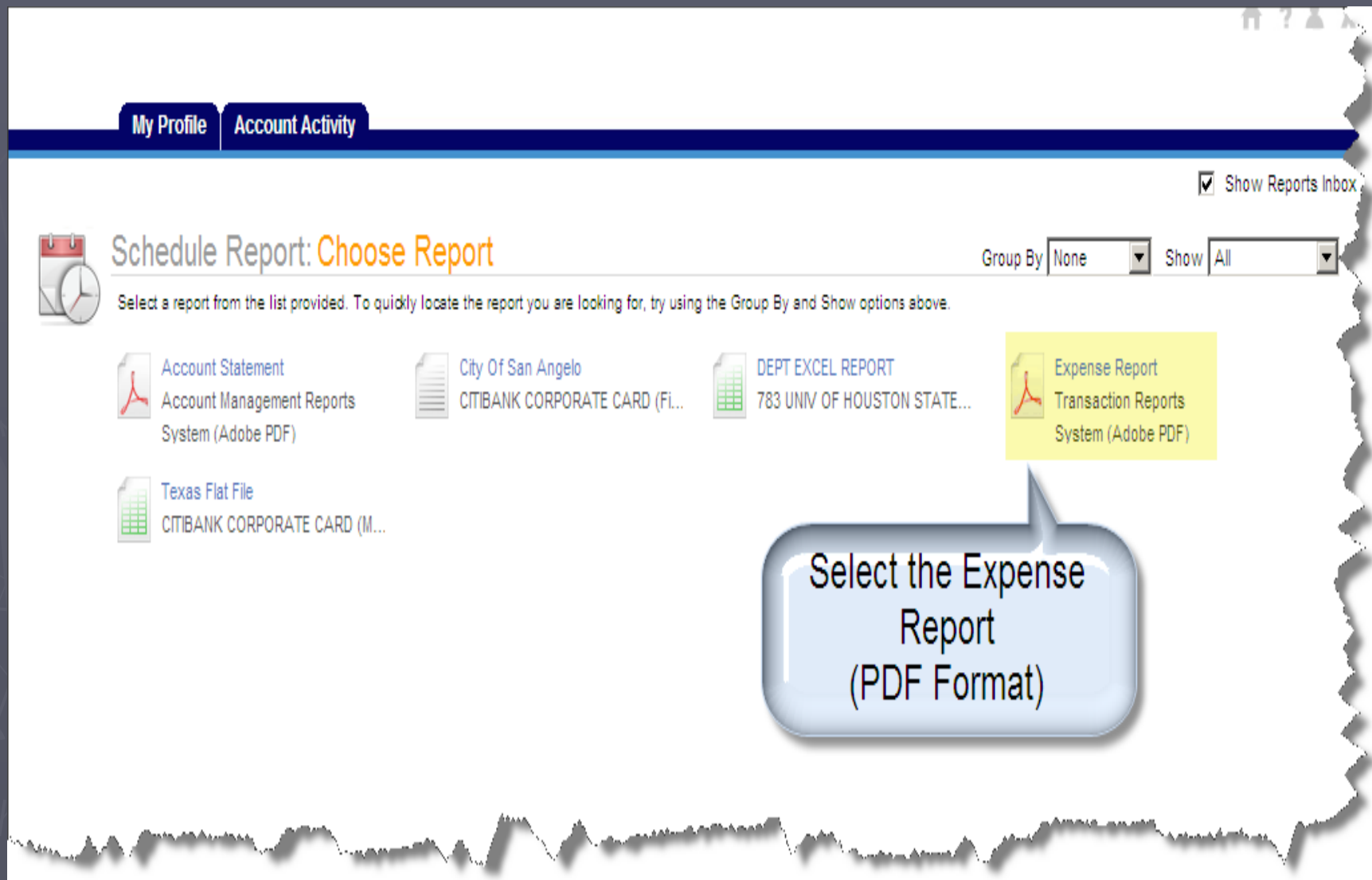
Reports To

Account State/Province

Account City

Account Country

Select the "EXPENSE REPORT"



The screenshot shows a web application interface with a dark blue header containing two tabs: "My Profile" and "Account Activity". Below the header, there is a navigation bar with a "Show Reports Inbox" checkbox on the right. The main content area is titled "Schedule Report: Choose Report" and includes a "Group By" dropdown menu set to "None" and a "Show" dropdown menu set to "All". Below the title, there is a list of report options, each with an icon and a description. The "Expense Report" option is highlighted in yellow. A blue callout box with a white border and a drop shadow points to the "Expense Report" option, containing the text "Select the Expense Report (PDF Format)".

My Profile Account Activity

Show Reports Inbox

Schedule Report: Choose Report

Group By None Show All

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

- Account Statement
Account Management Reports
System (Adobe PDF)
- City Of San Angelo
CITIBANK CORPORATE CARD (Fi...
- DEPT EXCEL REPORT
783 UNIV OF HOUSTON STATE...
- Expense Report**
Transaction Reports
System (Adobe PDF)
- Texas Flat File
CITIBANK CORPORATE CARD (M...

Select the Expense Report
(PDF Format)

Select the COST ALLOCATION SCHEME

My Profile

Account Activity



Schedule Report: Select Cost Allocation Scheme

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity [REDACTED]

COST CENTER FIELDS (ACTIVE)

None

Include all transactions. Accounting code fields are not available.

Select the "COST CENTER FIELDS" this will contain your cost center on your expense report.

Select "NEXT"

Next

Cancel

Option to Filter



Schedule Report: Filters

Select the field, type, and value Click the Add button to add the filter.

Field Type

Add

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

You can filter transactions or just hit "NEXT" as it will print all your transactions



[Select All](#) | [Deselect All](#)

Delete

Back **Next** **Cancel**

Schedule Report: OPTIONS

My Profile

Account Activity



Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type

Report Format

Number Format

Date Format

Additional Options Include Splits

Description

Notify Me At

Enter up to five e-mail addresses separated by commas

You can check to include splits.

On the Description field, you can type expense report

Select "NEXT"

Back

Next

Save

Cancel

Select the REPORTING CYCLE & click SAVE.
(Once completely downloaded, it will be in your inbox)

My Profile **Account Activity** Show

Schedule Report: **Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once
From Date: To Date: Schedule Offset: (in days)

Daily
Start Date: Days to Run: Schedule Offset: (in days)

Weekly
From Day: To Day: Weeks to Run: Schedule Offset: (in days)

Monthly
From Day: To Day: Months to Run: Schedule Offset: (in days)

Reporting Cycle
Date Type: Posting Date
Reporting Cycle:
Number of Cycles to Run: Schedule Offset: (in days)

Back **Save** **Cancel**

Note: A yellow box highlights the 'Reporting Cycle' section, and a yellow callout box with the text 'Select the Reporting Cycle and click SAVE.' points to the 'Reporting Cycle' dropdown and the 'Save' button.

Expense Report

- ▶ If you are running your expense report before the end of the billing cycle, *you need to specify the dates*
- ▶ Let us say, today's date is 7-29-2011 you need to select "**from date**" as 7-4-2011 and the "**to date**" as 7-28-2011 and it will download on your INBOX on today's date.

Financial Reports Accounts

Schedule Report: Frequency

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date To Date Schedule Offset (in days)

Expense Report in your INBOX

CitiDirect® Global Card Management System



[My Profile](#)

[Account Activity](#)

Home

Welcome Back cardholder_LF

Last Visit: 06/15/2011

Transactions & Adjustments

Last Five Transactions

Total Transactions

0

Reviewed

0

Not Reviewed

0

Once completely downloaded, it will show in your INBOX

Inbox

✓ Completed Reports (2)

Expense Report

Completed Date 06/23/2011

Account Statement

Completed Date 06/15/2011 expense report

[View All >](#)

🕒 Scheduled Reports (0)

No scheduled reports are available.

Expense Report



Expense Report

Posting Date: 04/04/2011 - 05/03/2011

783 UHS UH LOCAL P CARD
XX-3308

5000 GULF FWY
FINANCE
HOUSTON, TX 770234634 USA

Card Transactions

Posting Date	Transaction Date	Transaction Description	Expense Description	Receipt Amount	Posted Amount	Expense Reviewed Amount	Approved
05/03/2011	05/02/2011	TBS OP IN#395184-888-373-2730,TX,77 007	Office Supplies	50.05 USD	50.05 USD	50.05 USD	
Accounting Codes		Account :	53900	Business Unit :	Fund :	Dept ID :	
Program :		F0885	Budget Reference :	Project/Grant :		Chartfield1 :	
Object Code :							
Card Subtotal						50.05	
Grand Total						50.05	

Signed

Date

Authorized

Date

► Accounts Payable (P-Card section)

Contact Information:

- **Armand Villacorte**

avillaco@central.uh.edu 3-5660

- **Teresa Mccomb**

tmmccomb@central.uh.edu 3-8740

10. Global Card Management System (GCMS)

<https://www.globalmanagement.citidirect.com/sdnq/login/login.do>

- Logging on for the first time
- Reviewing transactions
- Entering accounts/cost centers and travel information
- Split transactions
- Printing Expense Report

Note: User ID and temporary password will be provided when the credit card is issued.


Logging on for the first time

Go to

<https://www.globalmanagement.citidirect.com/sdng/login/login.do>

and enter User ID and Password

CitiDirect® Global Card Management System



User ID:

Password:


Language: ▼

[Login](#)

[Forgot your password?](#)

Create a new password

CitiDirect® Global Card Management System



Create a New Password

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

* E-mail Address:

* Confirm E-mail Address:


Security Question and Answer:

* Security Question:

* Security Answer:

Select 3 User Challenge Questions and enter response. Then click on Save.

CitiDirect® Global Card Management System




MAINTAIN CHALLENGE QUESTIONS

Challenge Question:	<input type="text" value="-- Please select a question --"/>
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>
Challenge Question:	<input type="text" value="-- Please select a question --"/>
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>
Challenge Question:	<input type="text" value="-- Please select a question --"/>
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>

Save

GCMS Home Page will be displayed

CitiDirect® Global Card Management System






Home

Welcome Back test local dept
Last Visit:

Transactions & Adjustments	
Reviewed	0
Not Reviewed	0
Approved	0
Not Approved	0

Inbox

 Completed Reports (0)  Scheduled Reports (0)  Notifications & Files

No completed reports are available. No scheduled reports are available. Notifications (0)

No notifications are available.

Files (0)

No files are available.


News & Links 1 of 1

No news available
No news available

[View All News](#)

- [CitiManager](#)
- [Citibank Custom Reporting](#)
- [Citibank Online Statements](#)
- [Citibank Electronic Reporting System](#)
- [GCMS Classic](#)

Resource Center

 Account User's Guide

Reviewing transactions

Go to “Financial” tab and select “Account Summary” and Search by (select method)

The screenshot displays the CitiDirect Global Card Management System interface. At the top left, the text "CitiDirect® Global Card Management System" is visible above the Citi logo. On the top right, there are navigation icons for home, search, help, user profile, and close. Below the header, a dark blue navigation bar contains three tabs: "Financial", "Reports", and "Accounts". The "Financial" tab is currently selected. The main content area shows a breadcrumb trail "Home > Search Reporting Structure" followed by the heading "Search Reporting Structure". There are two primary panels: "SEARCH CRITERIA" on the left and "QUICK LINK" on the right. The "SEARCH CRITERIA" panel includes a "Search By:" label, a dropdown menu, and a "Search" button. The "QUICK LINK" panel includes the text "Select test (Your assigned reporting level)", a horizontal line, and a "Recently Viewed:" section with a "None" dropdown and a "Select a Quick Link" button. At the bottom left, the text "Currently logged in as: test local dept (ttest_LD, Account Group Manager)" is displayed.

CitiDirect® Global Card Management System

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By:

QUICK LINK






Select **test**
(Your assigned reporting level)

Recently Viewed:

Currently logged in as: test local dept (ttest_LD, Account Group Manager)

Select a card by clicking on the cardholder name.

CitiDirect® Global Card Management System

Financial | **Reports** | **Accounts**

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By: -- Account Number (ends with)

QUICK LINK

Select [test](#)
(Your assigned reporting level)

Recently Viewed:

1 - 1

SEARCH RESULTS







<u>Cardholder Name 1</u>	<u>Cardholder Name 2</u>	<u>Account Number</u>	City	State	Country	<u>Reports To</u>	Status
DEVELOPMENT	783 UHS UH LOCAL DEPT	[REDACTED]	HOUSTON	TX	UNITED STATES	DEVELOPMENT	ACTIVE

1 - 1

Currently logged in as: test local dept (ttest_LD, Account Group Manager)

Select Reporting Cycle and click on “Search”

CitiDirect® Global Card Management System


Financial **Reports** **Accounts**


[Home](#) > [Search Reporting Structure](#) > Transaction Summary


Transaction Summary

DEVELOPMEN [REDACTED] • DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: 
(05/04/2011 to 06/03/2011)

Date Type: From: 

Posting Date To: 

Data available starting: 06/27/2008

Search

Currently logged in as: test local dept (ttest_LD, Account Group Manager)

Transactions are displayed.

Financial Reports Accounts

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

DEVELOPMENT [REDACTED] • DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: June 2011
05/04/2011 to 06/03/2011

Date Type: From: 05/04/2011

Posting Date To: 06/03/2011

















Data available starting: 06/27/2008

Search

1 - 4

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 1,354.58

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT FEE 89005331224740 NATIONAL TRAV, TX -22201	12.99	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT FEE 89005331224736 NATIONAL TRAV, TX -22201	12.99	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	U.S. AIRWAYS (USAIRWYS) LUBBOCK, TX -85034	664.30	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	U.S. AIRWAYS (USAIRWYS) LUBBOCK, TX -85034	664.30	

Search Total: 1,354.58

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

Entering Accounts/Cost Centers and Travel Info


On the Transaction Summary page, click on the account code icon. 

Enter Account, Cost Center (if different from Default Cost Center), Destination City, Departure Date, Traveler Name and click Save.

Financial Reports Accounts

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

DEVELOPMENT  • DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: June 2011
05/04/2011 to 06/03/2011

Date Type: From: 05/04/2011

Posting Date: To: 06/03/2011



Data available starting: 06/27/2008

Search

1 - 4

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 1,354.58

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT FEE 89005331224740 NATIONAL TRAV, TX -22201	12.99	

ACCOUNTING CODES INFORMATION Display accounting codes from: Account Level

Expense Description

Account	Business Unit	Fund	Dept ID	Program
56114 <input type="text" value="56114"/>	00730 <input type="text" value="00730"/>	2087 <input type="text" value="2087"/>	H0026 <input type="text" value="H0026"/>	F3677 <input type="text" value="F3677"/>

Budget Reference	Project/Grant	Chartfield1	Object Code	--
BP2011 <input type="text" value="BP2011"/>	NA <input type="text" value="NA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Traveler	Destination	Departure
PARSLE <input type="text" value="PARSLE"/>	TN <input type="text" value="TN"/>	062711 <input type="text" value="062711"/>

Copy to All on Page

Split Transaction

You may use multiple cost centers to pay for a single transaction. Click on split icon 

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

DEVELOPMENT > [REDACTED] DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: June 2011
05/04/2011 to 06/03/2011

Date Type: From: 05/04/2011

Posting Date To: 06/03/2011

Data available starting: 06/27/2008

Search


1 - 4

[Expand All](#) | [Collapse All](#)

Send Email


Save

Reset

SEARCH RESULTS							Search Total: 1,354.58
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT FEE 89005331224740 NATIONAL TRAV, TX -22201	12.99	

Add the number of splits and split by amount or percent

CitiDirect® Global Card Management System

 Home Search Reporting Structure Transaction Summary Split Transaction

Split Transaction

DEVELOPMENT - ██████████ • DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999

Financial Detail | Split Detail

Next Transaction >> **Save** **Reset**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT FEE 89005331224740 NATIONAL TRAV, TX - 22201	12.99	12.37	

Split: **Add**


Split By: Split and Balance To:

Description	Percent	Amount
This transaction does not have any splits defined.		
Totals:		

Currently logged in as: test local dept (ttest_LD, Account Group Manager)

Enter amount or percent, expense description and click on "Save".

CitiDirect® Global Card Management System

 Home Search Reporting Structure Transaction Summary Split Transaction

Split Transaction

DEVELOPMENT [REDACTED] • DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999

Financial Detail | Split Detail

[Next Transaction >>](#) [Save](#) [Reset](#)

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT FEE 89005331224740 NATIONAL TRAV, TX - 22201	12.99	12.37	

Split: [Add](#)

[Select All](#) | [Deselect All](#) | [Remove](#) | [Expand All](#) | [Collapse All](#) | Split By: | Split and Balance To:

Description	Percent	Amount
<input type="checkbox"/> Split - cost center 1	50.04	<input type="text" value="6.50"/>
<input type="checkbox"/> Split - cost center 2	49.96	<input type="text" value="6.49"/>
Totals:	100.00	12.99

Click on account code icon  to enter account codes/travel information for each split and save.

Financial | Reports | Accounts

Home > Search Reporting Structure > Transaction Summary > Split Transaction


Financial Transaction successfully modified.

Split Transaction

DEVELOPMEN [REDACTED] • DEVELOPMENT - SAMANTHA YURUS • UNIV ADVANCEMENT DIV - 5000 GULF FRWY BLDG 2 RM 213 • HOUSTON, TX 772040999


Financial Detail | Split Detail

Next Transaction >> **Save** **Reset**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/06/2011	05/04/2011	AGNT --- 890051  740 NATIO TRAV, TX - 22201	12.99	12.37	

Split: **Add**

Select All | Deselect All **Remove** Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount
<input type="checkbox"/>  Split - cost center 1	50.04	6.50

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Account	Business Unit	Fund	Dept ID	Program
56114 <input type="text" value="56114"/>	00730 <input type="text" value="00730"/>	2087 <input type="text" value="2087"/>	H0026 <input type="text" value="H0026"/>	F3677 <input type="text" value="F3677"/>
Budget Reference	Project/Grant	Chartfield1	Object Code	--
BP2011 <input type="text" value="BP2011"/>	NA <input type="text" value="NA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traveler	Destination	Departure		
PARSLE <input type="text" value="PARSLE"/>	TN <input type="text" value="TN"/>	062711 <input type="text" value="062711"/>		

Printing Expense Report

- Instructions the same as Pcard. Please see Pcard instructions for printing Travel Card Expense Report.

Contacts

- Contacts for Travel Cards:
 - Sandra Silva
ssilva@central.uh.edu
713-743-5883
 - Edwin Rodas
emrodas@central.uh.edu
713-743-8961

UNIVERSITY *of* **HOUSTON**

Concur Implementation

Date: November 2, 2015

Concur

Travel Management System that will be used for all UH travel for employees, prospective employees, students, prospective students, university guests, contractors, and regents.

“Travel” includes:

- All trips that include airfare, rental car, or hotel
 - All overnight trips
 - All Travel Card transactions, including for new employee moving expenses
 - All trips for UH business, whether UH pays or not
 - All moving expense reimbursements
-



In Concur, you will:

Create and process Travel Requests - Required

- Travel Requests may include Travel Advances (if applicable)

Make Travel Arrangements with CTP – Optional

Create and process Expense Reports – Required

- Travel Reimbursements (no more vouchers)
 - Moving Exp Reimbursements (no more vouchers)
 - Travel Card Transactions (no more GCMS entries)
-



Workflow

- Travel Request Workflow Routes

	<u>Employee</u>	<u>Non-Employee</u>
North America	Employee-Supervisor-Certify	Delegate-Unit Head-Certify
Foreign (Local Fund)	Employee-Supervisor-Certify-VP	Delegate-Unit Head-Certify-VP
Foreign (State Fund)	Employee-Supervisor-Certify-VP-Provost	Delegate-Unit Head-Certify-VP-Provost

Concur will determine the appropriate route for your Travel Request based on the information you entered in the Travel Request header.

- Expense Report Workflow Routes

	<u>Employee</u>	<u>Non-Employee</u>
Non-Taxable Travel	Employee-Cerify-AP	Delegate-Certify-AP
Taxable Travel	Employee-Certify-Tax-AP	Delegate-Certify-Tax-AP
Taxable Travel includes the following:		
*Receipts not submitted within 60 days (Employees)		
*Foreign National (Depend on the treaty and other criteria - need Tax review)		
Travel Card Expenses	Custodian/Cardholder-Certify-AP	
Moving Expenses	Delegate-Certify-Tax-AP (Before employment)	
	Employee-Certify-Tax-AP (After employment)	

Concur will determine the appropriate route for your Expense Report based on the information you entered in the Expense Report header.



Travel Arranger

Delegate to Prepare

Delegate to Approve

Delegate and Travel Arranger

Travel Arranger An employee (Concur user) who purchases airfare, makes reservations and other travel arrangements on behalf of the traveler in Concur.

**Assigned by the employee traveler in their travel profile page.*

Delegate (Preparer) An employee (Concur user) who prepares Travel Requests and/or Expense Reports on behalf of the travelers or on behalf of Travel Card custodians or cardholders.

**Assigned by the employee traveler in their travel profile page.*

**Submit access form to Finance for delegate preparer for non-employee travelers.*

Delegate (Approver) An employee (Concur user) who approves Travel Requests and/or Expense Reports on behalf of an approver, such as a Supervisor, Unit Head, and Certifying Signatory. Delegate approvers for Certifying Signatories must also be a Certifying Signatory.

**Submit access form to Finance for delegate approver for employee or non-employee.*



Concur Users



Who must be setup as a user in Concur?

Employee and non-employee travelers

Travel Card cardholders/custodians

Supervisors, Unit Heads, Certifying Signatories, and other Approvers.

Travel Arrangers

Delegates (Prepare TRs and Expense Reports for travelers)

Delegates (Approve TRs and Expense Reports on behalf of approvers)

How to set up a new Concur user account

Employee Account

Go to PASS and click on Concur Travel Management icon.



If the employee is not already set up as a Concur user, the self registration page will appear. Complete the required information and save. If any updates are needed later (i.e., default cost center change, change of delegate to approve, adding newly created Vendor ID), complete “Concur Supplemental Form for Employee Access Updates” and submit it to Kirk Williams or Catherine Chan. The form can be obtained from the Finance Form website

<http://www.uh.edu/finance/pages/forms.htm>

Non-Employee Account

Send a “Concur Non-Employee Access Form” to Kirk Williams (kawilli4@central.uh.edu 3-8063). The form can be obtained from the Finance Form page: <http://www.uh.edu/finance/pages/forms.htm>



What's new?

- 
- Travel Request Process
 - Online Booking by CTP (Corporate Travel Planners)

Starting November 4, 2015

- Expense Report process
 - Travel Advance Process
 - Travel Card Process
 - New Employee House-hunting/Moving Expense Process
 - UH Contractor and Guest Travel Expenses
-

Travel Advance

- *Travel Advance is available for employee foreign travel and student group travel (local funds)
 - *Travelers must be set up as Cash/Travel Advance eligible employees in Concur to receive Travel Advances.
 - *Travelers/delegates put Travel Advance requests on the appropriate Travel Requests.
 - *After the Travel Requests are completely approved, the Travel Advance requests will be routed to the appropriate CDAs and then to AP Travel for approval.
 - *Concur automatically deducts the Travel Advance amount from the reimbursement amount when the corresponding Expense Reports are created.
 - *If Travel Advance > Travel Reimbursement, select Expense Type “Cash Advance Return” and enter the remaining amount.
-

Travel Card Process

- All travel card transactions are fed from CITI to Concur daily.
 - Cardholders/Custodians will see their charges in their queue.
 - Cardholders/Custodians create Expense Reports for each travel, assign the transactions to the Expense Report, and match/upload the receipts for the transactions.
 - The deadline for submitting Expense Reports to Accounts Payable for Travel Card transactions recorded in Concur will be the 25th of the month following the month in which those transactions occurred. For example, Travel Card charges with a transaction date in January (January 1 – January 31) must be submitted to Accounts Payable on an Expense Report by February 25th in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.
-

New Employee Moving/House-hunting Expenses

- To pay or reimburse moving/house-hunting expenses, Travel Requests are needed.
 - Direct payments to moving companies will not be processed through Concur. Create a PO and process a PO voucher for the payment. Travel cards cannot be used to pay for the expenses.
 - Attach Offer Letter to Travel Request.
 - Attach itemized receipts, Authorization for Moving and Relocation Expenses (Addendum A), and Moving Expense Template to the corresponding Expense Report.
 - Attach Taxable Payments or Reimbursements to Employee Form (Exhibit B – SAM 03.D.06) to the corresponding Expense Report, if any expenses are taxable to the employee.
-

New Employee Moving/House-hunting Expenses (cont'd)

- For Concur Expense Report – Report Header:
 - Select “New Employee Moving Expenses” for Travel Type
 - Select “Moving Expenses” or “Househunting Expenses” for Primary Purpose of Travel.

Previous Comment
Entered By Peter Certifying: test

Document ID Report Id Policy

Report Date Traveler Type

Travel Type

Primary Purpose of Travel Report Currency

Conference, workshop, training
Contracted services to UHS (paid a fee) PHAF
Federal government meeting
Househunting expenses
Moving expenses (not househunting)
Recruit employees
Recruit students
Research
State government meeting
Student field trip
Study abroad trip
Team competition
UHS Board of Regents meeting
Voluntary services to UHS (not paid a fee)
Whatever is not listed above (describe in Comments)

Employee Travel in Texas (Not Student Recruiting)
Employee Travel Outside TX, but Inside US, Canada, or Mexico
Employee Travel Outside US, Canada, and Mexico
Employee Travel to Recruit Students (All Destinations)
New Employee Moving Expenses
Participant Cost Travel
Prospective Employee Travel
Prospective Student Travel
Regent Travel in Texas
Regent Travel Outside Texas
Student Field Trip in the US
Student Study Abroad Travel
Student Team Competition
Student Travel (Not Field Trip, Study Abroad, Competition)
Travel for a Consultant (Paid a Fee)

Cancel

New Employee Moving/House-hunting Expenses (cont'd)

- Select appropriate expenses in the “Moving Expense” categories.

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses Move ▾ Delete Copy View ▾ << New Expense Available Receipts

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
No Expenses Found				
			TOTAL AMOUNT	TOTAL REQUESTED
			\$0.00	\$0.00

06. Moving Expense ←

- Airfare-Moving (Not taxed - 1st trip only)
- Airfare-Moving (Taxed - More than one trip)
- Gasoline - Any Vehicle (Not taxed)
- Househunting All Expenses (Taxed)
- Lodging (Temp hotel, apt, etc.) - (Taxed)
- Lodging Enroute including 1st Day Leave and Arrive (Not taxed)
- Meal for Employee and Family (Taxed)
- Mileage Over IRS Limit-Moving (Taxed)
- Mileage Up to IRS Limit-Moving (Not taxed)
- Moving Company - Reimburse Employee (Not taxed)
- Packing Supplies-Boxing, Tape, etc. (Not taxed)
- Parking-Moving (Not taxed)
- Rental Truck/Van/Car-Moving (Not taxed)
- Shipping Expenses - UPS, Fedex, USPS, etc. (Not taxed)
- Storage, Temp (including PODS) Less Than 30 Days (Not taxed)
- Storage, Temp (including PODS) More Than 30 Days (Taxed)
- Taxi-Moving (Not taxed)
- Tolls-Moving (Not taxed)

UH Contractor and Guest Travel Expenses

- To pay or reimburse travel expenses for UH contractors and guests, Travel Requests are needed. Upload signed contract to Travel Request.
 - Independent contractor and guest speaker/artist travel expenses in a contract should not be included as an amount on the Requisition/Purchase Order, since it will be paid through Concur. Indicate the amount of travel expense allowed per contract in the Requisition/PO comments.
 - Travel expenses for a company (not a person) as part of equipment installation or training should be included on the PO and paid on a PO voucher (not through Concur).
 - All travel expenses for contractors, speakers, artists, and guests must be supported by itemized receipts.
-



What to do before you start using Concur

3 things to do before you start using Concur

Step 1: Go to PASS and login to Concur

If you are not set up as a user, you will need to use the self-registration page to create your account.

Step 2: Go to Concur Website

(www.concursolutions.com) and get your password

This is the password you use when you login to Concur through Concur website.

