Welcome to Focus on Finance!

March 16, 2017

THE UNIVERSITY OF MEMPHIS.

Agenda

- Inventory Confirmation – Wendi Scott
- P-Card Responsibilities – Sharrion Smith
- Accessibility Overview – Shundra White
- Employee (HR) or Independent Contractor (AP)? – Terrice Watson
- Vendor Setup – Ed Antoniak
- Spring Budget – Key Dates – Deborah Keeney
- What's New? What's Due?

Inventory Confirmations

Wendi Scott, Manager Financial Reporting

Fixed Asset Team

Wendi Scott, Manager
Lisa Ellis, Accountant III
Joseph (Sonny) Garrone, Accounting Coordinator

wf-fixedasset-admins@memphis.edu

Annual Inventory Confirmation

- Annual Inventory Confirmation is a required procedure. UM 1772 Equipment Inventory Policy - http://umwa.memphis.edu/umpolicies/UM1772.htm
- Once a year Accounting will send a Fixed Asset Inventory Listing by Organization to Financial Managers / Equipment Reps.
- It is essential that you maintain accurate and up-to-date records of your department's inventory.

Confirmed Fixed Assets

- “**Capital Equipment**” is a single item costing five thousand dollars ($5,000) or more.

- “**Sensitive Minor Equipment**” is particularly vulnerable to theft and has a cost between $1,500.00 and $4,999.99. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.

- Equipment under $1,500 is not included. A separate report may be requested.

Annual Inventory Confirmation

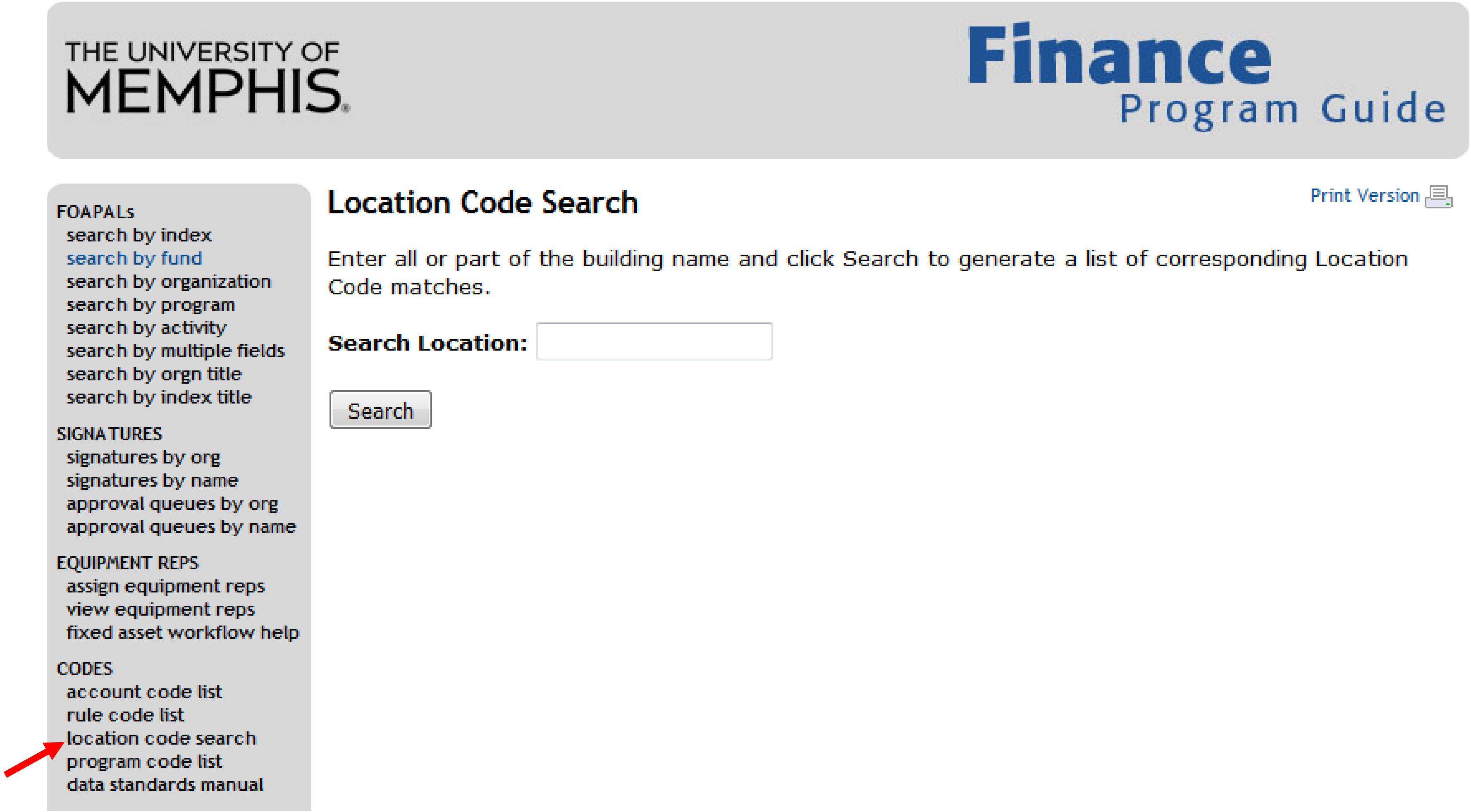
1. Make a copy of the Confirmation.
2. Physically confirm the location of all assets.
3. Update changes to asset description (make, model, serial, etc) – Indicate in RED on the Inventory Report.
4. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).
5. Additions – Complete & attach the "Items in Department Not on Inventory" form.
6. Older Items not found – Look up through FFIMAST.
7. Off-Campus (112688 and 112687) – Request for Off-Campus Use of Equipment Form
8. Missing Items – Report of Lost or Stolen Property Form
9. Make a copy and return signed report to Accounting by **March 31, 2017**.