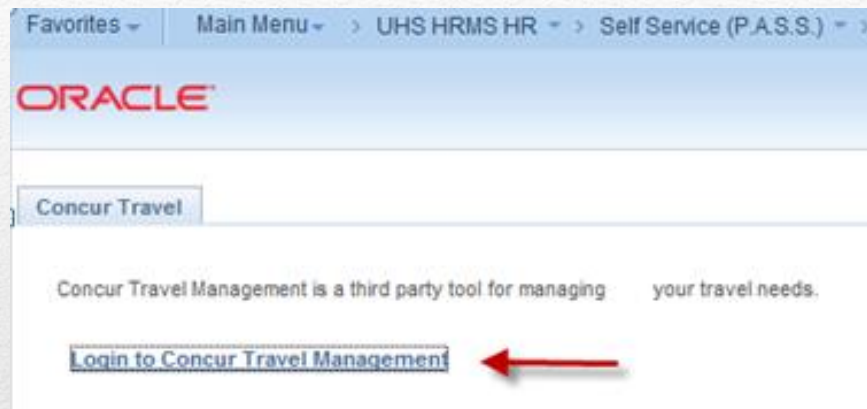
Step 3: Go to your travel profile and update your profile

Step 1: Login to PASS and ensure you are set up as a Concur user.

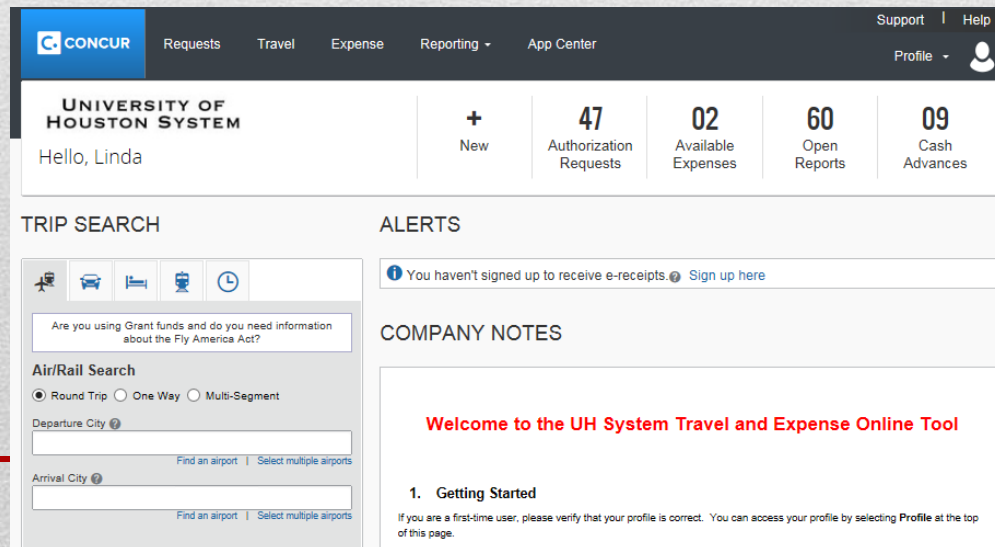
-> In PASS, click on “Concur Travel Management”



-> If you are already set up as a Concur user, you will see the hyperlink “Login to Concur Travel Management”. Click on the hyperlink.



-> You will see the Concur main page.



->If you are not set up as a Concur user, you will see the self-registration page. Complete the information highlighted below and click on “Save”.

Personal Information

User ID	xxxxxx	Middle Name	
First Name	Linda		
Last Name	Traveler		
Date of Birth	01/01/1950		
Login_ID	ltraveler@uh.edu		
Email ID	ltraveler@uh.edu		

Type of traveler

Supervisor Empl ID	xxxxxxx	Supervisor, Kevin
Are you an expense approver?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

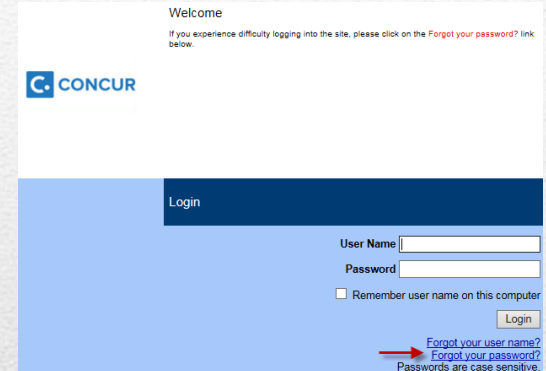
Default Cost Center(Optional)

Business Unit	Fund Code	Department	Program	Project
00730	2080	H0160	F0626	NA

Step 2: Go to <https://www.concursolutions.com> (Concur website) and set your password.

You will use this password if you login to Concur via Concur website.

-> Click on “Forgot your password?”.



Welcome
If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

CONCUR

Login

User Name

Password

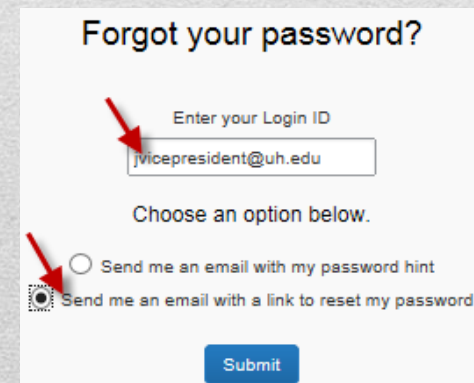
Remember user name on this computer

Login

[Forgot your user name?](#)

[Forgot your password?](#)
Passwords are case sensitive.

-> Enter and submit your Login ID (UH alias e-mail address). You will receive a link to set your password.



Forgot your password?

Enter your Login ID

Choose an option below.

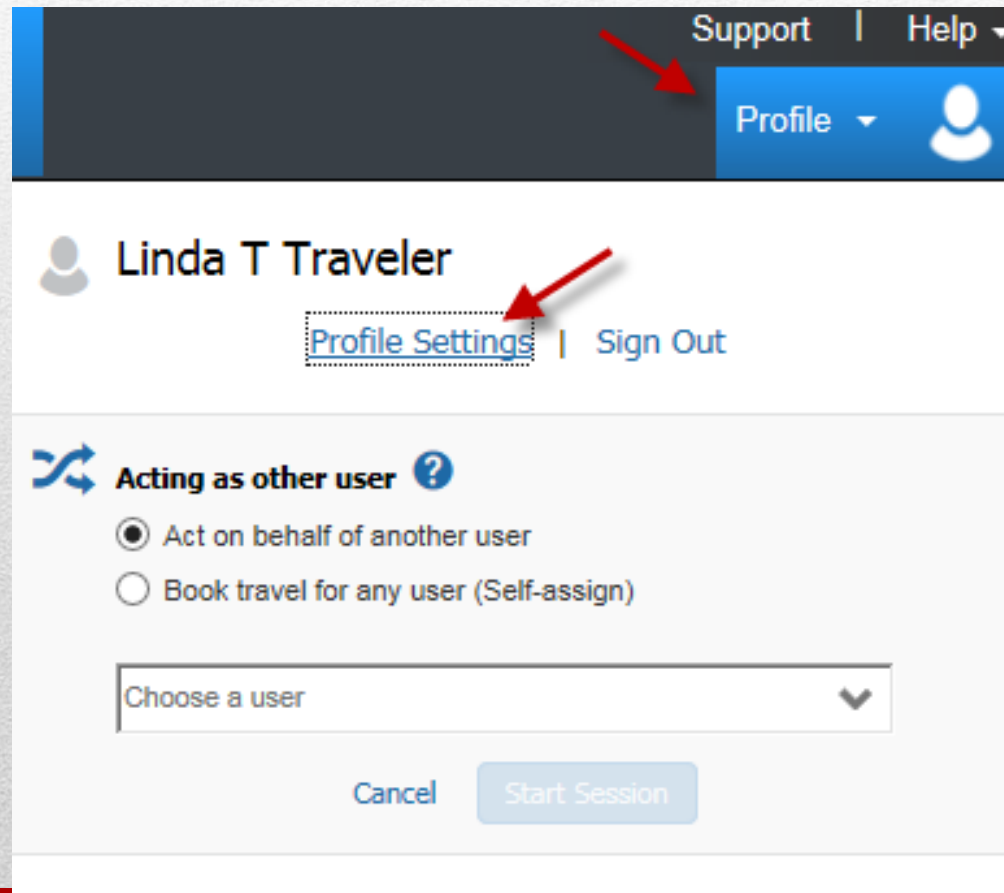
Send me an email with my password hint

Send me an email with a link to reset my password

Submit

Step 3: Login to Concur and update the travel profile

First, login to Concur, click on “Profile, and select “Profile Settings”.



This is the Profile Options page where you can update some of your profile.

CONCUR Requests Travel Expense Reporting App Center Support Help

Profile Profile Personal Information Change Password System Settings Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information

Profile Options

Select one of the following to customize your user profile.

- Personal Information** ← Your home address and emergency contact information.
- Company Information** Your company name and business address or your remote location address.
- Credit Card Information** You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation** Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Expense Delegates** ← Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences** ← Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Mobile Registration** Set up access to Concur on your mobile device
- System Settings** ← Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information** How can we contact you about your travel arrangements?
- Setup Travel Assistants** You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options** Carrier, Hotel, Rental Car and other travel-related preferences.
- Request Preferences** Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password** Change your password.

On the Profile Options page, select;

- **Personal Information** to update your travel profile and travel arrangers.

See the instruction “Getting Started in Concur – Steps for New Users” on the AP Travel website

(http://www.uh.edu/finance/pages/AP_Travel.htm)

- **Expense Delegates** to enter your delegates who can create your TRs and Expense Reports for you.

See the instruction “Getting Started in Concur – How to Select Delegates to Prepare your Documents” on the AP Travel website

(http://www.uh.edu/finance/pages/AP_Travel.htm)

- **Expense Preferences** and **System Settings** to select e-mail notification options.

See the instruction “Getting Started in Concur – How to Set E-mail Notifications” on the AP Travel website

(http://www.uh.edu/finance/pages/AP_Travel.htm)



Key Points and Contact Information

Key Points

- All Travel Card transactions must be processed in Concur with Expense Reports starting the November 2015 Billing Cycle (starting 10-4-15). No GCMS entries are needed.
- The deadline for submitting Expense Reports for Travel Card transactions that had transaction dates in November 2015 is December 23, 2015.
- Concur implementation date is November 2, 2015.
- For Travel Requests that have not been created as of November 2, 2015, they must be processed in Concur.
- All travel reimbursements must be processed with Expense Report in Concur starting November 2, 2015. If the TR was already created prior to November 2, 2015, scan and attach the TR to the Expense Report.
- Users will have Concur access starting October 26, 2015.

Contacts

Access and User Account Issues

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TR and Expense Report Issues

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Concur General Issues and Authorized Approver Issues

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Travel Request Policy Procedure FY 16

1. Scope

The University Of Houston College Of Technology recognizes business travel is essential to its operations. This document provides guidelines for business travel on behalf of the System, paid from all sources of funds, and is intended to be equitable to both the traveler and the institution, in accordance of University of Houston System SAM [03.A.03](#) Business Travel and UH MAPP [04.02.01A](#), [04.02.01B](#).

2. Purpose

This policy provides guidelines for all university travel and non-overnight mileage paid or reimbursed from local funds.

3. Procedures

- A. When requesting travel, the first step is to complete the travel request for approval. This can be found by logging into the PASS system and selecting the Concur Travel Management System.
- B. The travel request must be complete, with cost center information, travel dates, purpose and benefit, estimate of cost, and supervisor approval. Also, back up documentation is needed, such as the conference flyer, event invite, agenda, speaker information, etc.
 - 1) The following steps should be followed when using the Concur system:

Travel Request Policy Procedure FY 16

Travel Type	Approval Required		
	Supervisor/DBA/Director /Dean	OCG	ORPCC
Research and "Yes" on Embargo			

Additional information for travel arrangements:

1. Recognize that the university will only approve coach/economy class airfare. If the traveler is using personal funds or frequent flyer miles to update the ticket to anything other than coach/economy class, the update should be clearly stated in the request. The economy ticket sample must be provided to show price before upgrade is the same as after applying frequent flyer miles.
2. Please use the full name for the destination organization or university. Don't assume that everyone knows the meaning of the acronym.
3. Travel to present research at conferences should be documented by a copy of the invitation to present (an email from the session/panel coordinator will suffice). A conference program should accompany the reimbursement request.
4. Travel to discuss research or collaborate with other institutions should be documented by an invitation, letter or agreement as well.

Travel Request Policy Procedure FY 16**2. Travel Reimbursements**

- A) No more than one travel reimbursement voucher should be processed for each business trip.
- B) A Travel Expense Report is required to reimburse (a) employees, (b) prospective employees, and (c) students and must be processed through Concur.
- C) Employees, prospective employees, and students must submit their request for reimbursement, including required documentation, to the department business office no later than 60 days after travel is completed and upload the necessary items to Concur.
- D) The following table describes the dollar limits and requirements for reimbursement of meals and lodging. Please visit MAPP [04.02.01B](#) for more detailed information on MILEAGE.

3. Mileage Reimbursements (Inter-City)

- A) Mileage reimbursements are allowed per [MAPP 04.02.01A](#) for intercity meetings, classes or other approved university-related events.
- B) Personal car mileage must be itemized point to point with applicable dates. Mileage must be based on the shortest practical route between points. Employees may calculate the number of miles traveled by using a mapping service website. Mileage reimbursements must be processed through [Concur](#).

See table below for more information:

Travel Request Policy Procedure FY 16

Destination for Overnight Travel with Local Funds	Meals and Lodging Combined
Texas	\$220 max. Actual meal and lodging expenses combined shall not exceed \$220 per day, excluding hotel occupancy tax. All lodging expenses must be supported by itemized receipts. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.
Outside Texas and within the continental US	\$325 max. Actual meal and lodging expenses shall not exceed \$325 per day, excluding hotel occupancy tax. All lodging expenses must be supported by itemized receipts. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.
Outside continental US (including Alaska, Hawaii, Canada, Mexico, and other countries)	Actual meal and lodging expenses shall not exceed the higher amount of \$350 or the amount listed in the federal travel rates indicated for the travel destination (see U.S. General Services Administration web site at http://www.gsa.gov/portal/category/21287). All lodging expenses must be supported by itemized receipts. Meal expenses that exceed the federal travel regulation meal per diem (M&IE) for the travel destination must be supported by itemized receipts. Within the above limits, travelers may only be reimbursed up to the amount actually expended.

Consulting Policy FY 16

1. Scope

(UHS Board of Regents policy 57.02.)

Full-time members of the faculty and professional or administrative staff may engage in external consultation or other paid professional services, provided such activities benefit the System and contribute to the professional development of the individual. This privilege is subject in all instances to the conditions set forth below. Failure to comply with this policy may subject an employee to disciplinary action including reprimand, suspension or termination.

- A. The first responsibility of the individual is to the System, and outside professional commitments should not interfere with the person's full time responsibility to the System.
- B. No outside obligation should result in any conflict of interest involving the individual's responsibilities to the System or to its programs, policies, and objectives. Consulting and other professional agreements that represent actual or potential conflicts of interest must be avoided. (See Board of Regents Policy 57.08.)
- C. Use of System facilities, space, equipment or support staff for consulting or other paid professional activities is permitted only if a financial arrangement has been concluded between the individual and the administration prior to the employee's beginning the outside consulting or other paid professional service.
- D. Individuals may not represent themselves as acting in the capacity of System employees when conducting consulting or other paid professional activities. The system bears no responsibility for any actual or implied obligations or liabilities incurred by the individual resulting from a consulting or other paid professional agreement or activity.
- E. Faculty who wish to arrange consulting or other paid professional activities must provide prior written notification to their dean. Review by the dean of such activities will include consideration of any real or apparent conflict of interest and the benefit of the proposed service to the System and the component university. Each faculty member who engages in consulting or other paid professional service, including teaching on a temporary basis at other institutions, must ensure that such activities do not require commitments of time averaging more than one day per calendar week, and must arrange such activities so as not to interfere with regularly scheduled classes.
- F. Professional or administrative staff who wish to arrange consulting or other paid professional activities must obtain prior written approval from the appropriate supervisor. While consulting is a recognized aspect of faculty activities with the limitations noted in this document, consulting by professional or administrative staff must be justified on an individual basis by clear and direct benefit to the Sytem.
- G. When any of the individual's salary is paid from funds for externally sponsored activities, the time allowable for consultation or other paid professional activities must comply with sponsor requirements.

Consulting Policy FY 16

Unpaid public service is not included in this policy, nor are occasional lectures which included fees, unless these activities require significant amounts of time or otherwise conflict with regular System obligations.

The Chancellor/President will establish a process for monitoring outside paid professional activities of their faculty and staff in order to ensure that such activities are consistent with the above policy and also serve system purposes. The Chancellor/President will report to the Board of Regents annually on such activities.

Reporting Consulting and Paid Professional Service Activities

Reporting of consulting activities shall be kept as uncomplicated as possible and will consist of a written report to the department chair and dean of the college or the unit administrator at the conclusion of each academic year.

For additional information: consult the Office of the Provost, 713.743.9101.

2. Procedure

- A. Faculty member will provide written request to Chair/Department head.
- B. If approved, the written request will need to be submitted to Associate Dean for Research and Graduate Studies for approval.
- C. The Dean's Administrative Assistant will get final approval from the Dean, & maintain a record for audit purposes. The Dean's administrative assistant will send a copy of the finalized external consulting request to the faculty members department chair.

UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: Fiscal Affairs

NUMBER: 03.A.05

AREA: General

SUBJECT: Contract Administration (Interim)

1. PURPOSE

This document sets forth guidelines for the approval and awarding of contracts for services, including but not limited to contractual documents, terms and conditions, leases, letters of agreement, letters of intent, memoranda of understanding, and interagency or intra-system agreements. This document does not apply to procurement of supplies, goods or equipment that is normally provided by component university purchasing departments.

2. POLICY

- 2.1. No person has the authority to bind the System or any of its component universities contractually except in accordance with this document. The Board must approve certain contracts in accordance with [Board Policy 55.01](#) and Board Bylaws. The Board delegates to the Chancellor the authority to negotiate, execute, and administer all other contracts or delegate said authority.
- 2.2. Each component university shall develop procedures to implement this policy.
- 2.3. All contracts shall have all applicable administrative and legal reviews completed and be signed by all parties prior to commencement of any duties/actions by the parties as stipulated in the contract. Board approval must be obtained in an open meeting for certain contracts (see Section 4 of this document).
- 2.4. Contracts are legally binding on the System and/or its component universities only upon execution of the contract by the System and/or component university official with delegated contractual signatory authority.
- 2.5. Amendments, changes, extensions, or renewals to the original contract using non-standard agreement forms (agreements that have not been approved by the Office of General Counsel denoted by OGC-S-_____) must be processed in the same manner as the original contract. A copy of the original contract must be included with the amendment, change, extension, or renewal at the time the documents are processed for approval. In instances where the original contract was approved by the Board and the amount under this section is not greater than Section 4.1.f, the Chancellor is authorized to execute the amendment, change, extension or renewal

without further action by the Board. The Chancellor shall provide the Board Chairman a report of any such actions at the next regularly scheduled Board meeting following the action.

3. GENERAL PROVISIONS

3.1. Contract Management:

- a. Each component university shall retain at least one executed copy of every contract into which it enters. These copies may be retained by the unit that originated the contract or by a central repository as specified by the component university. Although original and signed contracts are required by this document, certain limited situations exist, i.e., contracting parties located overseas, etc., that may require facsimile copies of the contract and contract signatures so that contract performance may begin. In these rare and limited situations, original signed agreements (not facsimiles) must be forwarded to the originating unit within 10 business days from the date the contract facsimile is received and processed by the originating unit and/or applicable contracting office. Notwithstanding the above, all personnel responsible for contracts within the originating units should anticipate the time needed to receive fully signed originals and plan accordingly so that contract facsimiles are the rare exception.
- b. Each component university shall develop and maintain a contract management system to ensure that the terms and conditions of each contract are performed in an appropriate manner. The individual(s) responsible for ensuring that the terms and conditions of the contract are met shall sign an appropriate statement acknowledging this important responsibility. Such documentation, to include an acknowledgement statement and the person's name, title (if appropriate or required), signature and date of signature shall be maintained with the records associated with each contract.

3.2. Audit Clause: All revenue generating contracts and all contracts where payment by a component university is contingent upon records processed and maintained by another party to the contract shall contain an audit clause. This clause shall give the System and/or its component universities the right to access and audit any and all documents pertaining to the contractual relationship held by any party to the contract.

4. CONTRACTS REQUIRING BOARD APPROVAL

4.1. Board approval must be obtained in an open meeting for the following contracts (refer to [Board Policy 55.01.01](#)):

- a. Contracts for the purchase, gift or acquisition of real property;

- b. Contracts for the sale of real property or conveyance of any rights in real property, if the value of the property is more than \$300,000;
 - c. Real estate leases, lease renewals and extensions, whether as lessor or lessee, if the obligation of the lease is equal to or greater than the submittal threshold requiring Texas Higher Education Coordinating Board (THECB) action;
 - d. Banking and investment agreements;
 - e. Any single procurement contract for any equipment, goods and services, not specified above, that is expected to exceed \$1,000,000 in a fiscal year;
 - f. Any extension, modification, or renewal of an existing contract that is expected to exceed \$1,000,000 in a fiscal year;
 - g. Any series of contracts that are initiated in the same department for the same goods or services with the same party within a fiscal year, that if combined in one contract, would require Board approval or reporting; and
 - h. Any other contract the Board might designate as having significant importance to require Board approval.
- 4.2. The Board holds four regularly scheduled meetings per year. The current meetings schedule can be accessed at <http://www.uhsystem.edu/board-of-regents/mtg-calendar/index.php>. With the exception of Division of Research and Intellectual Property contracts, in order to submit a contract for Board approval, each component must send the contract with a completed Board of Regents' Agenda Cover Sheet (Exhibit A) to the Office of the Executive Vice Chancellor for Administration and Finance.

5. PROCEDURES FOR CONTRACTS REQUIRING BOARD APPROVAL

- 5.1. The Chancellor shall execute all contracts approved by the Board.
- 5.2. All delegations of contracting authority must be made in writing, approved by the Chancellor, and filed with the Board. No employee, officer or agent of the System shall have the authority to execute contracts unless expressly delegated such authority pursuant to this document.
- 5.3. All contracts must be reviewed and approved by the Office of General Counsel before execution.

- 5.4. All expenditures for professional services or consulting contracts must be coded to the accounts listed in Exhibit B or associated accounts which may be approved in the future.
- 5.5. In the event of a bona fide emergency, as declared by the Chairman of the Board upon consultation with the Chancellor, the Chancellor may execute a contract that would otherwise require Board approval. The Chancellor must then submit the contract to the Board for ratification at its next regular meeting.

6. DELEGATION OF AUTHORITY FOR CONTRACTS NOT REQUIRING BOARD APPROVAL

- 6.1. Each President or President's designee may negotiate, execute, and administer all contracts and related legal documents that do not require Board approval, except as otherwise noted in this section. No President or President's designee shall have authority to execute contracts unless expressly delegated such authority pursuant to this policy.
- 6.2. All contracts must be reviewed and approved as to form by the Office of General Counsel before execution. The Office of General Counsel may approve standard contracts for use without additional review and approval by the Office of General Counsel.
- 6.3. Each President or President's designee, delegated the authority described in Section 6.1., may execute the following contracts when the total budget is not expected to exceed \$300,000:
 - a. Contracts for new construction;
 - b. Contracts for repair and rehabilitation;
 - c. Contracts for furnishings and equipment related to new construction or repair and rehabilitation;
 - d. Contracts for architects, engineers and general contractors supporting projects noted in this Section a.-c. above; or
 - e. Contracts for professional services firms relating to testing, environmental issues and HVAC systems supporting projects noted in this Section a.-c. above.
- 6.4. Contracts greater than \$300,000 require the approval of the Chancellor; Executive Vice Chancellor for Administration and Finance; component university President; component university Chief Financial Officer; and the Executive Director, FP&C.

- 6.5. Contracts greater than \$1 million must be approved by the Chancellor, following approval by the Board.
- 6.6. The Executive Vice Chancellor for Administration and Finance shall present for approval to the Board projects for new construction or major repair and rehabilitation of buildings and facilities when the total cost is equal to or greater than the submittal threshold requiring Texas Higher Education Coordinating Board (THECB) action. In such cases, the Board will be presented with the project, budget, schedule and, if applicable, a program and schematic design. Once a project is approved, the Chancellor is authorized to negotiate and execute all appropriate contracts and easements required to accomplish the project, provided it is within the approved scope and budget of the project.
- 6.7. When total project costs of a new construction and/or renovation project are \$300,000 or less, each component university shall ensure that all plans, specifications and bidding documents are reviewed for compliance with applicable state laws prior to being released for bidding. When total project costs are greater than \$300,000, the System FP&C Department shall manage the projects. This includes the review of all plans, specifications and bidding documents for compliance with applicable state laws prior to being released for bidding.
- 6.8. The following contracts must be routed through the Executive Director for Contracts Administration/Associate General Counsel for Contract Compliance for the Chancellor's approval and execution. Delegated authority is not given to the component university Presidents in this regard.
 - a. Contracts for the purchase, gift or acquisition of real property;
 - b. Contracts for the sale of real property or conveyance of any rights in real property; and
 - c. Contracts for real estate leases, lease renewals and extensions, as lessor or lessee.
- 6.9. All expenditures for professional services or consulting contracts must be coded to the accounts listed in Exhibit B or associated accounts which may be approved in the future.
- 6.10. Each President has, or may delegate, the authority to negotiate, execute, and administer all contracts and grants pertaining to sponsored activities, including externally-funded research contracts, cooperative agreements, joint research projects and similar agreements. The presidents must report all such contracts to the Board.

7. SPECIAL CONTRACTING REQUIREMENTS

7.1. Competitive Procurement Requirements:

- a. The System and its component universities may acquire goods or services by the method that provides the best value to the institution, including
- Competitive bidding;
 - Competitive sealed proposals;
 - A catalog purchase;
 - A group purchasing program; or
 - An open market contract.
- b. The following criteria shall be considered in determining best value:
- The purchase price;
 - The reputation of the vendor and of the vendor's goods or service,;
 - The quality of the vendor's goods or services;
 - The extent to which the goods or services meet the institution's needs;
 - The vendor's past relationship with the institution;
 - The impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services for persons with disabilities;
 - The long-term cost to the institution of acquiring the vendor's goods or services;
 - Any other relevant factor that a private business entity would consider in selecting a vendor; and
 - The use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provides written justification in the request for bids for use of the unique material specified.

- c. The following additional criteria shall be considered in determining best value:
- A vendor proposal must meet the requirements of the institution's solicitation document; and
 - A vendor proposal that is non-responsive to the criteria set forth in the institution's solicitation document shall be rejected.

7.2. Lease of Space by a Component Unit: The Chancellor must approve all leases, regardless of the source of funding.

- a. State Funds: State law requires that state agencies afford the Texas Building and Procurement Commission (formerly the General Services Commission) the opportunity to obtain leased space, if the lease will be paid from state funds. An originating unit desiring to lease space with state funds should anticipate working with UHS Facilities Planning and Construction Department and the UHS Contracts Administration Office; who shall coordinate the required activities with the Texas Building and Procurement Commission (TBPC) leasing department, after obtaining approval of the Chancellor as noted in this section.
- b. Local Funds: The TBPC has delegated authority to the System to execute lease agreements for which no state funds will be expended. An originating unit desiring to lease space under System delegated authority must work with the System FP&C Department and the System Contracts Administration Office for assistance in ensuring compliance with all legal and administrative requirements.

7.3. Consulting or Professional Services Contracts: See Texas Government Code, [Chapter 2254](#).

- a. Consulting Services: There are numerous state requirements governing filing of notices to solicit and award consulting contracts and to process renewals, amendments and extensions. An originating unit must work with the appropriate contracting office and/or the system Contracts Administration Office and allow sufficient time to complete publication and notice requirements. Failure to comply with these requirements will render the contracts as void.
- b. Professional Services: State law requires that selection and award of contracts for professional services be based on (a) the professional's demonstrated competence, (b) the professional's qualifications for the type of services to be performed, and (c) a fair and reasonable price, rather than on the basis of competitive bids.

- c. State Agency Reporting: Each component is required by the Legislative Budget Board (LBB) by directive letter dated December 2001; and by law to provide written notice to the LBB not later than the 10th day after the date on which the component enters into contracts, if the amount of the contract, including an amendment, modification, renewal, or extension of the contract, exceeds \$14,000, including but not limited to: (a) contracts for construction projects ([Government Code §2166.2551](#)); (b) contracts for professional services ([Government Code §2254.006](#)), other than contracts for physician or optometric services; and (c) contracts for consulting services ([Government Code 2254.0301](#)).
 - d. Yearly Report to the Board of Regents: The Associate Vice Chancellor for Administration, in consultation with the Associate Vice Chancellor for Finance, shall compile a report of all contracts for consulting or professional services, where total compensation from System-wide sources to a single entity exceeded \$250,000 during the fiscal year, for submission by the Executive Vice Chancellor for Administration and Finance to the Board of Regents at the first meeting of the next subsequent fiscal year (refer to [Board Policy 55.01.4](#)).
- 7.4. Revenue-Generating Contracts: All contractual transactions for which revenues will be generated for the component university and/or any unit of the component university must comply with requirements set forth in this document, including review by the Office of Contracts Administration. Associate Vice Chancellor for Finance and/or Associate Vice Chancellor for Administration (or designee at each component university), processing by the applicable contracting office, and execution by the appropriate component university official. Component university units are authorized to arrange for contractual opportunities that generate revenue, if the transaction is directly related to furthering the component university's educational, research, extension, and public service or campus support functions.
- 7.5. Contracts for Legal Services: Originating units cannot initiate contracts for legal services. All contracts for legal services are initiated only by the Office of General Counsel and only after approval has been obtained from the Office of the Attorney General for the State of Texas (refer to [SAM 01.D.02](#), Employment of Outside Legal Counsel).
- 7.6. Contracts for Major Information Systems: The component university is required by law ([Government Code §2054.008](#)) to provide written notice to the LBB, not later than the 10th day after the date on which the component university enters into a contract for a major information system. A "major information system" includes:
- a. One or more computers that, in the aggregate, cost more than \$100,000;

- b. A service related to computers, including computer software, that costs more than \$100,000; and
 - c. A telecommunications apparatus or device that serves as a voice, data, or video communications network for transmitting, switching, routing, multiplexing, modulating, amplifying, or receiving signals on the network and costs more than \$100,000.
- 7.7. Contracts Awarded to Non-Resident Bidders: During January and July of each year, each component must file a report with the LBB that identifies each non-resident bidder (one who does not maintain a permanently staffed full-time office in Texas and as defined by Texas Government Code, Title 10, Subtitle D, [Section 2152.064](#)) to whom the component university awarded a contract that has a value of \$25,000 or more for the purchase of supplies, materials, services or equipment during the six calendar months preceding the month in which the report is filed, if the component university awarded such a contract during the reporting period. For contracts with a value of \$250,000 or more, the component university must include an explanation for the need to use a non-resident bidder.
- 7.8. Texas Electronic Marketplace: The System and its component universities may post notification on the Texas Electronic Marketplace of procurements for which the agency expects to pay more than \$25,000, regardless of the funding source. The Texas Electronic Marketplace can be accessed at <http://www.window.state.tx.us/procurement/>. A unit that desires to post notification should contact the appropriate contracting office and/or the System Contracts Administration Office for assistance with Texas Electronic Marketplace posting requirements.
- 7.9. Vendor Identification: The University shall report to the Texas Office of the Comptroller each vendor who is indebted to the State or has a tax delinquency. The report must contain information and be submitted in a manner and frequency required by the Texas Office of the Comptroller. The contracting unit must obtain the needed vendor information by accessing the Texas Office of the Comptroller at <http://www.window.state.tx.us/>; or by contacting the appropriate contracting office and/or the System Contracts Administration Office.
- 7.10. Agreements With Other State and Local Government Entities: The System and component universities may contract with another state agency for the provision of necessary and authorized services and resources by Interagency Agreement subject to the requirements of this policy. Assistance may be requested from the appropriate contracting office and/or the System Contracts Administration Office.

7.11. Contracting With Historically Underutilized Businesses (HUBs): The System and component universities will comply fully with the letter and spirit of [Chapter 2161](#) of the Texas Government Code (refer to [Board Policy 55.04](#) and System Administrative Memorandum [03.B.02](#)).

8. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Administration

Review: Every three years on or before May 1

9. APPROVAL

Approved: Jim McShan
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 1, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	09/04/1990	Initial edition
2	05/15/1991	Revised Section 1 to include reference to Board of Regents' Policy 01.04. Revised Section 2.3 to include the form of all contracts to be approved by the Office of University Counsel. Added facility construction and renovation to Section 2.4. Added Section 2.5 on professional service or consulting and Section 2.6 on goods and services. Added documentation to Section 3.1 (4) on subcodes for various professional and contract services. Added information to Section 4.2 for timing before the beginning of the fiscal year for delegation. Added Section 5 on central contract repository. Added Consulting Contracts and Service Contracts to Section 8, Indexing Terms

Revision Number	Approval Date	Description of Changes
3	06/08/1994	Changed Board of Regents Policy to 52.01 in Section 1. Changed numbering to letters in Section 3.1, and removed subcodes. Changed title in Section 4 to Delegation of Authority for Contracts Not Requiring Board Approval. Added Section 4.5 on delegation of each System president. Added Appendix A, which contains all subcodes removed from Section 3.1
4	05/01/1995	Added additional information to Section 2.4 on construction or renovation project definitions. Redefined Section 5.2 to emphasize requirements for all contracts
5	07/27/1996	Switched Section 2 and Section 3. Added Section 3.7 on specifications for consulting services or professional services. Changed Office of University Counsel to Office of Legal Counsel throughout document. Added Section 4.5 on responsibilities for the System Office of Facilities Planning and Construction. Added Section 4.7. Added Section 5.3 on compliance responsibilities. Added additional information to Appendix A on definitions of professional service and consulting service, and rearranged subcodes
Interim	08/01/2001	Changed SAM template to reflect current operating requirements. Changed Board of Regents Policy to 47.01 in Section 1. Rearranged information throughout document, starting with Section 2, outlining general provisions. Added information to Section 3 (d) on the Professional Services Procurement Act. Changed references from Office of Legal Counsel to Office of General Counsel throughout. Added links throughout document. Changed review period to “as needed until June 1, 2001”
6	11/05/2002	Changed SAM template to reflect current operating practices. Rewrote document to reflect current operating requirements. Added references to Exhibit B (subcodes for professional services or consulting contracts) throughout document. Changed review period to be every three years on or before May 1 st . Added delegated authority, professional services, and service contracts to Section 11, Indexing Terms. Added Exhibit A, Board of Regents’ Agenda Cover Sheet, and moved subcodes to Exhibit B in table format

Revision Number	Approval Date	Description of Changes
Interim	04/01/2015	<p>Changed SAM template and added Revision Log. Changed all Board Policy references to reflect current documentation. Added links as applicable. Updated web site for Board of Regents' meeting schedule in Section 4.2. Changed references to Executive Vice Chancellor for Administration and Finance throughout text. Added Section 7.1.c with additional criteria to be considered in determining best value. Updated web sites in Sections 7.8 and 7.9. Removed Section 11, Indexing Terms. Replaced Exhibit A with current form. This SAM will be part of the Quarter 1, FY 2016 review cycle to remove Interim designation, with all appropriate updates to the contents to meet current operating requirements</p>

EXHIBIT A

Board of Regents' Agenda Cover Sheet

UNIVERSITY OF HOUSTON SYSTEM BOARD OF REGENTS AGENDA		
COMMITTEE:	Academic and Student Success	
ITEM:		
DATE PREVIOUSLY SUBMITTED:		
SUMMARY:		
SUPPORTING DOCUMENTATION:		
FISCAL NOTE:		
RECOMMENDATION/ ACTION REQUESTED:	Information	
COMPONENT:	University of Houston	
PRESIDENT	Renu Khator	DATE
SENIOR VICE CHANCELLOR	Paula Myrick Short	DATE
CHANCELLOR	Renu Khator	DATE

EXHIBIT B**Professional/Consulting Service PeopleSoft Account Numbers**

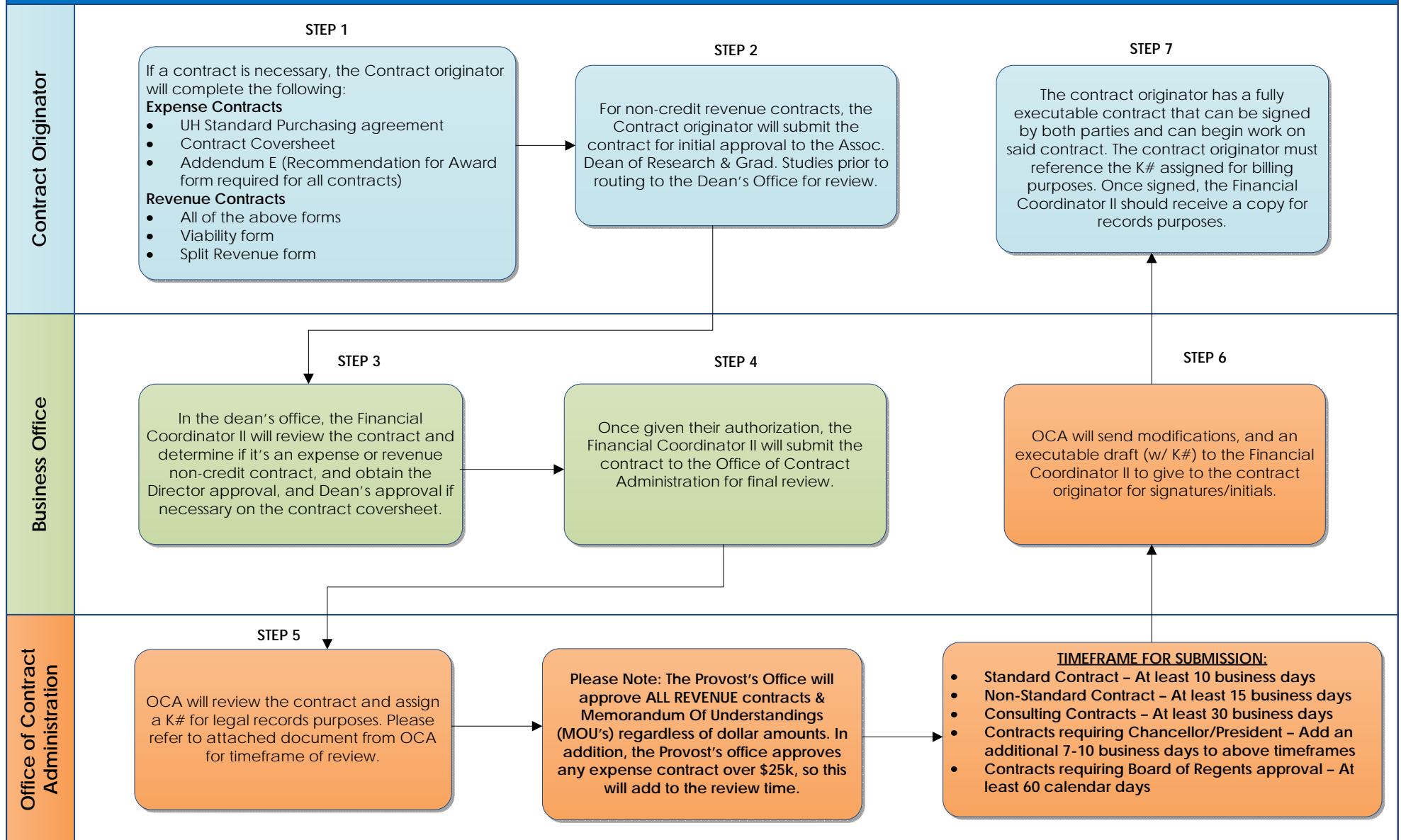
Professional service or consulting contracts are defined as those that meet the qualifications set forth in the Professional Services Procurement Act ([Texas Government Code, Section 2254](#)). These services are defined as:

“Professional Services” are those services directly related to the professional practices such as accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraisal, or professional nursing. Services provided by professionals outside the scope of their profession, e.g., management consulting services provided by accounting firms, are not considered professional services for the purposes of this policy.

“Consulting Service” is the practice of studying and advising a state agency in a manner not involving the traditional employee/employer relationship. To “study” means to consider some aspect of the agency in detail. To “advise” means to provide a recommendation or identify options with respect to some course of action. Generally, a true “consultant” delivers information or provides assistance that enables the state agency to take some course of action. When a contract involves a mix of deliverables, it is considered a consulting contract only when consulting services, as defined above, are the primary objective of the contract.

PeopleSoft Account	Description	Consulting Services	Professional Services
52101	Optometrist		X
52102	Receipted Expenses for Optometrist		X
52103	Accountant		X
52104	Landscape Architect		X
52105	Receipted Expenses for Landscape Architect		X
52106	Architect		X
52107	Engineer		X
52109	Physician or Surgeon		X
52110	Receipted Expenses for Accountant		X
52111	Receipted Expenses for Architect		X
52112	Receipted Expenses for Engineer		X
52114	Consulting Information Systems	X	
52115	Consulting Other	X	
52116	Receipted Expenses of Information Systems Consultants	X	
52117	Receipted Expenses of Other Consultants	X	
52118	Receipted Expenses for Physician or Surgeon		X
52201	Real Estate Appraiser		X
52202	Receipted Expenses for Real Estate Appraiser		X
52203	Registered Nurse		X
52204	Receipted Expenses for Registered Nurse		X
52206	Land Surveyor		X
52207	Receipted Expenses for Land Surveyor		X

Contracts Workflow process – College of Technology Internal Procedure



Split Revenue Contract Form			
<i>Directions: Please complete section A if the center is the only area which money is being received in. The total amount of the contract should be entered in the top box, with a zero in the department box. If the revenue contract is a department only contract, vice versa. If the revenue contract is a department and center contract, split the amounts in the appropriate boxes below.</i>			
If "Center Only" contract, see Section A	Enter Total Contract Amount	\$	-
If "Department Only" contract, see Section B	Enter Total Contract Amount	\$	-
Section A: Center Only Contract			
Applicable Tax Rate	35%	Contract tax total	\$ -
<i>Tax Breakdown by levels</i>	<i>Cost Center Information</i>	Applicable Tax Amount	Total
1) UH Reserve	00730-2080-H0136-D2965-NA	50%	\$ -
2) Dean's Office	00730-2080-H0136-D2965-NA	12.5%	\$ -
3) Enter Center Name		37.5%	\$ -
4) Center Remainder			\$ -
Section B: Department Only Contract			
Applicable Tax Rate	35%	Contract tax total	\$ -
<i>Tax Breakdown by levels</i>	<i>Cost Center Information</i>	Applicable Tax Amount	Total
1) UH Reserve	00730-2080-H0136-D2965-NA	50%	\$ -
2) Dean's Office	00730-2080-H0136-D2965-NA	25%	\$ -
3) Department Name		25%	\$ -
4) Department Remainder			\$ -

Please complete and get appropriate approval/signatures below:

Contract Originator Signature: _____

Date: _____

Chair Approval: _____

Date: _____

Assoc. Dean for Research & Grad Studies: _____

Date: _____

Director of Operations Approval: _____

Date: _____

Timeframe for Submitting Agreements to Contract Administration

Agreement Type:	Advance days in which agmt. should be submitted:
Standard contracts	At least 10 business days
Non-standard contracts	At least 15 business days
Consulting contracts	At least 30 business days
Contracts requiring Chancellor/President signature	Add an additional 7-10 business days to above timeframes
Contracts requiring Board of Regents approval	At least 60 calendar days
* Special rules apply for certain agreement types (such as consulting agreements, leases, etc.).	

Scholarship Procedure FY 16

1. Scope

Procedures for the awarding of scholarships in the College of Technology are described in this document.

2. Procedure

December/January

- A. Dean for Student Affairs, Director of Business Operations and Director of Development ASC and Development meet to discuss awards (new and continuing) for upcoming academic year, reconcile balances, and verify People Soft account numbers.

February

- A. A general scholarship application is posted online as well as criteria for each of the scholarships at <http://www.uh.edu/technology/advising/financial-aid/>.
- B. Scholarships are announced to students via listserv, communication boards, and college website.

April

- A. Scholarship application deadline.
- B. College of Technology scholarship committee meets to award scholarships for the upcoming year. Committee is made of four faculty members: one representative from each of the three departments (ET, HDCS, ILT) and a dean's appointee. The Assistant Dean for Student Affairs is a non-voting member and serves on the committee to ensure adherence to scholarship criteria and facilitate questions.
- C. Scholarship recipients are sent to Director of Business Operations to verify accounts and balances.

April/May

- A. Students are notified via email and postal service of their awards. Students must return a scholarship acknowledgement letter (which gives permission for photo opportunities) and donor thank you letter before awards are posted.
- B. Thank you notes are forwarded to Director of Development.

July

- A. Award memos are sent to Office of Scholarships for posting to student accounts. Award memos include the following:
 - 1) Minimum hours/GPA
 - 2) PeopleSoft Cost Center
 - 3) Scholarship Name
 - 4) College/Division

Scholarship Procedure FY 16

- 5) Initial Award amount
 - 6) Term(s) of the Award
 - 7) Certifying signature (printed name and extension)
 - 8) Preparer's signature (printed name and extension)
 - 9) Student(s) PS ID and Name
- B. In the event of a new scholarship, a Scholarship Distribution form will be attached.
- C. Award memos are uploaded and sent to the Scholarship Office via email.

August

- A. Assistant Dean for Student Affairs reviews student accounts to confirm for enrollment status.
- B. Director of Business Operations checks accounts of all scholarships before classes start to ascertain if scholarships have been deducted. If any student has not received their scholarship, the Scholarship Office will be notified.
- C. A revised award memo will be completed for any ineligible recipient.
- D. Scholarship procedures for the college will be updated, if necessary, and sent to the Office of Scholarships.

January

- A. Review student accounts for continued scholarship eligibility the first week in January (after fall grades have posted).
- B. A revised award memo will be completed for any ineligible recipient.

Key staff involved in scholarship process:

Vacant, Assistant Dean for Student Affairs
Preparer Signature
Email
Phone Number

Zagui Paredes, Director of Business Operations
Certifying Signature
zparedes@uh.edu
713-743-5950

Vernon King, Director of Development,
veking@central.uh.edu
713-743-4886

Doctoral Student Tuition Fellowship Standard Operating Procedure FY 16**1. Scope**

Doctoral Student Tuition Fellowship (DSTF) reimburses tuition at the base rate. Tuition reimbursement is no longer guaranteed with employment, effective fall 2011. Each college has been issued a fellowship amount that will be awarded by the college. The College of Technology accepts applications from students as outlined below and allocates funds as available according to the priorities which are listed, which have been established in conjunction with the College of Technology Graduate Academic Council. **These funds are for tuition fellowships only, any cost for student employment is the responsibility of the employing program, department or grant.**

2. Procedures

To be considered for DSTF Funding, please submit the attached employment forms by the stated deadlines

[DSTF Agreement Form](#)

[Employment Agreement Form](#) (Employing Unit must be completed and signed)

Please note that DSTF does not replace the monthly stipend nor health insurance paid for by employers. DSTF is a competitively awarded benefit of up to 9 credits of tuition reimbursed at the base rate. DSTF is not guaranteed with employment.

Additional Background

DSTF will be awarded by the College of Technology in the following preference order:

While awarding DSTF, the College of Technology will use the criteria listed below when making decisions to award funding to students. All students from a priority group will be funded before the next priority group. Funding will be awarded in the following order with priority given to research benefitting the College of Technology and University of Houston in addition to student excellence as measured through student cumulative GPA.

- 1. MOU Based Award:** An existing Memorandum of Understanding (MOU) is a formal agreement made between the College of Technology and an external entity. This entity may be another educational institution or business. An example of an MOU with an educational institution includes, but is not limited to, students participating in a research program which specifically identifies funding will be provided to a student during a set time period of the student's academic experience at UH in the College of Technology. An example of a business MOU includes but is not limited to, business providing matching funds for DSTF funding.

Doctoral Student Tuition Fellowship Standard Operating Procedure Fy 16

2. Employment Based Award:

1. College of Technology graduate students hired as a Research Assistant (RA) in the College of Technology.
2. College of Technology graduate students hired by the College of Technology in salaried graduate student position (IA or TA or TF or GA; GA-NE positions do not qualify).
3. College of Technology graduate students hired outside of the College of Technology, but employed at UH in an RA position.
4. College of Technology graduate students hired outside of the College of Technology, but employed at UH in salaried graduate student position.
5. Graduate Students from other colleges hired by the College of Technology in an RA, IA, TA or TF position.

3. Merit Based Award: College of Technology graduate students exhibiting academic excellence. In addition to GPA, competitive academic recognition, like winning an award or presenting at a prestigious national conference will be used to determine academic excellence for current students. New students will be evaluated based on incoming GPA and tests scores. *Merit based awards are unlikely to be awarded; significant academic competitiveness must be demonstrated to be considered for this award.*

Position title descriptions per the UH catalog (GA, GA-NE, IA, RA, TA, TF).

The Office of Research and Graduate Studies may award tuition fellowships to students for academic excellence at a higher priority level than listed above based on a case by case basis. In the event all students in one funding group cannot be awarded a tuition fellowship, awards will be determined by the Office of Research and Graduate Studies.

DSTF Student Eligibility Requirements

Graduate students determined by the College of Technology as eligible for support under this program will be awarded a fellowship amount equal to resident tuition and designated tuition charges for nine (9) credit hours for each fall and spring semester of eligibility, and six (6) credit hours for the summer. The DSTF program does not cover mandatory or course fees, which remain the obligation of the student.

Doctoral Student Tuition Fellowship Standard Operating Procedure FY 16

1. A student must be matriculated and in good academic standing in the College of Technology in a degree seeking graduate program. Student classified as post-baccalaureate (PB), pre-grad or non-degree objective (NDO) are not eligible.
2. Accumulative graduate grade point average (GPA) of 3.00 for all courses attempted is required for all graduate degree programs. For the purpose of the awarding DSTF, 1st year students (newly admitted) will have the minimum GPA requirement waived for their first two long semesters.
3. Recipient of the DSTF may work no more than .50 FTE (on average 20/hrs/week) either on or off campus. This employment waived for their first two long semesters.
4. A student must be enrolled a minimum of nine (9) semester credit hours for each full long semester for the award. For summer, students must be registered for a minimum of six semester credit hours any combination of summer sessions.
5. Tuition for any additional credit hours in which a student enrolls over the minimum of nine (or six) will be charged to the student who will be responsible for the payment. Credit hour minimums apply only to courses taken for graduate credit applicable toward the student's degree objective. With the exception of required one-credit seminars that force a student be above or below full time enrollment, all funding requests above or below full time enrollment must be approved by General Petition. Reduced course load requests will only be approved in a student's final semester; students may only have one final semester.
6. Eligible Master's degree students may receive the DSTF for a maximum of two years (four long semesters) for student in a Master's program.
7. Student's whose tuition is paid through other financial aid source (e.g. Hazelwood), are not eligible to receive the DSTF.
8. A student who falls to meet all of the criteria for eligibility throughout the entire semester will have their Fellowship revoked retroactively, will be billed for full tuition, and designated tuition charges.

Funding Process

The Office of Research and Graduate Studies manages the distribution of DSTF awards to students. Distribution is based on guidelines as approved by the Graduate Academic Council as well as the College of Technology Scholarship Committee. The scholarship process is highly competitive therefore meeting minimum requirements does not guarantee an award.

Doctoral Student Tuition Fellowship Standard Operating Procedure FY 16

Awards are made with the intent of furthering the success of the university with regard to the University mission, research interests, and instructional needs.

Application Procedure

MOU Based Award: Student consideration requirements will be identified in the MOU.

Employment Based Award: To be considered for DSTF based on employment, students will need to submit a DSTF Employment Agreement to the ASC Room 108.

Merit Based Award: Currently enrolled students will be considered based on academic excellence. This award is highly competitive an employment based award.

Deadlines

DSTF may be awarded six times throughout the semester as follows:

Deadline	Application Due to Academic Services Center	Terms Available
Priority Deadlines	Six weeks prior to the start of the term	Fall, Spring, Summer
Final Deadline	One week after the first day of class	Fall, Spring, Summer

Priority Deadline: To meet scholarship award deadlines the College of Technology has identified a priority deadline. Six weeks prior to the start of the term, priority students awards are identified by the Office of Research and Graduate Studies in the College of Technology based on the criteria identified above and submitted to the Office of Student Financial Aid four weeks prior to the start of the term. Funding should post prior to the tuition and fees deadline; students are

Final deadline: If additional funding is available, additional awards will be granted by the Office of Research and Graduate Studies in the College of Technology to individual students based on the criteria above. Awards are submitted to the Office of Student Financial Aid, however aid will not reflect on the student's account prior to tuition and fees due date therefore it is the student's responsibility to make payment arrangements. Once funding is awarded, the student will receive credit to their account.

<http://www.uh.edu/technology/advising/financial-aid/graduate-assistantships/>

Guide to Successful Stipends

Stipend Processing

Route to:

*Please select the appropriate approval path:

- Dept/Coll/Div - AP
- Dept/Coll/Div - Contract & Grant - AP
- Dept/Coll/Div - Scholarship & FinancialAid - AP
- Dept/Coll/Div - Tax - AP
- Dept/Coll/Div - Research HEAF - AP

- Is routed to Student Financial Aid anytime a UH Student receives a stipend/monies to cover their tuition or payment.
- The SFA office **MUST** reconcile the monies received with other federal aid the student may be receiving and ensure that it does not **exceed** the student COA (Cost of Attendance)

How often are stipends (vouchers) processed??

- At least 2 times a week.
- Usually within 2-3 business days during non peak times
- Within 5-7 business days during peak times
- Always send vouchers (stipends) over ahead of time. Do not wait until the last minute. Always figure 3 business days for the voucher to be reviewed in Financial Aid.

All Vouchers must include the following

- People Soft number (if the PeopleSoft number is not provided; the voucher will be denied)
- The purpose of the voucher
- The amount of the current voucher
- MUST detail if the voucher is recurring or a one time payment (timeframe)
 - If a student stipend amount changes, detailed notification must be provided indicating the new information

Example

- Purpose (usually placed on the coversheet)
 - Example: Stipend payment in the amount of \$2000 for (Student name) for assisting with classroom peer mentoring.

Voucher Info	
Inv Dt:	10/24/2012
Inv Rcpt Dt:	10/24/2012
Good Rcpt Dt:	10/24/2012
Inspect Dt:	10/24/2012
Gross:	\$2,000.00

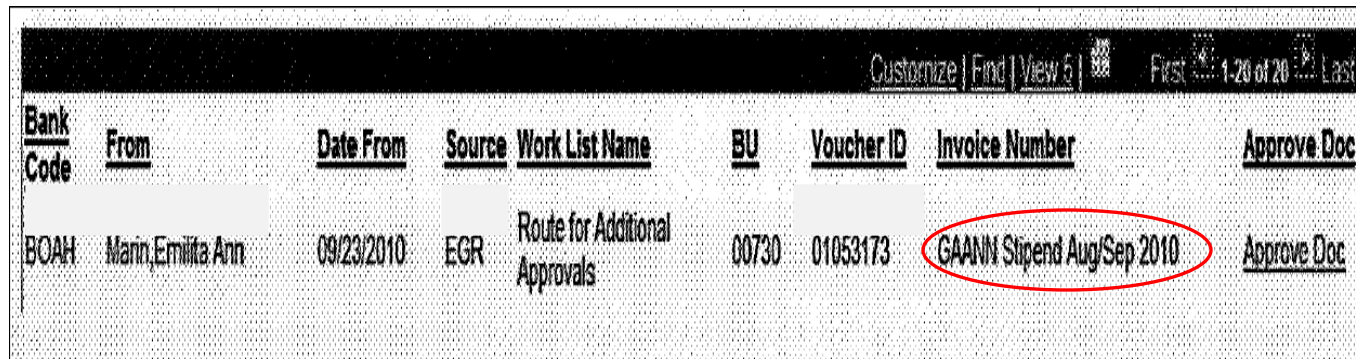
- Amount

- Time frame which stipend is to be paid

11/08/2012	NSM	Route for Additional Approvals	00730	1/07/2012	Fall Tuition 2012
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If you are requesting a series of stipends to be paid please remember

- To identify the number of stipend (# 3 of 9) or the month(s) the stipend is being paid for



<u>Bank Code</u>	<u>From</u>	<u>Date From</u>	<u>Source</u>	<u>Work List Name</u>	<u>BU</u>	<u>Voucher ID</u>	<u>Invoice Number</u>	<u>Approve Doc</u>
BOAH	Mann, Emilia Ann	09/23/2010	EGR	Route for Additional Approvals	00730	01053173	GAANN Stipend Aug/Sep 2010	Approve Doc

- The annual TOTAL amount the student will receive.
- SFA documents this financial resource for the year in the student's aid

Voucher

Business Unit: 00730
Voucher ID: 01057469

PO ID:

Vendor ID: 0000083266
Name:
Address: 1
12115 Alston Dr
Meadows Place TX 77477-1507
USA

Vendor Class: Student

Invoice ID: Stipend 1 Fall 2010

Contract ID:

Invoice Receipt Date: 09/28/2010

Goods Receipt Date: 09/28/2010

Invoice Date: 09/28/2010

Acceptance Date: 09/28/2010

PCC: 9
Bank: BOAH
Scheduled Due Date: 09/28/2010
Gross Amount: \$318.78

Old Voucher Comments:

New Voucher Comments: ST 41194 P/B: STIPEND FOR GRADUATE STUDENT _____ TO PARTICIPATE IN THE _____ PROGRAM IN (_____ DEPARTMENT . GRADUATE STUDENT WILL RECEIVE A STIPEND FOR 9 MONTHS.

TIP: Be very clear

- You can write “Student Name (PS #12345467) to participate in the project X and will receive Y number of stipends for Z months. For a TOTAL of \$_____”
- You may place this information on the cover sheet or upload a roster or a spreadsheet with the same information.
- If this information is given in advance (email) the process is much faster.

If all information is provided SFA will review the voucher to process

- * 1. Check to see if the student has enough “unmet need” to accommodate for the amount you are requesting via the voucher process
 - * This is where we look at the student COA

Student Aid Package	Need Summary	Term Sum
<input type="text"/>		
Aid Year:	2012	Federal Aid Year 2011-2012
Need Summary by Award Period		
Award Period:	Academic	
Fed Year COA:	11,723.00	
Prorated EFC:	0	
Fed Need:	11,723.00	
Montgomery GI Bill/AmeriCorps:	0	
N/B Aid (Fed):	10,452.66	
Special Need/Cost Aid (Fed):	0.00	
Total Aid (Fed):	10,452.66	
Unmet Need (Fed):	1,270.34	
Unmet COA(Fed):	1,270.34	



Regulations

A student aid cannot exceed their COA.

What does the COA consist of

- 1. Books
- 2. Room and Board
- 3. Transportation
- 4. Tuition
- 5. Miscellaneous
 - Inc. All required and mandatory Fees
 - This is calculated separately for each semester

Aid Year: 2012		Financial Aid Year 2011-2012		ID:	
Career: GRAD		Graduate		Institution:	
Term: 1850		FA 2011		Awd Period: Academic	Instr W
Eff Date: 08/25/2011		Sequence: 1		User ID: FAPBUDMV	
Budget Group: USYSTEM		System Assigned			
*Category	*Item Code		User ID	Amount	Item Class
BOOK	BKFT	BOOK FT	FAPBUDMV	600.00	Federal
MISC	MISCFT	MISC FT	FAPBUDMV	1,312.00	Federal
RMBD	RBOFF	RB OFF CAM	FAPBUDMV	4,900.00	Federal
TRAN	TRFTOP	TR FT OFF	FAPBUDMV	1,249.00	Federal
TUIT	GRF47	GRAD RF 47	FAPBUDMV	3,662.00	Federal

What aid is counted towards a students COA

- ALL Grants
- ALL Loans
- ALL Stipends
- ALL Scholarships

This student COA is 11723

- 1. DTSF
 - \$2391.66
- 2. Grad. Tuition Grant
 - \$500.00
- 3. Research Stipend
 - \$7561.00
 - When adding the above the total is \$10,452.66

Student Aid Package Need Summary Term Summary

ID: --
Aid Year: 2012 Federal Aid Year 2011-2012 Institution: --

Career: Graduate Package Status:
Packaging Plan ID: Retrieve Aggregate Source:
Repackaging Plan ID: Repackage Award Period:

Award Status

*Nbr	Action	Career	Item Type	Description	Offered	Accepted
10	<input type="checkbox"/>	GRAD	175251470140	DSTF - NSM - FT - 12	2,391.66	2,391.66
20	<input type="checkbox"/>	GRAD	175251470155	DSTF - NSM - FT - 9	0.00	0.00
30	<input type="checkbox"/>	GRAD	175151470010	GRADUATE TUITION GRANT-NSM	500.00	500.00
40	<input type="checkbox"/>	GRAD	175251010140	RESEARCH EMPL STIPEND	7,561.00	7,561.00
50	<input type="checkbox"/>	GRAD	175811005000	FED DIRECT LOAN-SUBSIDIZED 1	0.00	0.00
60	<input type="checkbox"/>	GRAD	175811005060	FED DIRECT LOAN-UNSUB 1	0.00	0.00

What is this students Unmet Need?

- $\text{COA} - \text{Aid disbursed} = \text{Unmet need}$
 - \$11,723 COA
 - \$10,452.66 Aid Disbursed
 - \$1,270.34 Unmet Need
- Unmet need = Amount of aid or stipend that can still be awarded to the student.

What if a student has no unmet need remaining?

- If a stipend was submitted requesting an amount above the available unmet need, the student current aid would have to be reduced (adjusted) to accommodate for the amount requested.
- All aid must stay under the students COA
- Most students who are receiving a stipend usually do not accept any federal aid.
- **If a student does NOT have enough “room” in their financial aid package, an email to the respective department. I will not process the voucher until a response is received. If no word is received within 5 business days, the voucher will be recycled.**

This student has .81 available

Student Aid Package		Need Summary		Term S	
Aid Year: 2012 Federal Aid Year 2011-2012					
Need Summary by Award Period					
Award Period: Academic					
Fed Year COA:		29,360.00			
Prorated EFC:		0			
Fed Need:		29,360.00			
Montgomery GI Bill/AmeriCorps:		0			
N/B Aid (Fed):		29,359.19			
Special Need/Cost Aid (Fed):		0.00			
Total Aid (Fed):		29,359.19			
Unmet Need (Fed):		0.81			
Unmet COA(Fed):		0.81			

If the dept. requested another stipend – aid would have to be adjusted

Original Financial Aid Package

Career	Item Type	Description	Offered
GRAD	175251470140	DSTF - NSM - FT - 12	2,391.66
GRAD	175251470158	DSTF - NSM - FT - 9 - 2164	2,391.66
GRAD	175251470155	DSTF - NSM - FT - 9	0.00
GRAD	175651000001	ACADEMIC COMPETITIVE SCHP WAIV	5,914.00
GRAD	175251010140	RESEARCH EMPL STIPEND	16,122.00
GRAD	175251010236	UH SFA VOUCHER	851.87
GRAD	175811005000	FED DIRECT LOAN-SUBSIDIZED 1	1,688.00
GRAD	175811005060	FED DIRECT LOAN-UNSUB 1	0.00

Revised Financial Aid Package

Career	Item Type	Description	Offered
GRAD	175251470140	DSTF - NSM - FT - 12	2,391.66
GRAD	175251470158	DSTF - NSM - FT - 9 - 2164	2,391.66
GRAD	175251470155	DSTF - NSM - FT - 9	0.00
GRAD	175651000001	ACADEMIC COMPETITIVE SCHP WAIV	5,914.00
GRAD	175251010140	RESEARCH EMPL STIPEND	22,500.00
GRAD	175251010236	UH SFA VOUCHER	851.87
GRAD	175811005000	FED DIRECT LOAN-SUBSIDIZED 1	0.00
GRAD	175811005060	FED DIRECT LOAN-UNSUB 1	0.00

What happens once the stipend is approved in SFA

- The voucher is then routed to Accounts Payable.
- Once in Accounts Payable the check is printed and either mailed to the student or held for pick up by the department
- The funds are **NEVER** disbursed directly to the students account. Please do not have students come to SFA for their monies.

Finally...

- I would document the stipend to my spreadsheet (if it is a reoccurring stipend).

LAST	FIRST	PS	AMOUNT TOTAL	NUMBER OF STIPEND	AMT. OF EACH	Voucher Number posted	Completed	TIME FRAME
			\$ 22,500.00	9	\$ 2,500.00	6 of 9		Sept -May 12
			\$ 22,500.00	9	\$ 2,500.00	6 of 9		Sept -May 12
			\$ 22,500.00	9	\$ 2,500.00	6 of 9		Sept -May 12
			\$ 22,500.00	9	\$ 2,500.00	6 of 9		Sept -May 12

Contact information

- Candida DuBose
 - Assistant Director of Financial Aid
 - Quality Control
 - 832-842-4819 (please do not provide to students)
 - cldubose@central.uh.edu
 - Feel free to provide my email address

TechConnect Payment Procedure FY 16

1. Scope

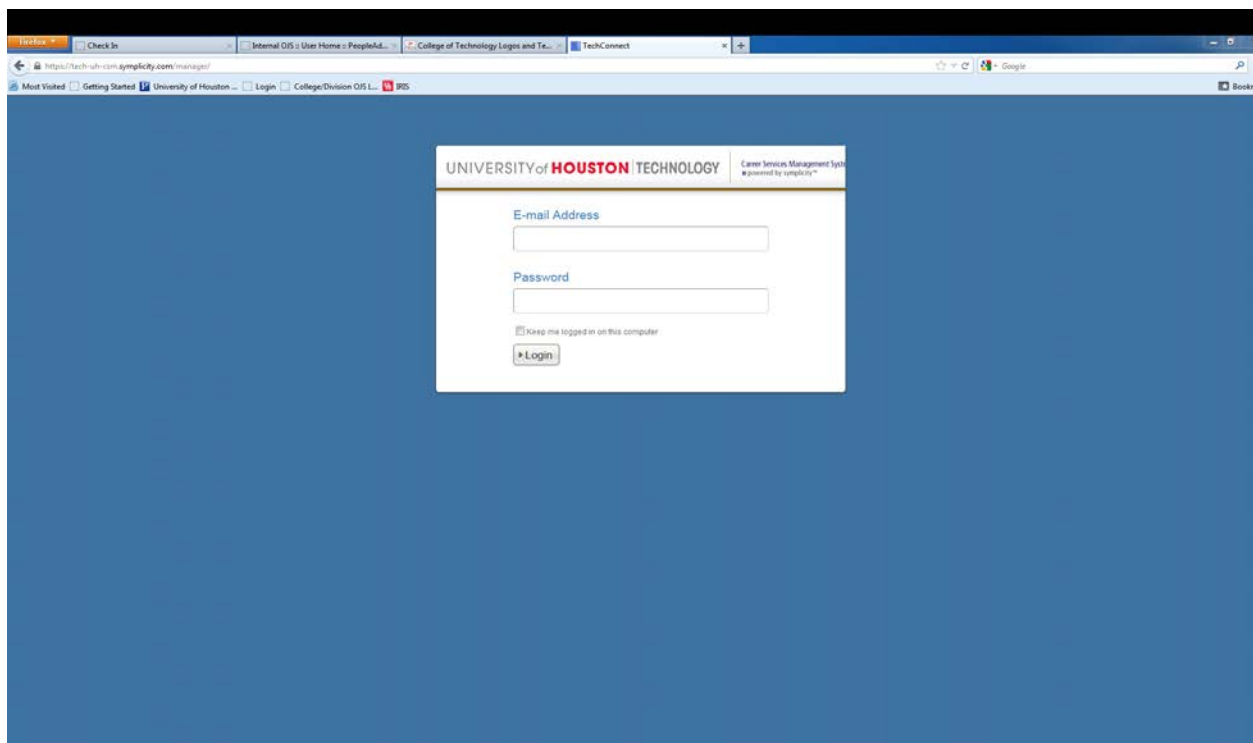
The University Of Houston College Of Technology uses the third party service called TechConnect as a service provided to students and vendors for job postings and registration for College of Technology career services events. The use of this third party is essential to its operations. This document provides guidelines on the TechConnect payment procedure.

2. Purpose

This policy provides guidelines for the academic service center when accepting a payment via TechConnect.

3. Procedures

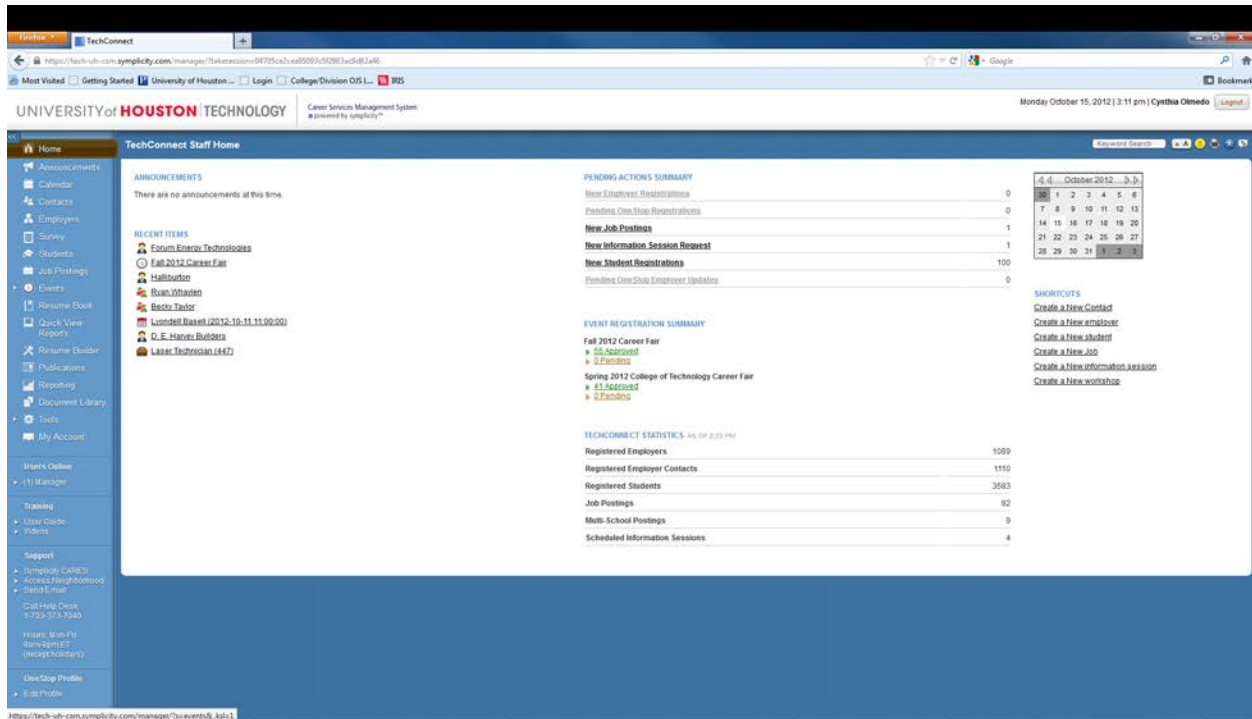
- A. Login to the TechConnect site for vendors' credit card information.
 - a. <https://tech-uh-csm.simplicity.com/manager>



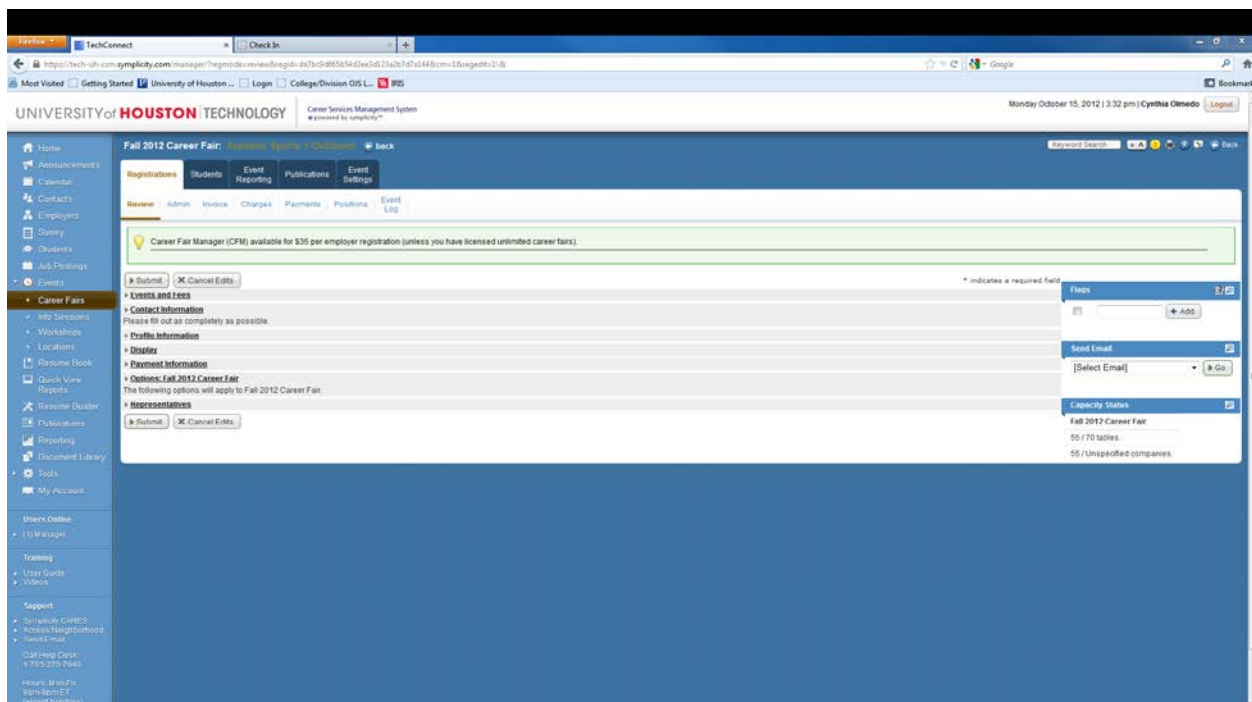
- B. Once signed on click on *Events* found on the left side.
- C. Click on corresponding event (ie. Fall 2012 Career Fair.)
 - a. Check daily during registration period.

UNIVERSITY of HOUSTON TECHNOLOGY

TechConnect Payment Procedure FY 16



- D. Print corresponding credit card information and invoice. (click on the middle icon to go to vendor summary and then click on payment information for credit card information.) Print checklist of payee.



TechConnect Payment Procedure FY 16

- E. Process credit card payment (credit card machine is located in the dean's office) per MAPP 05.01.01 Cash Handling procedure.
- F. Obtain hand written receipt of processed credit card transaction from cash handlers in the Dean's office.
- G. Create deposit journal and upload back-up documents (ex. Deposit journal, copy of invoice with credit card receipt and settlement report, and hand written receipt of credit card). Log journal into tracking log. J: drive>College>Tracking Logs>FY__-JE Log
- H. Log all paid information on Excel spreadsheet
 - a. Drive>Career Fair>Fall/Spring 20__
- I. Enter if vendor paid under the payments tab in TechConnect. There you will enter amount paid and when payment was made.

Leave Request Procedure FY 16

1. Scope

To ensure leave is documented and approved in accordance with UH and departmental policies, in accordance of University of Houston MAPP Policies [02.05.02](#), [01.03.01](#).

2. Purpose

This document establishes policies and procedures requesting leave time via the TRAM system.

3. Procedures

A. Leave Request Process

All Employees will report time through Absence Management. The process is as follows:

- 1) Employee initiates the workflow by submitting an Absence Request.
- 2) If the employee has enough hours, the system will allow the employee to successfully submit the request; if not, it is denied.
- 3) The absence request is sent to the Approver. The following roles have the ability to approve an Absence Request:
 - a) TA and TA Alternate,
 - b) PA and PA Alternate.
- 4) The approver has the ability to:
 - a) Approve: The Absence Request is only approved once. Once it is approved, it is final.
 - b) Deny: The approver can deny the request. The employee must cancel the denied request in order to submit a new absence request for the same time period.
 - c) Push Back: The approver can push back the request to the employee to edit, update, or cancel.
- 5) Any changes after the Absence Request is approved are completed on the timesheet by the TA.

B. Vacation Leave

- 1) Request for vacation time of less than one week should be submitted at least three (3) working days in advance.
- 2) Request for vacation time of more than one week should be submitted at least five (5) working days in advance. More advance notice may be required for leave taken during holidays, such as Thanksgiving, Christmas and New Year.
- 3) Prior to leaving for vacation, employees should inform the Business Administrator of the status of pending work and of any work that needs to be completed during the employee's absence.

C. Sick Leave

- 1) Employee must complete a Leave Request Form when advance knowledge of sick leave is known, such as for doctor appointments.
- 2) When advance notice is not possible, employee must do all of the following:
 - a) Contact immediate supervisor by phone to inform of absence and expected length of absence, and of any urgent work duties that need to be handled during the employee's absence.

Leave Request Procedure FY 16

- b) Employees are expected to call the Department Office and provide the same information as in the above paragraph. Upon return to work, employee must complete a Leave Request Form and attach a doctor's statement if required.

D. Other Leave – Please refer to the university's MAPP policy.

Employee must submit an absence request for all other types of leave (jury duty, bereavement leave, military leave, etc.) as much in advance as possible.

- E. **Faculty Leave**-Faculty members that want to request leave must complete the Request for Leave of Absence Form found on the provost website <http://www.uh.edu/provost/fac/fac-guidelines-docs-forms/hiring-employment/>

This form must be signed by the faculty member, department chair, dean and forwarded to the senior vice president for Academic Affairs and Provost for approval.

The Request for Leave of Absence forms covers leave regarding: development, unpaid and FMLA. Detailed description of faculty leave can be found in the faculty handbook located on the provost website: http://fs.uh.edu/documents/2013_Faculty_Handbook@04-28-14@124220.pdf.

Time and Effort Reporting Procedure FY 16**1. Scope**

To outline process for preparation and submission of time & effort reports in order to ensure timely and correct payment and leave accounting; in accordance of University of Houston MAPP Policies [01.03.01](#), [02.05.02](#), [02.01.03](#)

2. Purpose

This document establishes policies and procedures for time and effort reporting for the College of Technology.

3. Procedures**A. Reporting Time and Effort Devoted to Sponsored Projects & Other Activities**

The following effort categories must be reported when applicable:

1) Instructional

Teaching and training activities other than research training; includes teaching assignments, development of course syllabi.

2) Sponsored Project Activities

Those activities for which time and effort is directly charged to a sponsored project account(s).

3) Cost Sharing

Includes time and effort devoted to a sponsored project, but not directly charged to that project account. The individual is instead paid from institutional funds.

4) Departmental Administration

Includes time expended on those administrative and supportive services that benefit common or joint departmental activities.

B. Recording Time and Effort Devoted to Sponsored Projects on the Timesheet

Employee must know the account numbers of all sponsored project paid from or devoting cost sharing to.

Time and Effort must be recorded in Section IV of Monthly Time Sheets and in the "Remarks" section of BiWeekly Time Sheets as in the following example:

Faculty Paid 100% on State Funds with effort to a sponsored project:
Cost Center: 12345 (Speed Type)

Time and Effort Reporting Procedure FY 16

Instruction: 80%

Cost Sharing: 20% - GXXXXXX (Project Code)

C. Time and Effort Reports (TRAM)

- 1) Bi-Weekly employees will utilize TRAM to track their time while in the office or while performing work on behalf of the University.
- 2) Monthly and biweekly employees will utilize TRAM when submitting a leave request.
- 3) TRAM also keeps a current record of all employee absence request balances.

See the TRAM instruction document below:

ABSENCE REQUESTS

- **Absence Request Finalizing Process**
- **Approve Absence Request**
- **Adjust Absence Request**
- **Create an Absence Request on Behalf of an Employee**
- **View and Absence Request**

The Absence Management process finalizes every Wednesday at 12:00 noon for our Non-Exempt bi-weekly employees and the business day prior to the payroll confirming for our Exempt monthly employees. All absence requests MUST be approved before these deadlines.

What is the Absence Management (finalizing) process?

When an absence is submitted and approved it comes across as approved payable time; however, we have to finalize the absences so that when we run Time Administration, it will pick up the absence in the calculation process and properly apply the rules.

The Payroll Approvers are responsible for ensuring that any pending unapproved absence requests are approved every Wednesday before 12:00 for bi-weekly employees. You should identify those requests every Wednesday morning and coordinate with the Time Approvers and have them review and approve the requests to meet the deadlines.

If the Time Approver is unavailable then it becomes the Payroll Approvers responsibility to approve the request in the absence of the Time Approver. Remember: once the request is approved, it comes across as approved payable time.

To Approve Absence Requests

Manager Self Service > Time Management > Approve Time and Exceptions > Absence Request

Time Management
Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

Maintain Time Approvers Maintain Time Approvers	Manage Schedules Assign permanent work schedules, change schedules for a day, week, or range of dates. Assign Work Schedule Manage Schedules	Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions. Reported Time Exceptions Absence Requests
Report Time Report time or request absences. Timesheet Absence Request	Time and Labor Reports TL Hierarchy Report TL Payable Time Report TL Reported Time Report	View Time View calendars, balances, forecasted and payable time, accumulators and more. Payable Time Summary Payable Time Detail Absence Request History Absence Balances

Approve Time and Exceptions
Approve reported or payable time, overtime and absence requests, and manage exceptions.

Reported Time Approve reported time and task details for a day, week, or time period.	Payable Time Approve payable time.	Exceptions Manage exceptions for a group of time reporters.
Absence Requests Approve, deny or push back an employee's absence request.	Override Rules Override rules by Date Under Report for the selected time reporter.	

- Click onto Absence Requests to view the pending absence requests for your employees.
- The page displays the name of the employee, employee ID, job title, type of absence, the start and end date and when the request was submitted.
- To view the details and take action on the request, click on the employee's name.

Absence Requests

Name

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status:

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
		Asst, Teacher Certification	Sick	02/20/2013	02/20/2013	Submitted	02/04/2013
		Asst, Teacher Certification	Vacation	02/21/2013	02/21/2013	Submitted	02/04/2013
		Asst, Teacher Certification	Sick	02/05/2013	02/05/2013	Submitted	02/04/2013

Go To: [Request Employee Absence](#)

[View Absence Balances](#)

[View Absence Request History](#)

[View Monthly Calendar](#)

- Once you click on the employee's name, you will be able to review the details for this request.
 - This will also show the current and projected balance of leave for the employee.
- In this view, you are able to take action on this request which includes approving, denying or pushing the request back.
 - An email will be sent to the Time Approver and the Alternate and the Payroll Approver and Alternate
 - An Absence Request only has to be approved by the Time Approver
 - **Approve (1):** will approve the request. No other action can be taken. If the Absence Request needs to be modified, the TA will have to create an Absence Adjustment on the employee's electronic timesheet.
 - **Deny (2):** will deny the request. No other action can be taken.
 - **Push Back (3):** will send the Absence Request back to the employee. The employee is then able to edit and make corrections to the form and resubmit or cancel the request.
 - An email will be sent to the employee after any action is taken on the Absence Request
- For any comments, you can add them in the approver comments field.
 - Comments should be provided if request is denied or pushed back.

- Current Balance reflects the hours that the employee currently has available and includes any hours pending
 - For example, if an employee currently has 40 hours, but has an approved absence request for 16 hours next month, and has an absence request pending for 8 hours:
 - Current balance: 16 hours
- If an absence request is for a future month, a Projected Balance displays, which includes the current balance plus projected leave accruals for the future months

Request Details

Name

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail

Start Date:	02/20/2013		
End Date:	02/20/2013		
Absence Name:	Sick	Current Balance:	0.00 **
Reason:	Employee/Self	Projected Bal	
Partial Days:	None		
Duration:	8.00	Hours	

Workflow

Status: Submitted

Comments

Requestor Comments:

Approver Comments:

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence History](#)
[View Monthly Calendar](#)
[Pending Absence Request](#)
[View Absence Balances](#)

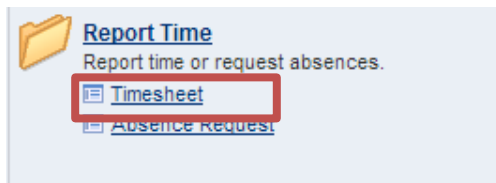
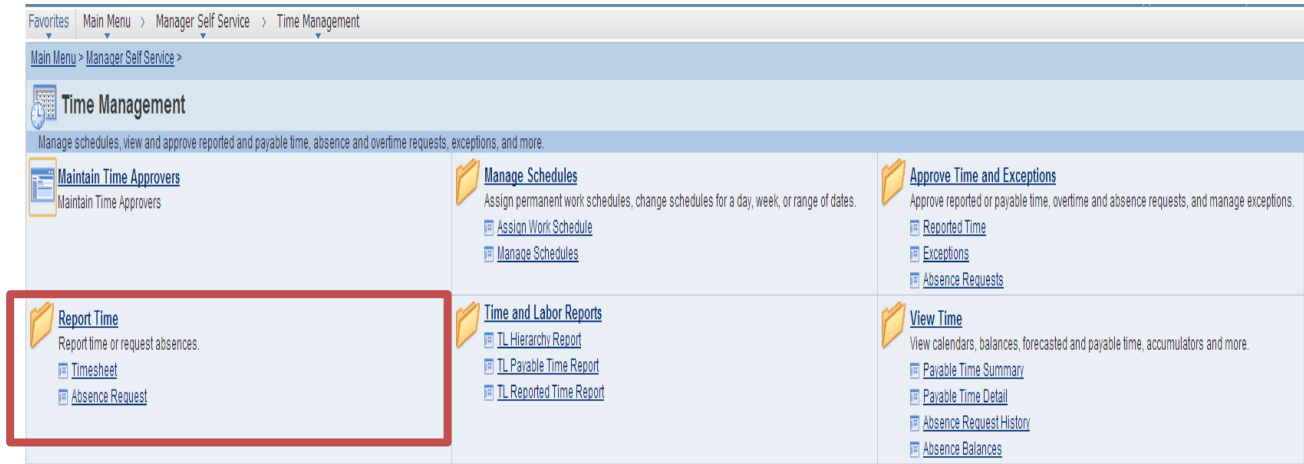
1

2

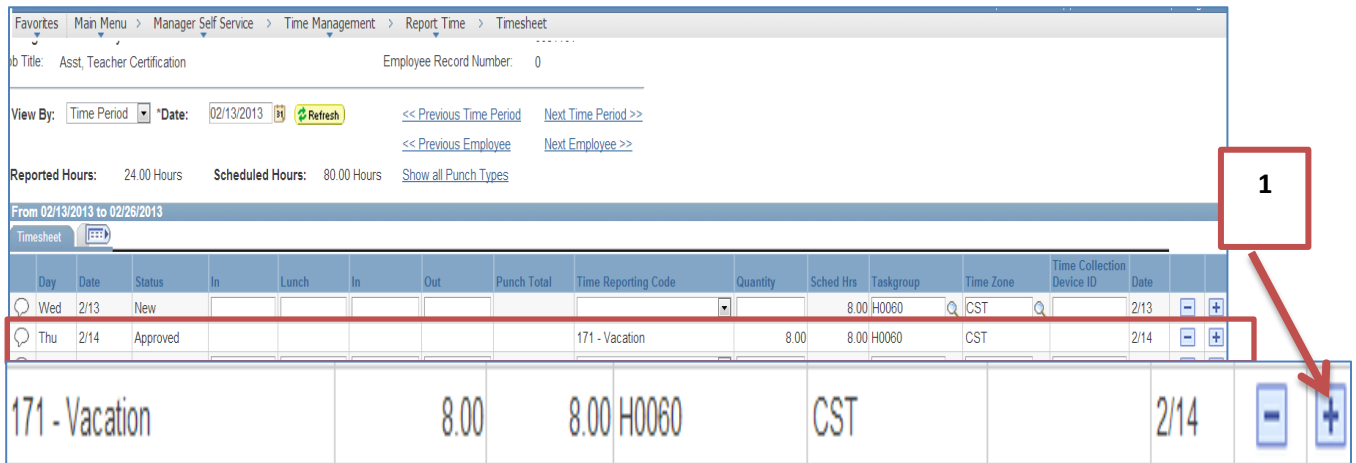
3

ABSENCE REQUEST CORRECTIONS

Manager Self Service > Time Management > Report Time > Timesheet

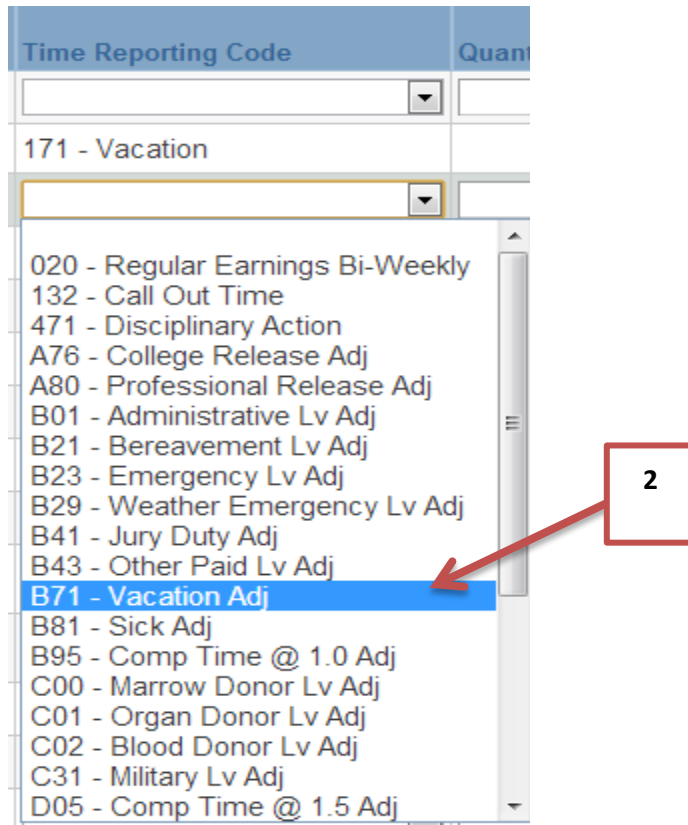


- Delete or correct on the employee's Timesheet. If the absence request has already been approved, the time must be corrected on the timesheet.
- Absences on the timesheets are view only; they must be adjusted by adding additional entries
- Click on the plus sign on the row where you wish to correct the time. This will add a row below the entry. (1)

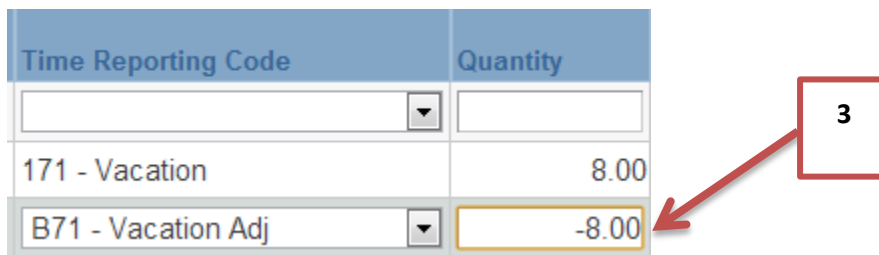


- Select the correct Time Reporting Code (TRC) from the drop down menu.

- For a vacation correction, select B71-Vacation Adj. (2)

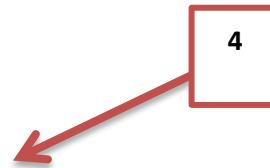


- In the quantity field, select the number of hours to reverse. (3)
 - This time will need to be negative since you will be taking away the hours.



- To correct the type of leave, click the plus sign to add an additional row for a new entry.
- Add the correct TRC.
 - If it is a correction from vacation hours to sick hours, select the TRC B81-Sick Adj.
- Add the hours for the new leave; this number will be positive. (4)

Time Reporting Code	Quantity
<input type="text"/>	<input type="text"/>
171 - Vacation	8.00
B71 - Vacation Adj	-8.00
B81 - Sick Adj	8.00



CREATING AN ABSENCE REQUEST ON BEHALF OF AN EMPLOYEE

Manager Self Service > Time Management > Report Time > Absence Request

Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

<p>Maintain Time Approvers</p> <p>Maintain Time Approvers</p>	<p>Manage Schedules</p> <p>Assign permanent work schedules, change schedules for a day, week, or range of dates.</p> <ul style="list-style-type: none"> Assign Work Schedule Manage Schedules 	<p>Approve Time and Exceptions</p> <p>Approve reported or payable time, overtime and absence requests, and manage exceptions.</p> <ul style="list-style-type: none"> Reported Time Exceptions Absence Requests
<p>Report Time</p> <p>Report time or request absences.</p> <ul style="list-style-type: none"> Timesheet Absence Request 	<p>Time and Labor Reports</p> <ul style="list-style-type: none"> TL Hierarchy Report TL Payable Time Report TL Reported Time Report 	<p>View Time</p> <p>View calendars, balances, forecasted and payable time, accumulators and more.</p> <ul style="list-style-type: none"> Payable Time Summary Payable Time Detail Absence Request History Absence Balances

Report Time

Report time or request absences.

- Timesheet
- Absence Request

- When submitting absence requests, the end date should be the last day of the leave request
- If an employee is not assigned the correct work schedule, the employee will be unable to submit an absence request for a date on when he/she is scheduled to be off. Please ensure that your employees are assigned the correct work schedule.

- With the Absence Request, you are able to add requests for employees.
- Enter today's date (1)
- Click continue (2)

The screenshot shows a web form titled "Request Absence". Below the title is a blue bar with a dropdown arrow and the text "Instructions". The instructions text reads: "Use this transaction to request absences. In order to proceed with this transaction, some additional information is required. Please provide the information requested below, then click the Continue button". Below this is another blue bar with the text "Enter the Effective Date". Underneath, it says "Enter the effective date for determining your direct reports." To the right of this text is a date input field containing "02/04/2013" and a calendar icon. A red box labeled "1" is drawn around the date field, with an arrow pointing up to it. Below the date field is a "Continue" button. A red box labeled "2" is drawn around the "Continue" button, with an arrow pointing left to it. At the bottom left, there is a blue link that says "Return to Time Management".

- Select the group from the list (3)
 - Only one group can be selected at a time

Request Absence

Select a Group to Process

Instructions

On this page, you'll select the Group ID that defines the group of employees from which you can select the employee(s) to process.

Listed below are all of the Groups that specify as the Group Manager.

3

Select a Group

Select Group

<input type="radio"/>	HA010	H0058 0852221 TA
<input checked="" type="radio"/>	HA011	H0058 0085895 TA
<input type="radio"/>	HA012	H0058 1152489 TA
<input type="radio"/>	HA013	H0058 0090361 TA
<input type="radio"/>	HA014	H0058 0191261 TA
<input type="radio"/>	HA015	H0062 0082051 TA
<input type="radio"/>	HA016	H0058 0881298 TA
<input type="radio"/>	HA031	H0060 0088971 TA
<input type="radio"/>	HA050	H0062 0152133 TA
<input type="radio"/>	HA051	H0062 0082106 TA
<input type="radio"/>	HA052	H0062 0083874 TA
<input type="radio"/>	HA053	H0062 0092183 TA
<input type="radio"/>	HA054	H0062 0081146 TA
<input type="radio"/>	HA055	H0062 0081562 TA
<input type="radio"/>	HA056	H0062 0089635 TA
<input type="radio"/>	HA057	H0062 0082437 TA
<input type="radio"/>	HA059	H0062 0084674 TA
<input type="radio"/>	HA05A	H0062 0144155 TA
<input type="radio"/>	HA05B	H0062 0175602 TA
<input type="radio"/>	HA05C	H0062 0696873 TA
<input type="radio"/>	HA05D	H0062 0081539 TA
<input type="radio"/>	HA061	H0063 0082162 TA
<input type="radio"/>	HA062	H0063 0162819 TA
<input type="radio"/>	HA073	H0064 0090572 TA
<input type="radio"/>	HA074	H0064 0082441 TA
<input type="radio"/>	HA086	H0065 0081136 TA
<input type="radio"/>	HA111	H0296 0093039 TA

Continue

Cancel



- Select an employee (4)
 - Once again, only one employee can be selected at a time

Request Absence

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.


The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by clicking on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by clicking on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, click the *Continue* button to continue to the next step of the process.

[Cancel](#)

Select Employees

Reports To: As Of: 02/04/2013

Select Employee
Find |  First | 1-4 of 4 | Last

	Name	Empl ID	Empl Rcd#	Pay Status	HR Status	Jobcode Description
<input type="radio"/>			0	Active	Active	Associate Professor
<input type="radio"/>			0	Active	Active	Professor
<input type="radio"/>			0	Active	Active	Asst, Administrative
<input checked="" type="radio"/>			0	Active	Active	Exec Dir, CREATE


[Return to Time Management](#)

- Create a Leave Request by selecting the start date and selecting the type of absence (5)

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 02/04/2013  ← 5

Filter by Type: All ▼

*Absence Name: Select Absence Name ▼

Comments

Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)
[Direct Reports](#)


- Through this system, you can filter the types of absences by the drop down menu to "Filter by Type" (6)
 - This will only show the absence types associated with this type of leave

Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 02/01/2013  [View Monthly Schedule](#)

Filter by Type: All ▼ ← 6

*Absence Name: All ▼

Comments

Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)

- Or you can simply select the type of leave you wish to request by selecting from the "Absence Name" drop down menu (7)
 - This menu will include all absence types

The screenshot shows a web browser window with the address bar displaying 'Favorites Main Menu > Time Reporting > Absence Request'. The page title is 'Request Absence'. Below the title, there is a instruction: 'Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.' The 'Absence Detail' section contains the following fields:

- *Start Date: 02/01/2013 (with a calendar icon and a '31' indicator)
- View Monthly Schedule (a link)
- Filter by Type: All (dropdown menu)
- *Absence Name: Select Absence Name (dropdown menu, highlighted with a red box and a red arrow from a box containing the number '7')

 The dropdown menu for 'Absence Name' is open, showing a list of options:

- Administrative Leave
- Bereavement Leave
- Blood Donor Leave
- CDV Fitness Release Time
- College Release Time
- Emergency Leave
- FML Sick
- FML Unpaid Leave
- FML Vacation
- Faculty Development Leave
- Jury Duty
- Leave w/Pay-Investigation
- Marrow Donor Leave
- Military Leave
- Organ Donor Leave
- Other Paid Leave
- Professional Development Leave
- Professional Release Time
- Select Absence Name
- Sick (highlighted in blue)

- Select the type of absence; multiple fields will open on the form.
- Complete the required fields that include the end date of the absence as well as if partial days will be taken.
 - To complete the end date, (8)
 - Enter the last day of the employee's leave in the field with the MO/DY/YEAR format


- Click on the calendar icon and select the date
- If there are partial days, you will need to indicate what days will be partial days and enter the hours that will be missed in the duration field. (9)


Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date:  8 [View Monthly Schedule](#)

End Date:  8

Filter by Type: ▼

*Absence Name: ▼ Current Bal 165.00

*Reason: ▼

Partial Days: ▼ 9

Duration: Hours

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence Request History](#)

[View Absence Balances](#)

- Multiple absence types will require an additional reason. (10)
 - As an example, for sick days, you will need to indicate if it is for you, a spouse, a child, or a parent
- If there is additional information needed, you can add it to the comments field (11)
- After you complete the information requested, you can save for later or submit it. (12)


Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 02/01/2013  [View Monthly Schedule](#)

End Date: 

Filter by Type: All 

*Absence Name: Sick  Current Bal 165.00

*Reason:  

- Child
- Employee/Self
- Parent
- Select Absence Reason
- Spouse

Partial Days:


Duration:

Calculate Duration...

10

11

Comments

Requestor Comments: 

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Save for Later

Submit 


12

Go To: [View Absence Request History](#)

[View Absence Balances](#)

- When you submit the form, you will receive a confirmation
- Click "OK" (13)
- This absence will be automatically approved

Submit Confirmation

 The Absence Request was successfully submitted.

OK 

13

To View an Absence Request

Manager Self Service > Time Management > View Time > View Absence Request History

Favorites Main Menu > Manager Self Service > Time Management > View Time > Absence Request History

Absence Request History

Instructions

View Absence Requests for your employees

Enter the Effective Date

Enter the effective date for determining your direct reports.

As Of:

12/18/2013



Continue

1

- Click Continue to select your employees or the appropriate Group ID of Employees (1).

Absence Request History

Select a Group to Process

Instructions

Select the Group ID for the Employee

Select a Group

Select Group

<input type="radio"/>	H2034	H0169	TA
<input type="radio"/>	H2037	H0169	TA
<input checked="" type="radio"/>	J2002	H0169	TA
<input type="radio"/>	J2023	H0169	TA
<input type="radio"/>	J2030	H0169	TA

2

Continue

Cancel

- Select the appropriate Group ID and click Continue (2).
- Select the appropriate Employee to view Absence Request History (3).

Absence Request History

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by clicking on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by clicking on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, click the *Continue* button to continue to the next step of the process.




[Cancel](#)

Select Employees

Reports To:

[Continue](#)

As Of: 01/02/2014

Select Employee							Find 	First 	1-6 of
							6 	Last	
	Name	Empl ID	Empl Rcd#	Pay Status	HR Status	Jobcode Description			
<input checked="" type="radio"/>			0	Active	Active	Police Sergeant			
<input type="radio"/>			0	Active	Active	Police Sergeant			
<input type="radio"/>			0	Active	Active	Police Officer			
<input type="radio"/>			0	Active	Active	Police Officer			
<input type="radio"/>			0	Active	Active	Police Sergeant			
<input type="radio"/>			0	Active	Active	Police Corporal			

3

[Continue](#)

PAYABLE TIME

Payroll Approvers are responsible for approving all payable time for Monthly and Biweekly employees. It is imperative that this time is approved before the last load to Payroll deadline to ensure the data is loaded to payroll and reflected on the departments Trial Verification reports.

To identify employees with pending Payable Time, please use the following method:

Approve Payable Time in PeopleSoft:

Manager Self Service > Time Management > Approve Time & Exceptions > Payable Time

The screenshot shows the PeopleSoft interface for Time Management. The breadcrumb trail is: Favorites | Main Menu > Manager Self Service > Time Management. Below this, there is a sub-menu for Time Management with the following items:

- Maintain Payroll Approvers**: Maintain Payroll Approvers
- Maintain Time Approvers**: Maintain Time Approvers
- Approve Time and Exceptions**: Approve reported or payable time, overtime and absence requests, and manage exceptions. This item is highlighted with a red box. It includes sub-items: Reported Time, Payable Time, Exceptions, and 2 More...
- Report Time**: Report time or request absences. It includes sub-items: Timesheet and Absence Request.
- Manage Schedules**: Assign permanent work schedules, change schedules for a day, week, or range of dates. It includes sub-items: Assign Work Schedule and View Schedules.
- Time and Labor Reports**: It includes sub-items: TL Hierarchy Report, TL Payable Time Report, and TL Reported Time Report.
- View Time**: View calendars, balances, forecasted and payable time, accumulators and more. It includes sub-items: Payable Time Summary, Payable Time Detail, and Absence Request History, and 5 More...

The screenshot shows the 'Approve Time and Exceptions' sub-menu. The breadcrumb trail is: Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions. Below this, there is a sub-menu for Approve Time and Exceptions with the following items:

- Reported Time**: Approve reported time and task details for a day, week, or time period.
- Payable Time**: Approve payable time. This item is highlighted with a red box.
- Exceptions**: Manage exceptions for a group of time reporters.
- Absence Requests**: Approve, deny or push back an employee's absence request.

- Once the Time & Admin process is run, the approved reported time becomes unapproved payable time
- It is the responsibility of the PA to review and approve the payable time.

Approve Payable Time
Approve Time for Time Reporters
 Employee Selection Criteria

Description	Value
Group ID	HM000
Empl ID	

Clear Selection Criteria Save Selection Criteria Get Employees

Refresh
 01/01/2013
 05/29/2013
 Start Date:
 End Date:
 View Instructions

Employees For Claudia Lorena Rincon Find | View All | First 1-8 of 23 Last

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Workgroup	Taskgroup	Business Unit	Location Code	Supervisor ID	Position Number	Company	North American Paygroup
<input type="checkbox"/>			0	E9B4	Mgr, Project	32.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		01009431	UH	HMO
<input type="checkbox"/>			0	E9B2	Mgr, Project, Sr	24.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00105139	UH	HMO
<input type="checkbox"/>			0	L1F4	Mgr, Space Inventory	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00100073	UH	HMO
<input type="checkbox"/>			0	P1Q6	Archivist	16.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00105129	UH	HMO
<input type="checkbox"/>			0	L1C3	Facilities Planner, Sr	16.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00013333	UH	HMO
<input type="checkbox"/>			0	E9B2	Mgr, Project, Sr	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00108193	UH	HMO
<input type="checkbox"/>			0	E9B4	Mgr, Project	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00109314	UH	HMO
<input type="checkbox"/>			0	E9B2	Mgr, Project, Sr	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		01009430	UH	HMO

Select All Clear All
 Approve
 Manager Self Service
 Time Management

- Enter Search Criteria of Group ID or Empl ID and Click “Get Employees” (1)
- You can search by date range (2)
- This will bring up a list of Employees with their total payable hours, Taskgroup, Department and Workgroup (3)
- To see the specific timesheet, click on the Employee’s name (4)
 - Verify and make any necessary corrections and approve.

Remember: Once reported time is approved, Time Administration has to run to convert the approved reported time to unapproved payable time. If for any reason you do not see the payable time, review reported time to make sure it was approved. Has Time Administration been run yet to convert it to payable time? Review after each Time Administration process is run to ensure all payable time is identified and approved.

APPROVING REPORTED TIME

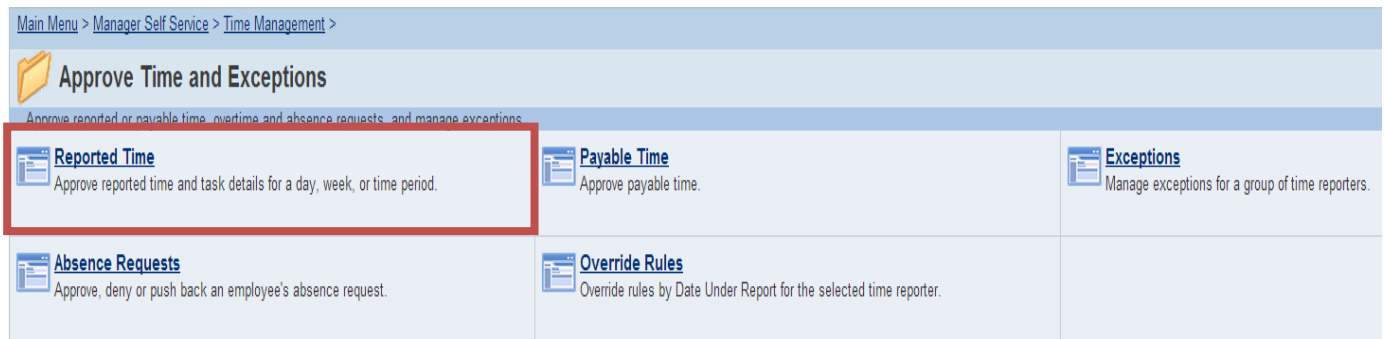
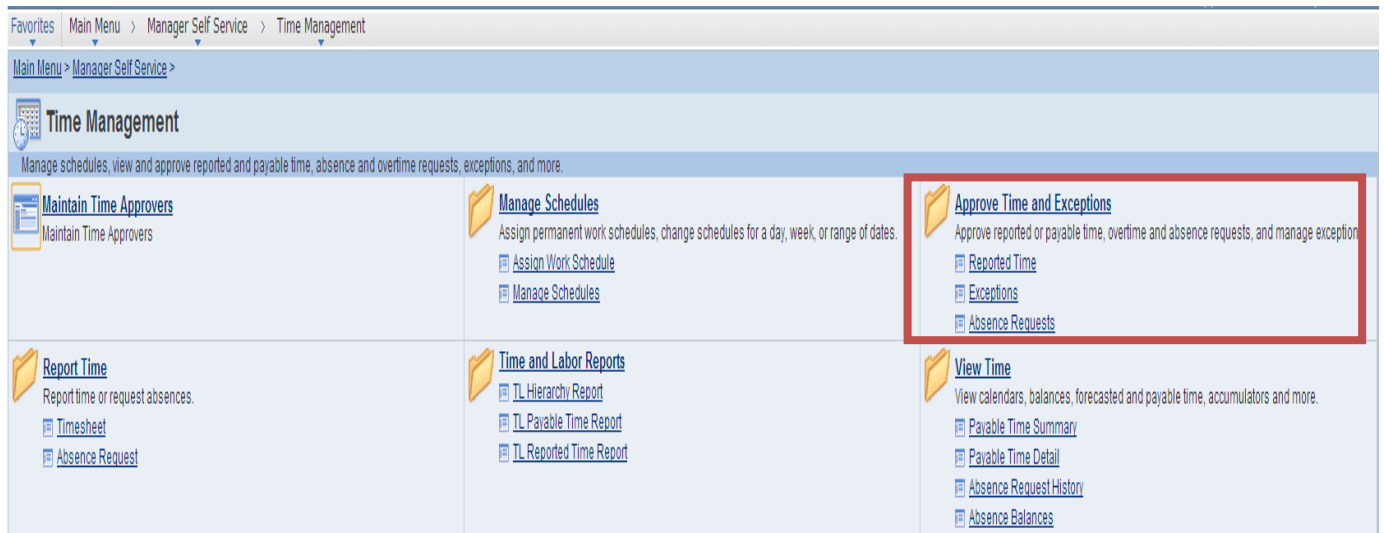
Time Approvers are responsible for approving reported time; reported time can be approved daily 24.7; however, all reported time must be approved by Wednesday at noon every week. The following is reported time that needs to be reviewed and approved

- Punches from TCDs or Web Clock
- Corrections entered by the TA

To identify employees with pending Reported Time, please use the following method:

Review Reported Time to be Approved in PeopleSoft

Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time



- Group ID: Enter your Group ID (1)
- View by: Select “All Time Before” (2)
- Date: Enter the date (usually the day after the pay period ends to you will see everything for the period) (3)
- Get Employees: Click “Get employees” to generate a list based on the criteria you selected. (4)
- Select Employee: Click on the name of the employee. Review the timesheet and approve. (5)

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Approve Reported Time Timesheet Summary

Employee Selection Criteria

Description	
Group ID	HA006
Empl ID	
Last Name	
First Name	

Clear Selection Criteria Save Selection Criteria **Get Employees**

1

4

There were no employees found with Reported Time to approve based upon your selection criteria.

Show Schedule Information

View By: Week Date: 03/05/2013 Refresh

Include Absence

<< Previous Week Next Week >>

[Report Time](#)
[Manager Self Service](#)
[Time Management](#)

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3

Employees For Jose J Martinez, Time Rending Approval From 01/15/2013 - 01/22/2013

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception to be Approved	Absence	Approved/Submitted Hours	Serial Employee Hours ID	Email	Department	Department Description	Task Area
<input type="checkbox"/>	J. J. Martinez	Advisor, Academic 1	3.00	3.00	40.00			0.0	00 0014132	0-H0060	Educ Effectiveness & Outreach	PSNONCATSK	
<input type="checkbox"/>	J. J. Martinez	Dir, Program 1	8.00	8.00	40.00			0.0	00 0083042	0-H0062	Curriculum & Instruction	PSNONCATSK	
<input type="checkbox"/>	J. J. Martinez	Coord, Program 2	16.00	16.00	40.00			0.0	00 1148635	0-H0064	Educational Psychology	PSNONCATSK	

Select All Deselect All

Approve Selected Deny Selected

[Report Time](#)
[Manager Self Service](#)
[Time Management](#)

5

A Time Administration process is run weekly that converts Reported Time into Payable Time. After the process is run, Payable Time generated and the associated Reported Time can be viewed by employee and week.

Review Payable/Reported Time by Week

Manager Self Service > Time Management > View Time > View Payable/Reported Time

The screenshot shows the 'Time Management' menu in Manager Self Service. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management'. The menu title is 'Time Management' with a sub-description: 'Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.' The menu is organized into three columns:

- Maintain Time Approvers**: Maintain Time Approvers
- Manage Schedules**: Assign permanent work schedules, change schedules for a day, week, or range of dates. Sub-items: Assign Work Schedule, Manage Schedules.
- Approve Time and Exceptions**: Approve reported or payable time, overtime and absence requests, and manage exceptions. Sub-items: Reported Time, Exceptions, Absence Requests.
- Report Time**: Report time or request absences. Sub-items: Timesheet, Absence Request.
- Time and Labor Reports**: Sub-items: TL Hierarchy Report, TL Payable Time Report, TL Reported Time Report.
- View Time** (highlighted with a red box): View calendars, balances, forecasted and payable time, accumulators and more. Sub-items: Payable Time Summary, Payable Time Detail, Absence Request History, Absence Balances.

The screenshot shows the 'View Time' menu in Manager Self Service. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management > View Time'. The menu title is 'View Time' with a sub-description: 'View calendars, balances, forecasted and payable time, accumulators and more.' The menu is organized into three columns:

- Payable Time Summary**: View a summary of an employee's payable time.
- Payable Time Detail**: View details of an employee's payable time.
- View Payable/Reported Time** (highlighted with a red box): View a summary of employee's payable time and associated time reported.
- Absence Request History**: View an employee's absence request history.
- Absence Balances**: View an employee's absence balances.
- Exceptions History**: View a time reporter's history of archived time exceptions.

- Group ID: Enter your Group ID (1)
- Get Employees: Click “Get employees” to generate a list based on the criteria you selected. (2)
- Select Employee: Click on the name of the employee. View Payable/Reported Time. (3)

Payable/Reported Time Summary

Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input style="width: 80%;" type="text"/>
Empl ID	<input style="width: 80%;" type="text"/>

Employees For Jose J Martinez, Time Needing Approval From 8/15/2013 - 8/22/2013

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception to be Approved	Approved/Submitted Hours	Reported Employee Hours \$	Empl Id	Department	Department Description	Task/Role
<input checked="" type="checkbox"/>	J. J. Roberts	Advisor, Academic	3.00	3.00	40.00		0.00	00.0014132	0	H0060	Educ Effectiveness & Outreach	PSNONCATEK
<input checked="" type="checkbox"/>	M. Fredrick	Dir, Program 1	8.00	8.00	40.00		0.00	00.0083042	0	H0062	Curriculum & Instruction	PSNONCATEK
<input checked="" type="checkbox"/>	E. Young	Coord, Program 2	16.00	16.00	40.00		0.00	00.1148635	0	H0064	Educational Psychology	PSNONCATEK

Select All Deselect All

[Report Time](#)
[Manager Self Service](#)
[Time Management](#)

1

2

3

Corrections to Reported Time

Manager Self Service > Time Management > Report Time > Timesheet

- Review time
- Make corrections if necessary

There are a few instances when a correction is needed on a timesheet. These corrections include:

- **Missed punch:** When the employee misses a required punch, it is the TA responsibility to enter the correct punch
- **Call out time:** When an employee returns to work and does not work the minimum number of department call-out hours, it is the responsibility of the TA to enter the additional time required on the timesheet.
- **Disciplinary Action:** If an employee is off work due to disciplinary action, it is the TA responsibility to record this in TRAM
- **Off-Campus work** (i.e. campus training): If an employee is working off campus, such as offsite training, the TA will record the employee's time in the system
- **Leave time corrections:** Corrections to absence requests after they have been approved must be adjusted by the TA on the timesheet
- **Reg Hrs**, except as described above, and **Holidays** should **NOT** be changed

When such an instance occurs, it becomes unapproved reported time and must be "reapproved" as reported time by the Time Approver. It is imperative that the reported time be approved before the Time Administration process is run. Time Administration is the process that converts the approved reported time into unapproved payable time that needs to be approved by the Payroll Approver.

Auditing will occur to view any changes to timesheets. It is important that any corrections to the timesheet are accompanied by a comment regarding the reason for the adjustment.

- Approve the unapproved reported time

Favorites | Main Menu > Manager Self Service > Time Management

Main Menu > Manager Self Service >

Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

Maintain Time Approvers
Maintain Time Approvers

Manage Schedules
Assign permanent work schedules, change schedules for a day, week, or range of dates.

- Assign Work Schedule
- Manage Schedules

Approve Time and Exceptions
Approve reported or payable time, overtime and absence requests, and manage exceptions.

- Reported Time
- Exceptions
- Absence Requests

Report Time
Report time or request absences.

- Timesheet
- Absence Request

Time and Labor Reports

- TL Hierarchy Report
- TL Payable Time Report
- TL Reported Time Report

View Time
View calendars, balances, forecasted and payable time, accumulators and more.

- Payable Time Summary
- Payable Time Detail
- Absence Request History
- Absence Balances

Report Time
Report time or request absences.

Timesheet

[Absence Request](#)

- Look up data by Group ID, Empl ID or employee name (1)
- Enter the information
- Click Get Employees (2)

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="HA006"/>
Empl ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Show Schedule Information

View By:
 Date:

[Approve Reported Time](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)

- It will bring up a list of employees and a snap shot view of their reported hours, hours to be approved, scheduled hours, approved hours, denied hours
- Click on the Employee Name to access the timesheet.

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Show Schedule Information

Employees For Jose J Martinez, Totals From 01/02/2013 - 01/08/2013 Personalize | Find | First | 1-99 of 99 | Last

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Department	Department Description	Taskgroup
	Advisor, Academic 2	4.00	0.00	0.00			4.00	0.00		0	H0064	Educational Psychology	PSNONCATSK
	Advisor, Academic 1	0.00	0.00	0.00			0.00	0.00		0	H0064	Educational Psychology	PSNONCATSK
	Research Assistant	0.00	0.00	0.00			0.00	0.00		0	H0059	Inst for Urban Education	PSNONCATSK

- Review the time on the Timesheet for the selected individual
- Select the time period you wish to view by selecting the date (3)

View By: *Date: [<< Previous Time Period](#) [Next Time Period >>](#)
[<< Previous Employee](#) [Next Employee >>](#)

Scheduled Hours: 80.00 Hours

3

- The timesheet will appear
- Review the punches

From 10/09/2013 to 10/22/2013

Timesheet

Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone		
<input type="checkbox"/>	Wed	10/9	Approved	3:00:00PM				12.20			8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Thu	10/10	Approved				3:12:00AM				8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Thu	10/10	Approved	3:00:00PM			11:00:00PM	8.00			8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Fri	10/11	Needs Approval	3:01:00PM			11:01:00PM	8.00			8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Sat	10/12	New								0.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Sun	10/13	New								0.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Mon	10/14	Approved	6:59:00AM				8.00			8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Mon	10/14	Approved				2:59:00PM				8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Tue	10/15	Approved	6:59:00AM			2:59:00PM	8.00			8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Wed	10/16	New								8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Thu	10/17	Approved	6:59:00AM			4:01:00PM	9.03			8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Fri	10/18	New								8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Sat	10/19	New								0.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Sun	10/20	New								0.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Mon	10/21	New								8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="checkbox"/>	Tue	10/22	New								8.00	H0169	CST	<input type="button" value="-"/>	<input type="button" value="+"/>

Select All Deselect All

Leave Request Adjustments

- For some corrections, such as an Absence Request, you will need to insert a row and add a TRC code
- If the absence has already been approved, the time must be corrected on the timesheet.
- Absences on the timesheets are view only, they must be adjusted by adding additional entries
- Click on the plus sign (4) on the row where you wish to adjust the time. This will add a row below the entry.

The screenshot shows a web-based timesheet interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet. Below this, the user's name 'Asst, Teacher Certification' and 'Employee Record Number: 0' are displayed. The interface includes navigation controls for 'View By: Time Period' and 'Date: 02/13/2013', along with a 'Refresh' button and links for '<< Previous Time Period', 'Next Time Period >>', '<< Previous Employee', and 'Next Employee >>'. It also shows 'Reported Hours: 24.00 Hours' and 'Scheduled Hours: 80.00 Hours' with a 'Show all Punch Types' link. The main data area is titled 'From 02/13/2013 to 02/26/2013' and contains a 'Timesheet' button. A table with the following columns is displayed: Day, Date, Status, In, Lunch, In, Out, Punch Total, Time Reporting Code, Quantity, Sched Hrs, Taskgroup, Time Zone, Time Collection Device ID, and Date. The table contains two rows: one for Wednesday, 2/13, with status 'New', and one for Thursday, 2/14, with status 'Approved' and '171 - Vacation' in the Time Reporting Code column. The 2/14 row is highlighted with a red border. Below the table, a larger view of the 2/14 row is shown, with a red box containing the number '4' and an arrow pointing to the plus sign icon in the bottom right corner of this row.

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID	Date		
Wed	2/13	New								8.00	H0060	CST		2/13	-	+
Thu	2/14	Approved						171 - Vacation	8.00	8.00	H0060	CST		2/14	-	+

- Select the correct Time Reporting Code (TRC) from the drop down menu. (5)
 - For a vacation correction, select B71-Vacation Adj.

Time Reporting Code	Quantity
171 - Vacation	
<ul style="list-style-type: none"> 020 - Regular Earnings Bi-Weekly 132 - Call Out Time 471 - Disciplinary Action A76 - College Release Adj A80 - Professional Release Adj B01 - Administrative Lv Adj B21 - Bereavement Lv Adj B23 - Emergency Lv Adj B29 - Weather Emergency Lv Adj B41 - Jury Duty Adj B43 - Other Paid Lv Adj B71 - Vacation Adj B81 - Sick Adj B95 - Comp Time @ 1.0 Adj C00 - Marrow Donor Lv Adj C01 - Organ Donor Lv Adj C02 - Blood Donor Lv Adj C31 - Military Lv Adj D05 - Comp Time @ 1.5 Adj 	

5

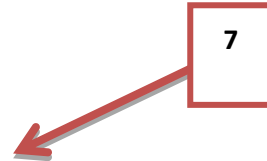
- In the quantity field, select the number of hours to reverse. (6)
 - This time will need to be negative since you will be taking away the hours.

Time Reporting Code	Quantity
171 - Vacation	8.00
B71 - Vacation Adj	-8.00

6

- To correct the type of leave, click the plus sign to add an additional row for a new entry.
- Add the correct TRC.
 - If it is a correction from vacation hours to sick hours, select the TRC B81-Sick Adj.
- Add the hours for the new leave; this number will be positive. (7)

Time Reporting Code	Quantity
<input type="text"/>	<input type="text"/>
171 - Vacation	8.00
B71 - Vacation Adj	-8.00
B81 - Sick Adj	8.00



Adjustment by Quantity

- To create an correction for a Call out time, disciplinary or off campus time:
 - Enter the quantity (1)
 - Enter the TRC code (2)
 - Enter a comment (see Adding Comments)
 - Save

The screenshot shows a software interface with a header bar containing 'Wed 10/16 New' and a dropdown menu set to '471 - Disciplinary Action' with a quantity of '8'. A list of adjustment codes is displayed below, including '020 - Regular Earnings Bi', '132 - Call Out Time', '471 - Disciplinary Action', 'A76 - College Release Adj', 'A80 - Professional Release Adj', 'A83 - Wellness Leave Adj', 'B01 - Administrative Lv Adj', 'B21 - Bereavement Lv Adj', 'B23 - Emergency Lv Adj', 'B29 - Weather Emergency Lv Adj', 'B41 - Jury Duty Adj', 'B43 - Other Paid Lv Adj', 'B71 - Vacation Adj', 'B81 - Sick Adj', 'B95 - Comp Time @ 1.0 Adj', 'C00 - Marrow Donor Lv Adj', 'C01 - Organ Donor Lv Adj', 'C02 - Blood Donor Lv Adj', and 'C31 - Military Lv Adj'. A red box labeled '1' points to the quantity field, and a red box labeled '2' points to the selected code '471 - Disciplinary Action'.

Missed Punch Correction

- When an employee misses a punch, it is the responsibility of the TA to enter the punch on the timesheet with a comment.
- To enter a miss punch, enter the time on the same line as the other punches for the day.
- Enter a comment (see Adding Comments)
- Save



From 10/09/2013 to 10/22/2013													
Timesheet													
Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone
<input type="checkbox"/>	Wed	10/9	Approved	3:00:00PM				12.20			8.00	H0169	CST
<input type="checkbox"/>	Thu	10/10	Approved				3:12:00AM				8.00	H0169	CST
<input type="checkbox"/>			Approved	3:00:00PM			11:00:00PM	8.00			8.00	H0169	CST
<input type="checkbox"/>	Fri	10/11	Needs Approval	3:01:00PM			11:01:00PM	8.00			8.00	H0169	CST
<input type="checkbox"/>	Sat	10/12	New								0.00	H0169	CST
<input type="checkbox"/>	Sun	10/13	New								0.00	H0169	CST
<input type="checkbox"/>	Mon	10/14	Approved	6:59:00AM				8.00			8.00	H0169	CST
<input type="checkbox"/>			Approved				2:59:00PM				8.00	H0169	CST
<input type="checkbox"/>	Tue	10/15	Approved	6:59:00AM			2:59:00PM	8.00			8.00	H0169	CST
<input type="checkbox"/>	Wed	10/16	New								8.00	H0169	CST
<input type="checkbox"/>	Thu	10/17	Approved	6:59:00AM			4:01:00PM	9.03			8.00	H0169	CST
<input type="checkbox"/>	Fri	10/18	New								8.00	H0169	CST
<input type="checkbox"/>	Sat	10/19	New								0.00	H0169	CST
<input type="checkbox"/>	Sun	10/20	New								0.00	H0169	CST
<input type="checkbox"/>	Mon	10/21	New								8.00	H0169	CST
<input type="checkbox"/>	Tue	10/22	New								8.00	H0169	CST

Select All Deselect All

Adding Comments

- If you must enter a correction or punch, a comment will be required.
 - To add a comment, click the callout icon (1)
 - This will open a field to enter comments

From 04/10/2013 to 04/23/2013

Timesheet

Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID		
<input type="checkbox"/>	Wed	4/10	Needs Approval	7:15:00AM	11:30:00AM	12:15:00PM	4:00:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/11	Needs Approval	7:30:00AM	11:48:00AM	12:45:00PM	4:30:00PM	8.05			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/12	Needs Approval	7:05:00AM	11:55:00AM	12:55:00PM	4:05:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/13	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/14	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/15	Needs Approval	8:00:00AM	12:00:00PM	1:10:00PM	4:30:00PM	7.33			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/16	Needs Approval	7:15:00AM	11:00:00AM	12:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Wed	4/17	Needs Approval	7:30:00AM	11:30:00AM	12:30:00PM	4:30:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/18	Needs Approval	7:15:00AM	11:45:00AM	2:00:00PM	4:05:00PM	6.58			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/19	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.75			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/20	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/21	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/22	Needs Approval	7:20:00AM	11:00:00AM	12:00:00PM	4:15:00PM	7.91			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/23	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+

Select All Deselect All

[Reported Hours Summary - select to view](#)

[Balances - select to view](#)

[Return to Select Employee](#)

[Approve Absence](#)

- Type in your comments in the comment field (2)
- Click Save (3)

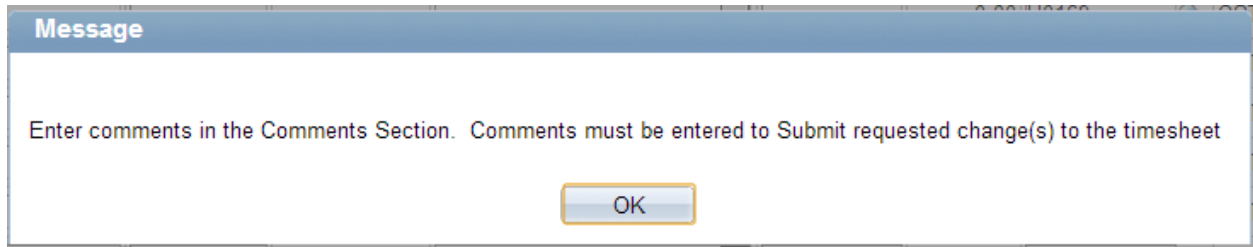
Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Comments

Date Under Report: 10/20/2013

Operator Id	DateTime Created	Source	Comment
1	10/22/2013 11:34AM	Time Reporting	<input type="text"/>

- If time is adjusted and no comment is entered, the system will not allow you to move forward. It will prompt you with the following message:



EXCEPTIONS

Clearing exceptions is the responsibility of the Department Time and Payroll Approvers and/or the HRMS/Payroll Office. There are two types of exceptions:

- **Low Severity:** Exception allowed; no action required.
 - Late Punch
 - Long Lunch
- **High Severity:** Must be corrected.
 - Invalid punch order: This is the exception the departments should fix. This exception is when a punch is out of order.
 - Missed punch: When the employee misses a required punch, it is the TA's responsibility to enter the correct punch
- Once a correction is made, it becomes unapproved reported time that must then go back through the approval process
- When corrections are made in the system, they must be accompanied by a comment

ADDING COMMENTS

- If you must enter a punch, a comment will be required.
 - To add a comment, click the callout icon (1)
 - This will open a field to enter comments

From 04/10/2013 to 04/23/2013

Timesheet

Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID		
<input type="checkbox"/>	Wed	4/10	Needs Approval	7:15:00AM	11:30:00AM	12:15:00PM	4:00:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/11	Needs Approval	7:30:00AM	11:48:00AM	12:45:00PM	4:30:00PM	8.05			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/12	Needs Approval	7:05:00AM		12:55:00PM	4:05:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/13	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/14	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/15	Needs Approval	8:00:00AM		1:10:00PM	4:30:00PM	7.33			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/16	Needs Approval	7:15:00AM	11:00:00AM	12:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Wed	4/17	Needs Approval	7:30:00AM	11:30:00AM	12:30:00PM	4:30:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/18	Needs Approval	7:15:00AM	11:45:00AM	2:00:00PM	4:05:00PM	6.58			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/19	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.75			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/20	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/21	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/22	Needs Approval	7:20:00AM	11:00:00AM	12:00:00PM	4:15:00PM	7.91			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/23	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+

Select All Deselect All

[Reported Hours Summary - select to view](#)

[Balances - select to view](#)

[Return to Select Employee](#)

[Approve Absence](#)

- This will open a field to enter comments
- Type in your comments in the comment field (2)
- Click Save (3)

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

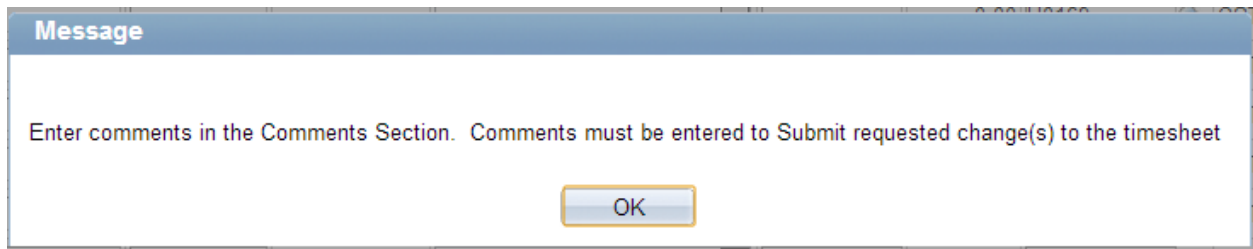
Comments

Date Under Report: 10/20/2013

Personalize | Find | View All | First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1	10/22/2013 11:34AM	Time Reporting	<input type="text"/>

- If time is corrected and no comment is entered, the system will not allow you to move forward. It will prompt you with the following message:



To identify employees with High Severity Exceptions, please use either of the following methods:

Options 1: Review Exceptions in PeopleSoft:

Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

- Group Id: Enter Group ID (1)
- Click on Filter Option
 - Date Filter: Select “between” (2)
 - Start Date: Enter the beginning date of the pay period. (3)
 - End Date: Enter the ending date of the pay period. (4)
 - Severity: Select “High” (5)
 - Click OK: This will provide the results based on your filter options. (6)

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions New Window

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	HL030
Empl ID	

[View Instructions](#)

Filter Options

Date Filter:	between	Start Date:	06/18/2013
Employee Filter:	equal to	End Date:	06/25/2013
Exception Filter:	equal to	Employee ID:	
Severity:	High	Exception ID:	
Run Control ID:		<input type="button" value="OK"/>	

- Click on “Details”: This will show you the detail of the exception and the employees ID.

Exceptions						
Overview		Details				
Allow	Pay Group	Exception ID	Description	Date	Name	Source
<input type="checkbox"/>	HBW	TLX10064	Invalid punch order	06/25/2013		Time Administration
<input type="checkbox"/>	HBW	TLX10064	Invalid punch order	06/20/2013		Time Administration

TRAM Reports

Navigation:

Manager Self Service > Time Management > TRAM Reports

1. TRAM Absence Report

Review Absence Requests

Purpose

- Displays Absence Requests, including hours, and status of request by Employee and Empl Rcd #
- Displays Total Hours Approved, Submitted, Pushed Back by Employee, Empl Rcd #, and Absence Type; and by Report by Absence Type and Status
- Provides Absence Request history for Employee, including whether Employee or Manager submitted request, Date request Submitted and Date request Approved
- Provides Absence Requests for a pay period by Employee, Empl Rcd #
- Identifies Absence Requests Needing Approval

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)

Process Name: UPAY204

2. TRAM Available Leave Report

Review Leave Balances

Purpose

- Displays Projected Leave Balances by Employee; Projected Leave Balances include hours pending in Payroll, Time Reporting, and Absence Management
- Displays Maximum Vacation Accrual Hours at end of Fiscal Year to monitor employees at risk of losing vacation
- Identifies Employees with Negative Leave Balances

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By All Leave Types, Sick Leave Only, Vacation Leave Only, Sick & Vacation Leave Only, or Comp Time Only
- Options:
 - Only Display Employees with Projected Negative Leave Balances (Check to identify employees with negative leave balances)

Process Name: UPAY207

3. TRAM Absence Audit Report

Review Absence Request Transactions

Purpose

- Displays Absence Requests, including hours, by Employee and detailed Workflow Transaction History
- Provides Absence Request Workflow Transaction History for a pay period by Employee, Empl Rcd #
- Provides Absence Request Workflow Transaction History to research approvals and discrepancies

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)

Process Name: UPAY208

4. TRAM Time Report

Evaluate Reported Time to Payable Time

Purpose

- Displays Payable Time and associated Reported Time by Employee, Empl ID, and Date; totals Payable Time Hours by Employee, Emp Rcd #, and Time Reporting Code (TRC)
- Displays Total Payable Time Hours Approved, Needs Approval, and Taken by Payroll and Rejected by Payroll once hours have been loaded into Payroll
- Allows Time Approvers and Payroll Approvers to compare Reported Time to Payable Time generated
- Identifies Payable Time to be approved and Payable Time Rejected by Payroll

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Enter Pay Period Begin and End Dates to review by Pay Period)

Process Name: UPAY205

5. TRAM Time Audit Report

Review Time Approver Corrections

Purpose

- Displays Reported Time Added, Deleted, and/or Changed and Comments entered by Time Approver or Payable Approver by Employee, Empl ID, and Date
- Displays Number of Days Corrected by Employee and Empl ID
- Identifies Corrections entered by Time Approvers and Payable Approvers for review for Comments and appropriate justification

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Enter Pay Period Begin and End Dates to review by Pay Period)

Process Name: UPAY206

6. TRAM Hierarchy Report

Review Time Reporter assignment to TAs and PAs

Purpose

- Displays Time Reporters assigned to Time Approvers, and Time Approvers assigned to Payroll Approvers
- Displays Time Approver Alternates (Proxy) and Payroll Approver Alternates (Proxy)
- Displays Time Approver and Payroll Approver Group IDs
- Identifies unassigned Time Reporters and unassigned Time Approvers

Run Parameters

- By Business Unit (Campus), Division, College, Department
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By "As of Date" (Enter Current Date unless report is to review historical data)

- Options:
 - Display Time Reporters (Uncheck to display only Time Approvers and Payroll Approvers)
 - Display Time Reporters with No Approver (Uncheck to remove unassigned Time Reporters from report)

Process Name: UPAY160

Helpful Queries

HRMS_AM_LV_RQS_PND_APR_DEPT

Absence Requests Pending Approval by Division, College, or Department ID

Prompts:

Leave Begin Date

Leave End Date

Div/Coll/Dept #

(Leave Begin/End Dates are based upon Absence Request Begin Dates)

HRMS_TR_BW_RT_NA_BY_DEPT

Bi-Weekly Reported Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_MO_RT_NA_BY_DEPT

Monthly Reported Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_BW_PT_NA_BY_DEPT

Bi-Weekly Payable Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_MO_PT_NA_BY_DEPT

Monthly Payable Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

New Hire Departmental Hire Checklist FY 16**1. Purpose**

The following procedure explains the new hire departmental checklist process at the University of Houston College of Technology. The new hire checklist is an important internal control for ensuring that the appropriate information has been included or provided to Academic Affairs and Human Resources for all new employees.

2. Procedure**A. *Faculty Hiring***

- 1) When hiring new or filling a vacancy for a Tenure, Tenure Track, Non Tenure, Research, Clinical or Instructional Faculty, please refer to the college's faculty hiring procedures. All information regarding faculty hiring is located on the Human Resources website - <http://www.uh.edu/human-resources/manager-toolbox/hiring/>

B. *Benefits Eligible Staff*

- 1) When a department wants to request a position needed for their area, a memo is sent by the department chair to the Dean and the Director of Business Operations of the college requesting the position and citing the purpose and funding.
- 2) The memo is internally approved and forwarded to the Office of the Associate VP of Academic Affairs Finance & Administration for approval. Once approved, the department can start the Online Job Site procedures for posting the position.
- 3) Posting of a new or vacant position is completed through the Online Job Site logon. Departmental staff must complete the employment posting process located on the HR website - <https://jobs.uh.edu/hr/sessions/new>
- 4) The Request for Offer (RFO) must be approved by all required levels for the department/college/AAFA (including HR) in OJS.
- 5) The reference checks have been completed (it is best to get 3 professional references).
- 6) A Criminal History Record Investigation (CHRI) has been completed (necessary for all security sensitive positions).

New Hire Departmental Checklist FY16

- 7) In OJS, the status of all applicants has been updated:
- a. Correctly dispense all interviewed and non-interviewed applicants.
 - b. Final candidate in the "Selected Applicant" status.
 - c. An offer letter can be extended to the potential employee once the RFO is approved via OJS. The letter must be accepted in writing. Keep a copy of the letter for later use.
 - d. The following items have been prepared to be submitted to HR at least five days before the employee's first day:
 1. ePAR
 2. Copy of offer letter (via ePAR)
 3. Personal Data Sheet (via ePAR)
 4. Employee should have completed I-9 and Direct Deposit in HR prior to submission of ePAR
 - e. Employee has been registered for **Registration Orientation and Review (ROAR)**.

C. Non-Benefits Eligible Staff & Students

- 1) An internal document (part-time staff & student form) is completed listing the duties, amount of pay and duration of the appointment. This form is approved by the requesting manager, department chair and forwarded to the department business administrator. Once approved, the document is return to the business contact to complete the hiring ePAR.
 - a. Reference checks have been completed (if necessary).
 - b. A Criminal History Record Investigation (CHRI) has been completed (necessary for all security sensitive positions)
- 2) Once the form is approved, the business contact will complete a hiring ePAR viaworkflow to HR at least five days before the employee's first day:
 - a. Personal Data Sheet (via ePAR)
 - b. Approved Internal document uploaded

D. Mandatory for All New Hires

New Hire Departmental Checklist FY16

- 1) All new hires (faculty, staff and students) must report to Human Resources Service Center–325 McElhinney Hall (bldg. 588 on campus maps) before hiring to submit and complete the following:
 - a. Submit the New Employee Authorization Form received from hiring department.
 - b. Complete the I-9 –hiring department will give prospective employee the acceptable document sheet.
 - c. Complete the direct deposit set up-employee should bring banking information.

E. Residence Status

The following forms can be found at: <http://www.uh.edu/human-resources/forms/index.php>

- 1) US/Resident New Hire Packet
 - a. New Hire Information (Personal Data Sheet)
 - b. New Hire Authorization Form
 - c. Required Policies given to all new employees
- 2) International New Hire Packet**
 - a. New Hire Information (Personal Data Sheet)
 - b. Foreign National Tax Information Form
 - c. New Hire Authorization Form
 - d. Required Polices given to all new employees

** A social Security number (SSN) must be provided. If a prospective employee does not have a SSN, you must provide a copy of a SSN application receipt upon hiring. Individuals requesting SSN will need a letter from the hiring department confirming their intent to hire. ISSSO has provided a template for on-campus employer. Please visit this website for template and place information on letterhead. <http://www.issso.uh.edu/employment/ssn.html>

Onboard Checklist Form FY16

EMPLOYEE INFORMATION

Name: _____ Start date: _____
 Position: _____ Manager: _____

***Please note: The Onboard checklist action items are to be completed in the first 5 business days of employment. The new employee's Department Business Administrator (DBA) must sign this form once complete for the employee file, see bottom of form for signature requirements.**

ADMINISTRATIVE PROCEDURES

Has the following been completed:

- | | | |
|--|---|--|
| <input type="checkbox"/> ePar has been completed | <input type="checkbox"/> Employee has been registered for Registration Orientation and Review (ROAR). | <input type="checkbox"/> Employee reported to HR customer service to complete the I-9 and direct deposit |
| <input type="checkbox"/> A Criminal History Record Investigation (CHRI) has been completed (necessary for all security sensitive positions). | <input type="checkbox"/> Employee has been added as a "Time Reporter" by their manager | <input type="checkbox"/> Employee returned the I-9 completion receipt |
| | <input type="checkbox"/> ePerformance criteria has been established. | |

PEOPLE SOFT ACCESS AND SYSTEMS

Please select the following that apply:

- | | |
|--|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Blackboard |
| <input type="checkbox"/> HRMS | <input type="checkbox"/> Cash Handling |
| <input type="checkbox"/> Student Services | <input type="checkbox"/> Procurement Card |
| <input type="checkbox"/> Payroll Approver | <input type="checkbox"/> Travel Card |
| <input type="checkbox"/> Applicant Tracking System (OJS) | <input type="checkbox"/> Citibank Global Card Management System |
| | <input type="checkbox"/> RD2K for grant supporting positions |

COMPUTER AND ACCESS

Please select the following that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Office location has been identified | <input type="checkbox"/> TECH-COLLEGE Listserve | <input type="checkbox"/> Office keys |
| <input type="checkbox"/> Computer hardware/software identified | <input type="checkbox"/> TECH-FAC Listserve | <input type="checkbox"/> Mailbox – faculty only |
| <input type="checkbox"/> Card access has been granted | <input type="checkbox"/> Department Staff Listserve | <input type="checkbox"/> Lync Phone requested |
| <input type="checkbox"/> TECH-STAFF Listserve | <input type="checkbox"/> Finance Listserve | <input type="checkbox"/> Long distance code- support personnel only |
| | <input type="checkbox"/> HRMS Payroll Listserve | |
| | <input type="checkbox"/> Share drive access | |

POLICIES

Employee has been given copies of the following policies:

- College of Technology Standard Operating Business Procedures PDF
- General Computing policies
- UH Required Policies
- Time Reporting Policy
- Leave Reporting Policy

DBA Approval: _____ Date: _____

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Procurement
AREA: Procurement - General

Number 04.01.01

<p>SUBJECT: Purchase of Goods, Materials, and Supplies through the Purchasing Department</p>

I. PURPOSE:

The purpose of this document is to establish the policy and procedures to be followed when purchasing goods, materials, and supplies through the Purchasing Department. While some services, such as delivery and installation, may be associated with goods, materials, and supplies purchased through Purchasing, this policy is not intended to address the purchase of primarily contracted services, which are governed by MAPP [04.04.01A](#).

II. POLICY STATEMENT

It is the policy of the University of Houston that these procedures will apply when using all sources of funds, except for agency funds (fund 9), for the procurement of goods, materials, and supplies. When using agency funds, departments are considered the custodian (not owner) of those funds for an entity outside the university and should make all expenditures with the consent and in the best interest of the owner of those funds. Agency funds are not subject to the procedures in this MAPP.

III. PROCEDURES AND DEFINITIONS

A. Acquisition of Goods, Materials, and Supplies

1. Pursuant to Texas Education Code [§51.9335](#), an institution of higher education may acquire goods, materials, and supplies by the method that provides the best value to the institution, including:
 - a. Competitive bidding.
 - b. Competitive sealed proposals.
 - c. Catalog purchase (DIR).
 - d. Group purchasing programs.
 - e. Open market contract.
2. Also pursuant to [Texas Education Code §51.9335](#), in determining best value to an institution of higher education, the institution shall consider the following:
 - a. Purchase price.
 - b. Reputation of the vendor and of the vendor's goods, materials, and supplies.

- c. Quality of the vendor's goods, materials, and supplies.
 - d. Extent to which the goods, materials, and supplies meet the institution's needs.
 - e. Vendor's past relationship with the institution.
 - f. Impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses (HUBs) and to the procurement of goods, materials, and supplies from persons with disabilities.
 - g. Total long-term cost to the institution of acquiring the vendor's goods, materials, and supplies.
 - h. Any other relevant factor that a private business entity would consider in selecting a vendor.
 - i. Use of material in construction or repair to real property that is not proprietary to a single vendor, unless the institution provides written justification in the request for bids for use of the unique material specified.
3. Procurement of goods, materials, and supplies must comply with state and federal laws and institutional policies and procedures.
 4. The Purchasing Department is delegated the final authority for determining the "best value" for the university for goods, materials, and supplies. Contracts Administration has the final authority for determining the "best value" for contracted services (MAPP [04.04.01A](#)).
 5. Purchase orders are not intended to be used strictly as a payment tool; therefore, the purchase order must be created prior to the commitment or obligation. Purchase requisitions submitted after the commitment has been made and/or after the goods, materials, or supplies are received will constitute non-compliance.
 6. For all purchases over \$5,000, documentation must be attached to the purchase order that substantiates (a) basis for contractor selection; (b) justification for lack of competition when competitive bids or offers are not obtained; and (c) basis for award cost or price. This requirement applies to all university funds, including grants transferred from other institutions. It does not apply to agency funds, which do not belong to the university.

B. Procurement Methods

The vendor selection process for purchase orders is summarized in the flowchart at the end of this document.

1. Master Agreements – Master Agreements allow requisitioning departments to purchase commodities without requesting competitive bids from other vendors. The "best value" process has already occurred through the RFP process or group purchasing programs; therefore, individual purchases do not require further bidding. Master Agreements should be utilized whenever possible, though

they are not required. All current institutional agreements are available through the purchasing web site, <http://www.uh.edu/purchasing/>.

2. State Use Program - Commodities and/or services that are available through the Texas Council for Purchasing from People with Disabilities (currently TIBH) must be purchased through this entity when state-appropriated funds are used unless non-utilization of TIBH can be adequately justified. See TIBH web site, <http://www.tibh.org/>, for details. Reference: [Chapter 122](#), Texas Human Resources Code.
3. Department of Information Resources (DIR) - Automated information systems (AIS) products and services that are associated with computers (automation) or telecommunication systems may be purchased using the DIR program. This program is optional for the university and not a requirement. Specific guidelines for this program are accessible on the Texas Comptroller's Office web site, <http://cpa.state.tx.us/procurement/>.
4. State of Texas Contracts - The Texas Comptroller's Office establishes term contracts, including TXMAS (General Services Administration) contracts, for goods and services. This program is optional for the university and not a requirement. These contracts are accessible on the Texas Comptroller's web site, <http://cpa.state.tx.us/procurement/>.
5. Purchasing Cooperatives - University of Houston is a member of numerous purchasing cooperatives, which allow purchases to be made directly with the vendor as the bidding and/or negotiation process has already occurred. This program is optional for the university and not a requirement. See the Purchasing web site at <http://www.uh.edu/purchasing/> for further information.
6. Competitive Bidding/Proposals - If the "best value" for the commodity or service is not obtained from one of the above-listed programs, the bidding process should be followed. If competitive sealed bidding is neither practical nor advantageous to the university, the request for proposal (RFP) process may be used.

C. When to Use a Purchase Order

1. Purchases greater than \$5,000 must be placed on a requisition and routed through Purchasing for approval and creation of a purchase order. Exceptions are noted below.
2. The following purchases must be placed on a requisition regardless of the dollar amount:
 - a. Radioactive materials, x-ray machines, Class 3b and 4 lasers, biological safety cabinets, and other hazardous materials.
 - b. Vehicles.

Note: The Pre-Approval Form for Requisitions (found at <http://www.uh.edu/purchasing> and clicking on the link Addendum B for requisitions) must be used to obtain pre-approval for the above purchases.

- c. Equipment lease or maintenance agreements.
 - d. Other purchases required by Finance to be on a requisition to achieve one or more of the following goals:
 - Increase use of historically underutilized businesses.
 - Obtain a vendor discount for volume purchases.
 - Increase efficiency in the procurement/payment process.
3. The following purchases do not require a requisition regardless of dollar amount:
- a. Court costs, criminal, civil, and administrative hearings.
 - b. Dues and membership fees.
 - c. Human cadavers, skin, blood, bones, tissue.
 - d. Library expenditures.
 - e. Postage and postal services.
 - f. Registration fees and materials.
 - g. Revenue bond expenses.
 - h. Training and tuition for employees (must be approved by Scholarships and Financial Aid).
 - i. Utilities (purchased, regulated; not long distance).
 - j. Direct payment or reimbursement of travel expenses (see MAPP [04.02.01A](#) and MAPP [04.02.01B](#) for additional information about these payments).
 - k. Reimbursement of employee moving expenses (see MAPP [02.02.05](#) for additional information about these payments). However, direct payments to moving companies require a contract or purchase order.
 - l. Items purchased for resale.
4. The following purchases, which require a contract at any amount, also require a requisition if the total amount will be \$10,000 or more:
- a. Contracted services: accreditation, construction, consultant and professional, lecturers, speakers, counselors, critiques, performances, panelists, etc.
 - b. Interagency agreements.
 - c. Renovation or construction contracted by Plant Operations.

A requisition is required for contracted services totaling \$10,000 or more to facilitate required state reporting. See MAPP [04.04.01A - Contracting – General](#) for additional procedures related to contractual agreements.

D. Development of Specifications

1. The end user should communicate to the purchaser in the Purchasing Department the goods, materials, or supplies needed via the PeopleSoft requisition. The requisition should include the specifications of the items that the end user needs to have procured.
2. A specification is a detailed description of an item that a user seeks to procure. The specification must be simple, clear, accurate, competitive, and flexible. If the specifications do not allow for competition, then the specifications are considered proprietary.

E. Proprietary (Sole Source) Specifications

1. A proprietary purchase is justified only when an equivalent product is not available. When the specification requirement limits consideration to one manufacturer, one product, or one service provider, and the amount of the purchase exceeds \$5,000, a written justification must be provided.
2. The Proprietary Purchase form, which is separate from the requisition, has been developed to assist in the justification process. The requester must state:
 - a. The proprietary features of the item and why these features are required.
 - b. Why no competing product can meet the needs.
3. The Principal Investigator (PI) must sign the Proprietary Purchase form for proprietary purchase requests that will be paid in part with federal funds.

The Proprietary Purchase form is located at <http://www.uh.edu/purchasing/>.

F. Bid Requirements

1. Bids must be obtained on all purchases in excess of \$5,000.
2. Bid limits, regardless of the source of funds, are:
 - a. \$5,000.01 to \$25,000.00 – Electronic requisitions must be sent to Purchasing for processing. When possible, Purchasing will obtain a minimum of three informal bids, with two being from certified HUBs (minority-owned and/or woman-owned businesses). Although the requesting department may submit informal quotes with their request, the Purchasing Department may choose to solicit other bids as well.
 - b. \$25,000.01 and Over – Electronic requisitions must be sent to Purchasing for processing. Purchasing will obtain formal bids/proposals.

3. Exceptions to above bid requirements:
 - a. Offset printing services costing \$5,000.00 or less do not require competitive bidding. However, offset printing services costing more than \$5,000.00 must be submitted to Purchasing on a purchase requisition for competitive bidding or may be provided by the University Printing Department without competitive bids. Offset printing services provided by the University Printing Services Department are paid on a SC Voucher and do not require competitive bidding at any dollar amount.
 - b. Proprietary purchases adequately justified (see above requirements for proprietary purchases). Requests in excess of \$25,000 require a formal bid from the proprietary vendor.
 - c. Purchases made through Master Agreements, State Use Program, State of Texas Contracts, Department of Information Resources (DIR) or Purchasing Cooperatives.
 4. All procurements that exceed \$25,000, without regard to the source of funds, may be posted on an electronic bulletin board managed by the Texas Comptroller's Office if there is an advantage to doing so.
 5. The Purchasing Department is encouraged to solicit and purchase from HUBs to the fullest extent possible.
 6. This MAPP strictly prohibits the splitting of orders to circumvent the bidding process.
- G. Federal purchases that equal or exceed \$25,000
1. For all procurement of goods or services that will be paid in part with federal funds and that is expected to equal or exceed \$25,000, the responsible department will verify and document that the prospective vendor/contractor is not suspended, debarred, or otherwise excluded from federal contracts. The Purchasing Department will attach documentation of the verification to purchase orders and the Office of Contracts and Grants will attach documentation of the verification to research contracts.
 2. Federal funds include all funds received directly or indirectly from a federal government agency. A list of University of Houston fund codes is located at: http://www.uh.edu/finance/Doc_Ref/Fund%20Codes.xls
- H. Purchases greater than \$100,000
- An Authorization and Information Summary Sheet for Purchase Requisitions Exceeding \$100,000 (found at <http://www.uh.edu/purchasing/> and clicking on the link Addendum C for Purchases Over \$100,000) must be completed for purchases greater than \$100,000. The Authorization and Information Summary Sheet should be routed and approved with the completed requisition as follows:
1. Dean or Director of the Unit Requesting the Order.
 2. Division Vice President or Senior Vice President for Academic Affairs & Provost.

3. Director of Purchasing.
4. Executive Vice President for Administration and Finance (only for Athletics requisitions greater than \$100,000 and all other requisitions greater than \$300,000).
5. President (only for requisitions greater than \$500,000).
6. Board of Regents (only for requisitions greater than \$1,000,000) – The Chancellor's signature will indicate Board approval.

After the final approval is obtained, the requisition and Authorization and Information Summary Sheet should be returned to Purchasing for processing.

I. Installation and Service Agreements:

For all purchases of goods that also require installation or service where the installation or service is less than or equal to \$25,000, the Purchasing Department will ask the vendor to complete a Furnishings and Equipment Agreement prior to issuance of a Purchase Order. In the event that the installation or service component of the purchase exceeds \$25,000, a contract must be completed for the installation or service component following MAPP [04.04.01-A](#). The PO encumbrance will include the contract amount.

J. Emergency Purchases

1. An emergency purchase is defined by the Texas Administrative Code (Rule 113.2) as "a purchase of goods or services so badly needed that an agency will suffer financial or operational damage unless they are secured immediately."
2. An emergency purchase requires a letter of justification signed by the college/division administrator stating:
 - a. The reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency.
 - b. The financial or operational damage that will occur if needs are not satisfied immediately (do not just state there will be a loss or damage).
 - c. Why the needs were not or could not have been anticipated so that items could be procured through regular procurement procedures.

K. Receipt of Items Ordered

1. Requisitioning departments must inspect all shipments received against the purchase orders and report any discrepancies to the vendor. Any discrepancy, including non-compliance with specifications, shortages, overages, and any damages must be reported immediately, but no later than 21 days after receipt of goods, materials, or supplies.
2. Substitution of items ordered with a Purchase Order is not permitted without the prior approval of Purchasing. No approval will be granted unless substituted items are of equal quality and are offered at the same or lower price.

3. Items must comply with the written specifications contained within the purchase order and/or contract. Failure to do so by the vendor will result in non-payment to the vendor.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before September 1

V. APPROVAL

Jim McShan

Executive Vice President for Administration and Finance

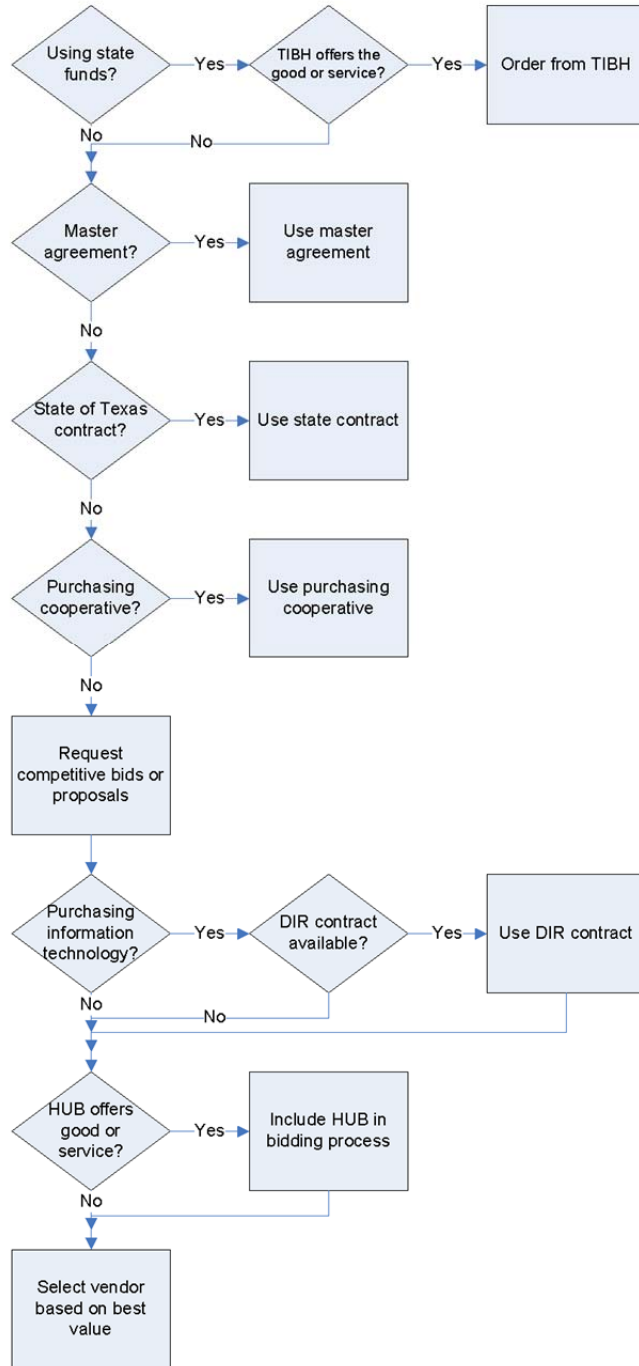
Renu Khator

President

Date of President's Approval: _____ March 4, 2011

Addendum A

Vendor Selection for Purchase Orders



**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.B.01

AREA: Purchasing

SUBJECT: Purchasing Guidelines (Interim)

1. PURPOSE

It is the responsibility of each component university's purchasing department to organize and administer procurement of supplies, equipment and services for the University of Houston System in a manner that will result in the best value and price for the component university in conformance with established ethical practices. This administrative memorandum describes guidelines to ensure that this responsibility is met. Purchase orders are a particular type of contract. For information on contracts in general, refer to System Administrative Memorandum [03.A.05, Contract Administration](#).

2. POLICY

2.1. Each purchasing department is responsible for purchasing all supplies, materials, services or equipment and, pursuant to Texas Education Code [§ 51.9335](#), an institution of higher education may acquire goods or services by the method that provides the best value to the institution, including but not limited to:

- Competitive bidding
 - Competitive sealed proposals
 - Group purchasing programs
 - Open market contract
- a. In determining best value to an institution of higher education, the institution shall consider:
- Purchase price.
 - Reputation of the vendor and of the vendor's goods or services.
 - Quality of the vendor's goods or services.
 - Extent to which the goods or services meet the institution's needs.
 - Vendor's past relationship with the institution.

- Impact on the ability of the institution to comply with laws and rules relating to Historically Underutilized Businesses (HUBs) and to the procurement of goods and services from persons with disabilities.
 - Total long-term cost to the institution of acquiring the vendor's goods or services.
 - Any other relevant factor that a private business entity would consider in selecting a vendor.
 - Use of material in construction or repair to real property that is not proprietary to a single vendor, unless the institution provides written justification in the request for bids for use of the unique material specified.
- b. The following additional criteria shall be considered in determining best value:
- A vendor proposal must meet the requirements of the institution's solicitation document; and
 - A vendor proposal that is non-responsive to the criteria set forth in the institution's solicitation document shall be rejected.
- c. Procurement of goods and services must comply with state and federal laws and institutional policies and procedures.
- d. The purchasing department is delegated the final authority for determining the "best value" for the component university. Component university purchasing departments shall issue policies and procedures to help ensure that the purchasing methods described in the [Texas Education Code, Section 51.9335](#), are followed and are competitive. The UHS Controller and Office of General Counsel shall provide guidance in the implementation of such procedures. Subject to state rules and regulations, the purchasing department has final discretion and authority for vendor selection and award. It is the responsibility of the component university purchasing departments to issue and maintain records of purchase orders, some of which may be maintained in the System's finance system.
- 2.2. Regardless of the source of funds or dollar level of purchase, each purchasing department and operating unit will purchase from state-certified Historically Underutilized Businesses (HUBs) to the fullest extent possible and will make a good faith effort to meet the state's goals for doing business with HUBs.
3. PURCHASES FROM ALL FUNDS

3.1. Principles when making purchases involving the expenditure of all funds are as follows:

- a. To adhere to the general procurement requirements of “best value” as noted in Section 2.1.
- b. To provide free and open competition when and wherever possible.
- c. To abide by the general procurement standards of the Office of Management and Budget (OMB) [Circular A-110](#) and its applicable attachments, when required.
- d. To provide for sole source procurement.
- e. To exercise buyer discretion in the purchasing process.

3.2. All component universities follow the University of Houston System Purchasing Guidelines, which are posted at: <http://www.uh.edu/purchasing>. Each component university may issue additional procedures, if required, for campus-specific needs.

4. EMERGENCY PURCHASES

A component university may provide for emergency purchases when a situation exists in which the requirement for goods and services is so severe that the component university will suffer operational or financial damage if the goods or services are not secured immediately. If the nature of the emergency permits, the needed goods or services should be requested through the component university’s purchasing department. Each component university is responsible for issuing specific policy to be used as a guideline when the emergency is such that corrective action must be taken immediately.

5. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every two years on or before March 1

6. APPROVAL

Approved: Jim McShan
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 1, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	05/15/1991	Initial version
2	01/13/1998	Rewrote procedure to emphasize component university's responsibilities. Added Section 2.2 on purchasing from Historically Underutilized Businesses (HUBs). Renames the Commission as the General Services Commission throughout the text. Changed parameters of dollar purchases for competitive and non-competitive bidding
3	02/26/1998	Updated Section 3.5 parameter for items processed through the GSC from \$25 to \$25,000. Added Section 3.6 on GSC review of service purchases of \$10,000 or greater
4	04/17/2001	Applied revised SAM template. Added information to Section 1.1 on EVC for Administration to notify campuses of the requirement to include necessary procurement language in all purchasing documents
5	07/27/2001	Documentation was updated to comply with Internal Audit Finding 2001-07. Changed review period from even numbered years on or before May 1 st to every two years on or before May 1 st

Revision Number	Approval Date	Description of Changes
6	01/13/2010	Applied revised SAM template. Removed information in Section 1.1 on EVC for Administration to notify campuses of the requirement to include necessary procurement language in all purchasing documents. Added extensive documentation to Section 2.1 on “best value” acquisition in accordance with Texas Education Code Section 51.9335. Removed Sections 3.4 and 3.5. Adjusted amounts in Section 3.2, 3.3, and 3.4. The name of the state agency responsible for defining purchase procedures was updated throughout the policy. The responsible party was changed to the AVC for Finance. The review period was changed from every two years on or before May 1 st to every two years on or before March 1 st . Removed Section 8, Indexing Terms
Interim	04/01/2015	Applied revised SAM template and added new Revision Log. Added Section 2.1.b on additional criteria for determining best value. Added documentation to Section 2.1.d on issuing policies and procedures to make sure Texas Education Code, Section 51.9335 is followed. Removed Section 2.3 on State Comptroller of Public Accounts (CPA) delegations and purchase responsibilities. Revised Section 3.2 to add a web site for purchasing guidelines, with the caveat that each component university may have additional procedures

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Procurement
AREA: Procurement - General

Number: 04.01.03

SUBJECT: Vouchers

I. PURPOSE AND SCOPE

This document defines the limits and uses of the voucher, a payment mechanism that allows authorized personnel to request non-payroll payments. This document also outlines the process required for preparing and submitting a voucher request. Use of the voucher is subject to the restrictions placed on the type of funds used.

This document applies to all university departments, centers, and institutes for purchases from all university funds, with distinctions as noted. It does not apply to expenditures paid from agency funds (fund 9), though these payments must be supported by appropriate receipts or invoices.

II. POLICY STATEMENT

Within the limits defined herein, University of Houston business management personnel may be authorized to make direct purchases of commodities and services, which are submitted for payment or reimbursement directly to Accounts Payable via voucher. This purchasing mechanism is authorized for purchases or reimbursements to one vendor or employee of dollar amounts of \$5,000.00 or less per transaction, including freight and delivery charges, as well as purchases of other items specifically authorized herein. In addition, vouchers utilizing state funds are subject to the restrictions contained in the Comptroller's online resource for purchase policies and procedures known as [eXpendit](#).

Only those persons authorized to do so may commit University of Houston funds. An obligation incurred by a person who is not authorized to commit university funds or that is made contrary to university guidelines becomes the personal responsibility of that individual and not of the University of Houston.

III. DEFINITIONS

- A. Advertising: Any written or verbal message submitted for publication in newspapers, magazines, radio, television, billboards, promotional items, Web sites, or any other written or recorded media with the intended purpose of persuading, informing or increasing brand awareness with a targeted audience.
- B. Authorized business management personnel: The university employee(s) at each project, department, college, or divisional level with assigned responsibilities for procurement and processing of expenditure documents related to the unit's cost centers.
- C. Certifying signatory: The university employee who is authorized to certify expenditures for a department, project, college or division and whose signature must appear on any expenditure document or indicate approval by e-mail for any transactions initiated by that unit that are not approved through workflow.

- D. Commodities: All tangible goods, including equipment; i.e., purchases that cannot be considered services.
- E. Department Approver: The university employee who is authorized to certify transactions for a college or division that are processed through electronic workflow. The Department Approver's workflow approval has the same meaning and effect as the signature or e-mail approval of a Certifying Signatory on a non-workflow document.
- F. Digital Printing or Copying (black & white and color): An image is sent directly to the printing device using digital files such as PDFs - many of these devices still have a glass surface that you can place an item on to "make a copy."
- G. Offset Printing: Process of producing material by means of inked type on a press that uses plates.
- H. State funds: Funds appropriated by the State Legislature, including, but not limited to, education and general funds, higher education assistance funds (HEAF), advanced research project (ARP) funds, and advanced technology project (ATP) funds.
- I. eXpendit: A list of rules and limitations related to vouchers utilizing state funds, which is published on the Comptroller's Office web site at the following address:
<http://www.cpa.state.tx.us/comptrol/san/fm1.html>.

IV. PURCHASES THAT REQUIRE A CONTRACT

- A. The purchases that fall within MAPP [04.04.01A, Contracting – General](#) require a completely executed contract (i.e., signed by all parties) before payment can be issued, regardless of dollar amount. The executed contract must be attached to the first voucher created for the contract, and this voucher and each subsequent voucher must indicate the total contract amount, total payments to date (including this voucher), and the remaining amount of the contract. Examples of such purchases include, but are not limited to:
 - 1. Contracted services: accreditation, construction, consultant and professional, lecturers, speakers, counselors, critiques, performances, panelists, etc.
 - 2. Interagency agreements.
 - 3. Renovation or construction contracted by Plant Operations.

See MAPP [04.04.01A, Contracting – General](#) for additional information about contracting requirements.

The Texas Comptroller's Office requires that state agencies and universities verify the contracting vendor's warrant hold status prior to entering into a contract that will be paid with local funds. The vendor hold status can be verified using the Vendor Hold Status instructions at the following web site: <http://www.uh.edu/finance/pages/References.htm>.

- B. When purchases listed in Section IV.A (above) equal or exceed \$10,000.00, including contract modifications, they must be encumbered on a purchase order before payment is issued. In this case, the executed contract will be attached to the purchase requisition (or purchase order, if a requisition is not created). Also, it is not necessary to attach the contract to the voucher or indicate the contract amount, total payments, or remaining amount.

V. PURCHASES THAT MUST BE REQUESTED WITH A PURCHASE REQUISITION

- A. The following purchases must be requested through the Purchasing Department on a purchase requisition, regardless of dollar amount:
1. Equipment lease or maintenance agreements.
 2. Radioactive materials, x-ray machines, Class 3b and 4 lasers, biological safety cabinets, and other hazardous materials.
 3. Vehicles.
 4. Other purchases required by Finance to be on a requisition to achieve one or more of the following goals:
 - Increase use of historically underutilized businesses.
 - Obtain a vendor discount for volume purchases.
 - Increase efficiency in the procurement/payment process.
- B. Goods and services costing more than \$5,000.00 per transaction, including freight and shipping, must be requested through the Purchasing Department on a purchase requisition. See exceptions in Section VI.B below.

See MAPP [04.01.01, Purchase of Goods, Materials, and Supplies through the Purchasing Department](#), for additional information about purchase requisition requirements.

VI. PURCHASES FOR WHICH PAYMENT MAY BE AUTHORIZED ON A VOUCHER WITHOUT A PURCHASE ORDER OR CONTRACT

The following are among the types of expenditures that may be requested on a voucher without the involvement of Purchasing or issuing a contract. Accounts Payable is authorized to furnish detailed information on voucher allowable items. Expenditures initiated on vouchers are subject to the same approvals prescribed for other procurements, including Board of Regents approval, depending upon types of funds used, goods or services procured, and level of expenditure.

- A. Goods costing \$5,000.00 or less per transaction, including freight and shipping.
- B. Expenditures at any dollar level for:
1. Court costs, criminal, civil, and administrative hearings.
 2. Dues and membership fees.
 3. Human cadavers, skin, blood, bones, tissue.
 4. Library expenditures.
 5. Postage and postal services.
 6. Registration fees and materials.
 7. Revenue bond expenses.
 8. Training and tuition for employees.

9. Utilities (purchased, regulated; not long distance).
10. Direct payment or reimbursement of travel expenses (see MAPP [04.02.01A](#) and MAPP [04.02.01B](#) for additional information about these payments).
11. Reimbursement of employee moving expenses (see MAPP [02.02.05](#) for additional information about these payments). However, direct payments to moving companies require a contract or purchase order.
12. Items purchased for resale.

VII. KEY RULES FOR SUBMISSION OF A VOUCHER

- A. Purchasing transactions. Transactions for which a purchase order has been issued by Purchasing must be paid using a PO voucher.
- B. Department Approvers. A Department Approver must approve each voucher submitted to Accounts Payable in workflow. The Department Approver will verify that all required backup documents (i.e., invoices, receipts, etc.) and any additional approvals required by university, state, or federal rules are electronically attached to the voucher.
- C. Purpose and Benefit. All vouchers must contain a brief but clear statement in the Voucher Comments section explaining the purpose of the voucher payment and benefit to the university.
- D. Memberships/dues. Memberships or dues for professional organizations that are paid with state-appropriated funds are subject to state rules and regulations. To comply with these requirements, the University of Houston requires professional organizations to be pre-approved by the Executive Vice President for Administration and Finance (EVPAF) when the organization will be paid with state-appropriated funds. The following procedure has been developed by the University of Houston for professional membership dues paid with state-appropriated funds:
 1. The lists will be consolidated and reviewed by the EVPAF.
 2. Upon approval by the appropriate division vice president, the form is to be submitted to the EVPAF Business Services Department for addition to the professional membership list.
 3. This list is updated as needed and is located at http://www.uh.edu/finance/Doc_Ref/General_Ref/ProfOrgMemb.htm. The form to be used to request approval is also located on this web page.

A statement of the benefit to the university must be included on the voucher, together with the beginning and ending dates of the membership.

Note: Federal regulations prohibit directly charging memberships to federally funded-sponsored projects.

- E. Subscription services. Subscriptions may be paid on a voucher not more than six weeks in advance of the beginning date when state funds are used. An invoice or renewal form must be attached, the subscription number or account number included in the "invoice no." field of the voucher, and the beginning and ending dates indicated. Subscriptions may extend into future fiscal years. However, if a sponsored project account is used, the subscription may not extend beyond the expiration date of the award.

- F. Registration fees. Registration fees for seminars and conferences may be paid in advance to the seminar or conference organization with a voucher. Name of payee organization may not include abbreviations or initials. Dates, attendees, and university benefit must be included on the voucher or attachment. Fees may be paid from the current fiscal year, even if the seminar or conference will occur during the next fiscal year.

If an employee is reimbursed by the university for registration fees but does not attend the seminar or conference, the employee must refund the university for the amount previously reimbursed.

- G. Sales tax. The university is exempt from state of Texas sales tax. Employees should present a copy of the university's Texas Sales and Use Tax Exemption Certificate when making a purchase for the university from a vendor located in Texas. However, employees are not required to present the Tax Exemption Certificate at the restaurants for their business meals. In circumstances where the employee presented the Tax Exemption Certificate but the vendor insisted on charging tax anyway, the employee may be reimbursed for the full amount of the sales tax from any funds except state-appropriated funds and sponsored project funds. A statement should be included on the voucher that the employee attempted to claim tax exemption but the vendor refused.

If an employee does not attempt to claim exemption from sales tax, the most they can be reimbursed is \$10.00 sales tax per transaction. However, employees cannot be reimbursed for any amount of Texas sales tax on state-appropriated funds or sponsored project funds. When the university pays a vendor directly, state of Texas sales tax should not be paid to the vendor, regardless of the source of funds.

- H. Student payments. Scholarship and student loan payments or reimbursements and stipend payments to students on vouchers require the approval of the Scholarships and Financial Aid Department.

- I. Funding source. State funds and local funds may not be used on the same voucher.

- J. Contractor payments. Contractor payments must be supported by a fully executed contract. Payments to contractors for fees and/or expenses are only permitted to the extent that they are allowed by the contract. Unless the contract indicates otherwise, expense reimbursements must be supported by itemized receipts or an itemized statement of expenses.

- K. Business meals, discretionary expenditures, and official functions. See MAPP [05.02.02 - Official Functions and Discretionary Expenditures](#) for documentation requirements. For transactions that normally require gratuity, employees may be reimbursed for gratuity up to 20% of the transaction on local funds only.

- L. Moving expenses. See MAPP [02.02.05 - Moving and Relocation Expenses](#) for documentation requirements.

- M. Offset Printing Services. Offset printing services costing \$1,000 or less on state funds or \$5,000.00 or less on local funds do not require competitive bidding. However, offset printing services costing more than \$1,000 on state funds or more than \$5,000.00 on local funds must be submitted to Purchasing on a purchase requisition for competitive bidding or may be provided by the University Printing Department without competitive bids. Printing services provided by the University Printing Department are paid on a SC voucher.

- N. Advertisements. All advertisements or printed items with any University of Houston logo, logotype, or trademark must be approved as follows:

Staff Employment Ads:	Human Resources Department
Faculty Employment Ads:	Office of Equal Employment Opportunity/Affirmative Action
Non-Employment Ads:	Associate Vice President of University Relations or his/her designee

- O. Gift cards/certificates. Gift cards or certificates may be purchased if they are approved by the appropriate college/division administrator on the Gift Card Request Form (<http://www.uh.edu/finance/pages/forms.htm>).

Gift cards must be kept in a secure campus location (e.g., locked drawer or safe) until distributed. The distribution of the gift cards/certificates must be documented, including date of distribution, name of recipient, and signature of recipient acknowledging the receipt. If the gift cards are for a confidential human subject study, the department must retain distribution records in their files for seven fiscal years after the grant expires. Otherwise, distribution records must be uploaded to the voucher document page in the finance system when the distribution is complete.

Someone other than the gift card custodian will review the gift card records at least once a month to verify that all distributed and undistributed gift cards are accounted for and will report any discrepancies to the college/division administrator.

If the department awards a gift card/certificate to an employee, the department is also responsible for reporting this amount to the Tax Department as the employee's taxable benefit in accordance with SAM [03.D.06](#). If the department awards a gift card/certificate to a non-employee and the total amount received by the non-employee in a calendar year is \$600 or more, the department is responsible for submitting the non-employee's W-9 Form and reporting the amount to Accounts Payable, so that the non-employee can be issued a Form 1099-MISC.

- P. Vendor Identification. The payee is selected from the PeopleSoft vendor list when the voucher is created. If no entry exists in the system for the payee, the payee can be setup as follows:

1. Vendor Setup Coversheet (Business/Organization) and W-9 Form

- Used for and completed by: Sole-ownerships, Partnerships, Corporations, Companies, Contractors, Associations, and other business/organization.
- Signed by payee
- Faxed or mailed to Accounts Payable
- Available at the following web address: <http://www.uh.edu/vendor/>

2. Vendor Setup Coversheet (Individual) and W-9 Form
 - Used for: Employees, Students, Prospective Employees, University Guests, Research Study Participants, Honorarium Recipients, Award Recipients, and other non-business individuals.
 - Signed by Payee
 - Faxed or mailed to Accounts Payable
 - Available at the following web address: <http://www.uh.edu/vendor/>
3. Vendor Setup Coversheet (Business/Organization or Individual) and W-8 Form
 - Used for and completed by: Foreign vendors without a US Social Security number or Federal ID number
 - Signed by payee
 - Faxed or mailed to Accounts Payable
 - Available at the following web address: <http://www.uh.edu/vendor/>

Existing payees in the vendor list that need an address changed or added can make these changes by sending W-9 Form to Accounts Payable or by faxing or mailing an invoice to Accounts Payable that contains the new information. The vendor's federal ID, social security, or PeopleSoft vendor number should be indicated on the invoice, as well as the name and phone number of the requester.

Vendors for one time refund may be setup in the finance system without Social Security number. The departments can send an e-mail to Accounts Payable in order to request such vendor setups. The request must be pre-approved by the appropriate College/Division Administrator. Accounts Payable will approve or deny the request based on the review.

- Q. Returned Vouchers. Vouchers that contain inadequate documentation, incorrect or incomplete information, or contain transactions that are not allowed by university policy will be returned to the initiator through workflow. Vouchers that will not be processed must be deleted from the PeopleSoft system by the departments that created them.
- R. Public Relation Services. Use of public relations services requires the advance approval of the Office of University Relations to help ensure these services are in alignment with university guidelines regarding publications and marketing communications.
- S. Agency Funds. Vouchers utilizing agency funds (9XXX) must contain supporting documentation adequate enough to issue a payment (i.e., receipts, invoice, order form, etc.) but are not required to meet other standards of documentation found in this MAPP.

VIII. ADDITIONAL REQUIREMENTS FOR REIMBURSEMENTS

In addition to the requirements in Section VII above, reimbursement requests must meet the following standards:

- A. Request for Reimbursement and Supervisor Approval
1. The attached documentation must include a signed or e-mailed request for reimbursement from the person being reimbursed, which will serve to indicate that the out-of-pocket expense was incurred by them, directly benefits the university, and has not been previously reimbursed.
 2. The attached documentation must include the signature or e-mail approval of the supervisor or unit head.
- Note: Faculty member reimbursements must be approved by their academic supervisor, regardless of funding source.
- B. Documentation of the Expenditure
1. Reimbursement requests must be supported by an original itemized receipt, which consists of a merchant produced or non-university document that records the payment and the relevant details for each item purchased including quantities, amount, a description of what was purchased, the total charge amount, the date of purchase, and the merchant's name and address.
 2. If an original itemized receipt is not available, another proof of payment along with a merchant produced document (i.e., invoice, registration form, subscription, membership form, etc.) may be accepted as supporting documents for the reimbursement, as described below.
 - a. The merchant produced document must have merchant name and address, description of each item, quantity, and the total charge amount that agrees with the payment amount.
 - b. A proof of payment can be a canceled check (both front and back of check) or credit card statement. A cancelled check or credit card statement alone is not a sufficient supporting document for reimbursements. The department business office must blackout the personal account information on checks/statements before they upload the document to the finance system.
- C. Deadlines for Submitting and Processing Reimbursement Requests
1. Requests for non-overnight transportation reimbursement, which may be paid on local funds only, must be submitted to the department business office no more than one calendar year after the date of the first non-overnight transportation expense incurred.
 2. All other requests for reimbursement, including required documentation, must be submitted to the department business office no later than 60 days after the date of purchase.
 3. Reimbursement requests submitted to the department after the above deadlines may not be forwarded to Accounts Payable for reimbursement, unless approved by the appropriate division vice president.
 4. In accordance with Internal Revenue Service regulations, all reimbursement requests submitted to the department business office after the above deadlines will be treated as taxable income to the payee. These vouchers must be routed in workflow through the Tax Department and must include a completed Taxable

Payments or Reimbursements to Employees form (Exhibit B, SAM [03.D.06](#)). On the form, "Other Taxable Wage Benefits" (Payroll Earnings Code 443) should be indicated, but the voucher should contain the appropriate accounts that describe the expense (not account 54814, Other Taxable Wage Benefits).

5. The department should make every effort to submit vouchers for reimbursements to Accounts Payable as soon as possible but no later than 15 days following receipt of all required documentation. Vouchers submitted more than 15 days after the receipt of all documentation must include an explanation in the Voucher Comments section.

IX. PAYMENTS THAT REQUIRE SPECIAL HANDLING OR ENCLOSURES

A. Special Handling

1. Picking Up Checks from Treasury. Accounts Payable checks (local funds) are normally mailed directly to the payee by the Treasurer's Office. This is to provide appropriate internal controls that prevent the possibility of fraud, lost checks, and delayed payment. If it is necessary for the department or a vendor to pick up a check from the Treasurer's Office, it must be justified on the voucher as follows:
 - a. Select special handling code "SH" for the Payment Method on the voucher.
 - b. Enter a justification for the need to pick up the local check in the Payment Comments section of the voucher.
 - c. Enter a contact person name and the phone number in the Payment Comments section of the voucher.
 - d. State warrants (state funds) are always mailed directly to the payee.
2. Mailing Checks Overnight. Local and state fund checks may be mailed overnight, when necessary, as follows:
 - a. Select special handling code "SH" for the Payment Method on the voucher.
 - b. Enter a contact person name and the phone number in the Payment Comments section of the voucher and submit the voucher in workflow.
 - c. Send the voucher coversheet and a completed overnight air bill charging the requesting department to the Treasurer's Office.
 - d. The Treasurer's Office will mail the local check or state warrant using the air bill.
3. Transferring Expenses between state and local Funds. See the instructions for Transferring Non-Payroll Expenses under Transaction Processing on the following web page: <http://www.uh.edu/finance/pages/References.htm>.
4. Foreign Currency Payments. Payments in foreign currency cannot be made with state funds, only with local funds. The process for making foreign currency payments is as follows:

- a. Select special handling code "SH" for the Payment Method on the voucher. Contact the Treasurer's Office to determine whether the payment will be issued via wire transfer or bank draft. Indicate the method (wire transfer or bank draft) in the payment comment section of the voucher.
- b. Indicate the type of foreign currency in Payment Comments and whether the payment should be for a specific amount in the foreign currency (e.g., 100.00 British pounds) or for the US dollar equivalent in the foreign currency (equivalent to US \$100.00 in British pounds). The amount on the voucher line should be \$0.
- c. Accounts Payable will contact the Treasurer's Office.
- d. The Treasurer's Office will notify Accounts Payable of the actual US dollar equivalent of the payment and the service charge from the bank.
- e. Accounts Payable will return the voucher to the initiator via workflow and notify the initiator of the actual US dollar amount.
- f. The initiator will change the voucher amount, budget check the voucher, and re-submit the voucher via workflow.
- g. Accounts Payable will enter the payment number on the voucher.

B. Enclosures

Enclosures are processed as follows:

1. Select enclosure code "EN" for the Payment Method on the voucher and upload all backup documents.
2. Submit the voucher via workflow to Accounts Payable.
3. Submit a copy of the voucher coversheet and enclosure to the Treasurer's Office via campus mail (Mail Code 2009) before the check is generated.
4. The Treasurer's Office will mail the payment with the enclosure.

X. DOCUMENTATION

- A. Supporting documentation in the way of an invoice, copy of contract, subscription renewal card, or similar document is required to support all vouchers. Postage metering receipts can be filed in the department business office, rather than being sent with the voucher. Sponsored project subrecipient agreements can be filed in the Office of Contracts and Grants, rather than with the voucher.

State purchase vouchers that are not supported by a formal contract or purchase order should have a quote from the vendor attached, so that the department can verify that the invoice matches the quote before paying the invoice. The quote must be received prior to the receipt of goods or services. If the state voucher is supported by a contract or purchase order, a quote is not required.

Vendor statements (i.e., a summarization of charges) may be submitted for backup documentation, rather than invoices, when all of the following apply:

1. The amount to be paid is less than \$100.00.
2. The vendor statement provides sufficient detail to identify the items paid.
3. The department has not or will not pay the vendor's invoices that make up the statement amount in addition to paying from the statement.

XI. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years on or before June 1

XII. APPROVAL

Jim McShan

Executive Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: April 27, 2012

XIII. REFERENCES

MAPP [Section 4](#) - All Procurement MAPPs

MAPP [05.02.01](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	10/23/1992	Initial version (Document was split into a Policy and a Procedure; MAPPs were entitled "Purchase Vouchers")
2	02/15/2000	Applied revised MAPP template to meet current documentation standards. Combined Policy and Procedure into one document. Reversed Sections II and III. In Section IV, goods and services for a purchase vouchers was raised from \$999.99 to \$2,000; removed 4 goods and services from the list. Rewrote Section V to reflect current operating practices. Added Section VI, Key Rules for Submission of a Purchase Voucher. Added Section VII, Documentation. Changed responsible party to AVP for Finance. Revised Section XI, References. Removed Addendum B

Revision Number	Approved Date	Description of Changes
3	09/27/2001	Changed title from "Purchase Vouchers" to Vouchers." This document has been revised with housekeeping changes to comply with legislative initiatives, as well as changes in business practice as a result of the implementation of the PeopleSoft Payables module. In Section IV, goods and services for a purchase vouchers was raised from \$2,000 to \$5,000. Removed Section VIII on Control of Pre-Printed Purchase Voucher Forms.
4	12/10/2002	Applied revised MAPP template. Added definition for State of Texas Purchase Voucher Guide in Section II. Added direct payment or reimbursement of travel or moving expenses to Section IV. Revised listing in Section V. Updated Section VII on Documentation
5	02/20/2003	Revised Section V.A
6	10/25/2004	Added revised MAPP template. Removed content on advertising in Section V. Removed Section VI.D on paying vendor requiring foreign currency. Added Section VII on Payments that Require Special Handling or Enclosures. Updated Addendum A
7	02/17/2005	Added Section V.D on advertisements and publications. Added Addendum B, UH Membership List Addition Request form
8	11/30/2005	Added paragraph to Section III on committing university funds. Updated Section V to reflect current operating requirements. Revised Section VI.A on transactions being paid using a PO voucher. Revised Section VI.D on membership dues. Revised Addendum a, and removed Addendum B
9	04/07/2008	Added revised MAPP template. Revised definition for certifying signatory and added definition for department approver. Inserted web site in Section III on Vendor Hold Status instructions. Added Section IV on purchases that require a contract. Other sections were rearranged to reflect current electronic workflow practices. Section VII.C has been expanded to further define procedures for employee/student reimbursements. Section VII.O has also been added to define guidelines for purchasing gift cards. Removed information of number of copies of required documentation
10	06/09/2009	Revised Section VII.C, plus raised the threshold for checking vendor hold status from \$150 to \$500 in accordance with the State Comptroller's Office. Changed review period from every three years on or before January 1st to every three years on or before March 1 st

Revision Number	Approved Date	Description of Changes
11	12/01/2010	Applied revised MAPP template. All references to the Comptroller's Purchase Policies and Procedures Guide were changed to the eXpendit web site. In Section II, the third paragraph was removed, referring vendor hold status; this information was added to Section IV.A. In Section V, hazardous chemicals, pharmaceuticals, and other controlled substances were removed. Addendum A was removed; this information is now located in Section V.D. In Section VII.C, the Purpose and Benefit rules for submission of a voucher was revised. In Section VII. F, the employee proof of payment reimbursement statement was removed. Section VII.G was updated with Texas sales tax information. Section VII. M was rewritten to document the cost parameters for offset printing services. Section VIII was added to address additional requirements for reimbursements. Changed review period from every three years on or before March 1 st to every three years on or before September 1 st
12	04/27/2012	Applied new revision log. Corrected reference to MAPP 04.04.01A throughout text. Added Section II.A definition of advertising. Added current information to Section VII.J concerning contractor payments and the need for contracts. In Section VII.N, updated information on advertisement vouchers. Added new procedure to Section VII.M on offset printing, and a new procedure to Section VII.P on vendor identification to reflect current operating requirements. Added note to Section VIII.A.2 on faculty member reimbursements to be approved by their academic supervisor, regardless of funding source, per Internal Audit Report AR2012-17

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Procurement
AREA: On-Campus Purchases

Number: 04.03.01

SUBJECT: Service Center and Auxiliary Purchases
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I. PURPOSE AND SCOPE

The purpose of this policy is to prescribe the appropriate means for University departments to acquire goods or services from service centers and auxiliary enterprises within the University of Houston.

When goods or services are acquired internally from departments that are not service centers or auxiliary enterprises, an expenditure reallocation is prepared (refer to MAPP [05.02.03](#)).

II. POLICY STATEMENT

University of Houston administration provides for the internal acquisition of goods or services. The acquisition process should provide timely delivery of goods or services at a reasonable cost and a means for acquiring unique goods or services not readily available from external vendors.

When a University department obtains goods or services from a service center or an auxiliary enterprise of the University, the transaction must be recorded through the use of a Service Center Voucher (SC Voucher). When using local (not state-appropriated) funds, the SC Voucher will credit the service provider's cost center and will charge the procuring department's cost center. This is a non-cash process. When using state-appropriated funds, the SC Voucher will charge the procuring department's cost center and generate a state warrant payable to the service center or auxiliary.

III. DEFINITIONS

A. Service centers (recharge centers, service departments): Service centers are departments which provide goods or services that may or may not be purchased from commercial sources but are more economically and conveniently provided, and can better be controlled, by the institution. Service centers provide goods and services to University departments, rather than individuals, and are supported by recovering their expenses through charges to the University departments that purchase their goods and services. Examples of service centers are repair shops, glass-blowing shops, mailing services, printing shops, supply stores, and audiovisual services (for more examples go to http://www.uh.edu/finance/Doc_Ref/SC%20Business%20Processes.xls). A service center should serve a large segment of the University community. At the University of Houston, service centers are set up in fund 2XXX cost centers.

Rates charged by a service center should reflect all operating costs, including wages, benefits, cost of materials and supplies, cost of physical facilities, depreciation, and a share of general and administrative expense. While service centers may be subsidized in their operations by authorized University allocations, they may not make a profit or generate a surplus balance.

- B. Auxiliary enterprise: An entity which furnishes goods or services primarily to students, faculty, and/or staff; which charges a fee that is directly related (although not necessarily equal) to the cost of the goods or services delivered, and which is managed as a self-supporting entity. The general public may incidentally be served by some auxiliary enterprises. Examples include residence halls, food services, student stores, vending machines, and intercollegiate athletics (for more examples go to http://www.uh.edu/finance/Doc_Ref/SC%20Business%20Processes.xls). At the University of Houston, auxiliary enterprises are set up in fund 3XXX cost centers.

Auxiliary enterprises are related to the educational objectives of the University and contribute significantly to the achievement of those objectives. The specific functions performed by each auxiliary enterprise are determined by the University administration.

IV. TYPES OF TRANSACTIONS ALLOWED

Service Center Vouchers (SC Vouchers) may be used only when actual goods or services are procured from approved service or auxiliary units. SC Vouchers may not be used for procurement from any other University units, as an expenditure reallocation, or transfer mechanism. Those transactions must be processed using a journal entry or voucher (for state to local or local to state reallocations) (refer to MAPP [05.02.03](#)).

V. PROCEDURE

- A. It is the responsibility of all parties to the SC Voucher to ensure that the voucher complies with this policy and with any other pertinent University of Houston regulations. The requesting department must ensure the SC Voucher is complete, properly documented, and approved. The Service Center/Auxiliary must ensure the correct account and cost center information is recorded and appropriate documentation is uploaded to the financial system as an attachment to the SC Voucher. It is the responsibility of any other approving department to ensure the document is processed and approved in a timely and appropriate manner.
- B. While a SC Voucher always serves as a mechanism for payment for goods or services from service centers and auxiliaries, it may also serve as the request for goods or services and/or invoice depending on the service center or auxiliary's procedures. The SC Voucher is almost always initiated by the department requesting the goods and services. However, if the service center or auxiliary initiates the SC Voucher, they must document the department's approval to pay before submitting the SC Voucher to General Accounting for final approval. In general, the department preparing the SC Voucher should complete all fields in the financial system, including invoice information, cost center, debit and credit accounts, upload supporting documentation, and appropriate routing via workflow. Guidelines for processing SC Vouchers are available at: <http://www.uh.edu/finance/pages/References.htm>. While individual service centers may establish their own billing procedures, all such procedures must comply with this policy.

Note: State accounting regulations prevent auxiliary units from accepting SC Vouchers charged against state funded (1XXX) cost centers unless the auxiliary is treated in the same manner as any other vendor (i.e., purchase is made due to best price, quality, or other business reason).

Note: SC Vouchers where the payor cost center is federally funded must identify that the source of funding is federal by using the recovered cost account for federal funds (50057).

- C. Documentation supporting SC Voucher charges (quotation, work request, stockroom receipt, etc.) must be uploaded to the SC Voucher in the financial system when the SC Voucher alone does not provide an adequate explanation of the transaction. If supporting documentation is provided, a summary description of goods or services, including the invoice, work order or stockroom receipt number is sufficient. If supporting documentation is not provided with the SC Voucher because the service center does not routinely generate separate documentation, a complete explanation of the nature of the transaction must be included in the voucher comments. Abbreviated descriptions such as “monthly fee,” “copy charges” or “supplies” are not acceptable unless supported by attached documentation.

All SC Vouchers must include a benefit and purpose statement which provides the purpose of the purchase and how the University will benefit from the purchase. SC Vouchers for charges relating to public events, entertainment or other activities subject to any University of Houston travel and entertainment policy must include the dates of the event or expense, the number of attendees, and the names of the attendees, if 10 or fewer. If the attendees total more than 10, the SC Voucher must include the names of the host(s), guest(s) of honor, and a description of the group.

- D. The SC Voucher must be routed to the authorized approver via workflow in the financial system. Additional signatures and approvals may be required, depending on the specific transaction, in accordance with MAPP [05.02.01](#) and MAPP [05.02.02](#).

VI. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President for Finance
 Review: Every three years on or before March 1

VII. APPROVAL

Jim McShan
 Executive Vice President for Administration and Finance

Renu Khator
 President

Date of President’s Approval: May 29, 2012

VIII. REFERENCES

- [MAPP 05.02.03 - Expenditure Reallocation and Correction](#)
- [MAPP 03.01.01 – Specialized Service Facilities](#)
- [Business Processes for UH Service Centers and Auxiliaries](#)
- Addendum A - University Service Activities Not Classified as Service Centers or Auxiliaries

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	10/05/1992	Initial version (Original document title was Service Center Requisitions. Documentation was split into a Policy and a Procedure)
2	02/06/1998	In the Policy documentation: removed Service Departments as a separate definition, and changed responsible party to AVP for Finance. In the Procedure documentation: rewrote Section III to reflect current operating requirements, including detailed instructions of ledgers and purchase vouchers. Changed the responsible party to AVP for Finance. Revised Addendums A, B, C, D, and E
3	06/09/2009	Applied revised MAPP template. Combined the Policy and Procedure into one document with a new title (Service Center and Auxiliary Purchases). Rewrote documentation to reflect current electronic practices, as well as include procedures for auxiliary purchases. Added Section VIII, References. Changed review period from every three years on or before September 1 st to every three years on or before March 1 st . Removed Addendums B, C, D, and E
4	05/29/2012	Applied revised MAPP template and added new Revision Log. Added a note to Section V.B. concerning the use of the federal recovered cost account for federal funds. Updated the reference title for MAPP 03.01.01

Addendum A**UNIVERSITY SERVICE ACTIVITIES NOT CLASSIFIED AS SERVICE CENTERS OR AUXILIARIES**

The following are descriptions of University operations that are not classified as service centers or auxiliaries, but that may sell goods or services to other University departments, faculty, staff, students, or the general public.

Organized Activities Related to Educational Departments

These organizations are entities which exist to provide an instructional or laboratory experience for students and which incidentally create goods or services that may be sold on campus or to the general public. Included in this category may be optometry clinics, nursery schools, speech laboratories, demonstration schools, and college theaters. At the University of Houston, the Optometry Clinic is an organized activity operation.

Organized activities may provide by-products or services which are available for a charge to students, faculty, and staff, or to the general public.

Sales and Services of Educational Departments

This category of operations includes revenues of educational departments from activities that are not conducted primarily for professional training of students. These activities may include special academic centers and programs, sales of publications, sale of class materials, and sale of reference materials, film rental, testing services, departmental copy machines, and similar activities.

Customers of these activities may be students, faculty, staff, other departments, or the general public.