Items in Department Not on Inventory

Items in Department Not on Inventory

Purchase Order #	Decal #	Description	Asset Type	Make	Model	Serial Number	Location Code

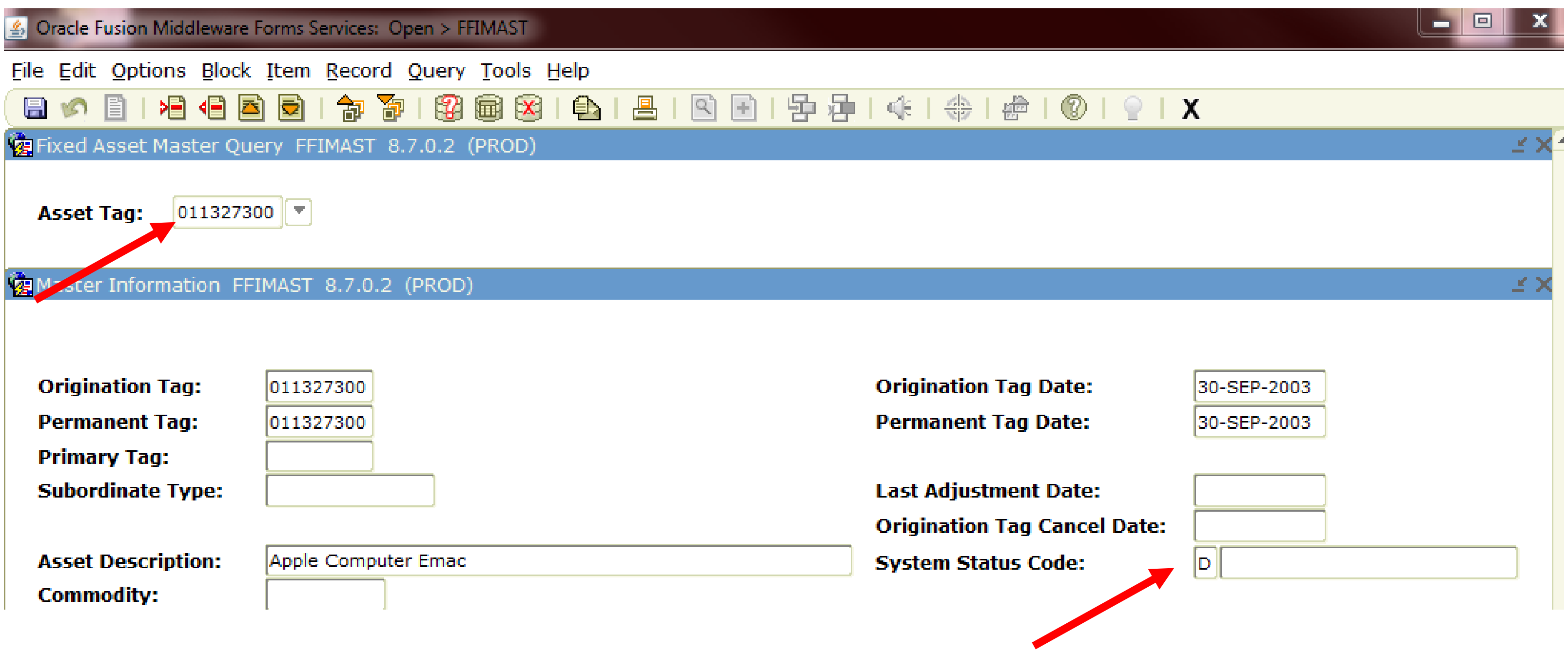
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php



FFIMAST – Asset Status

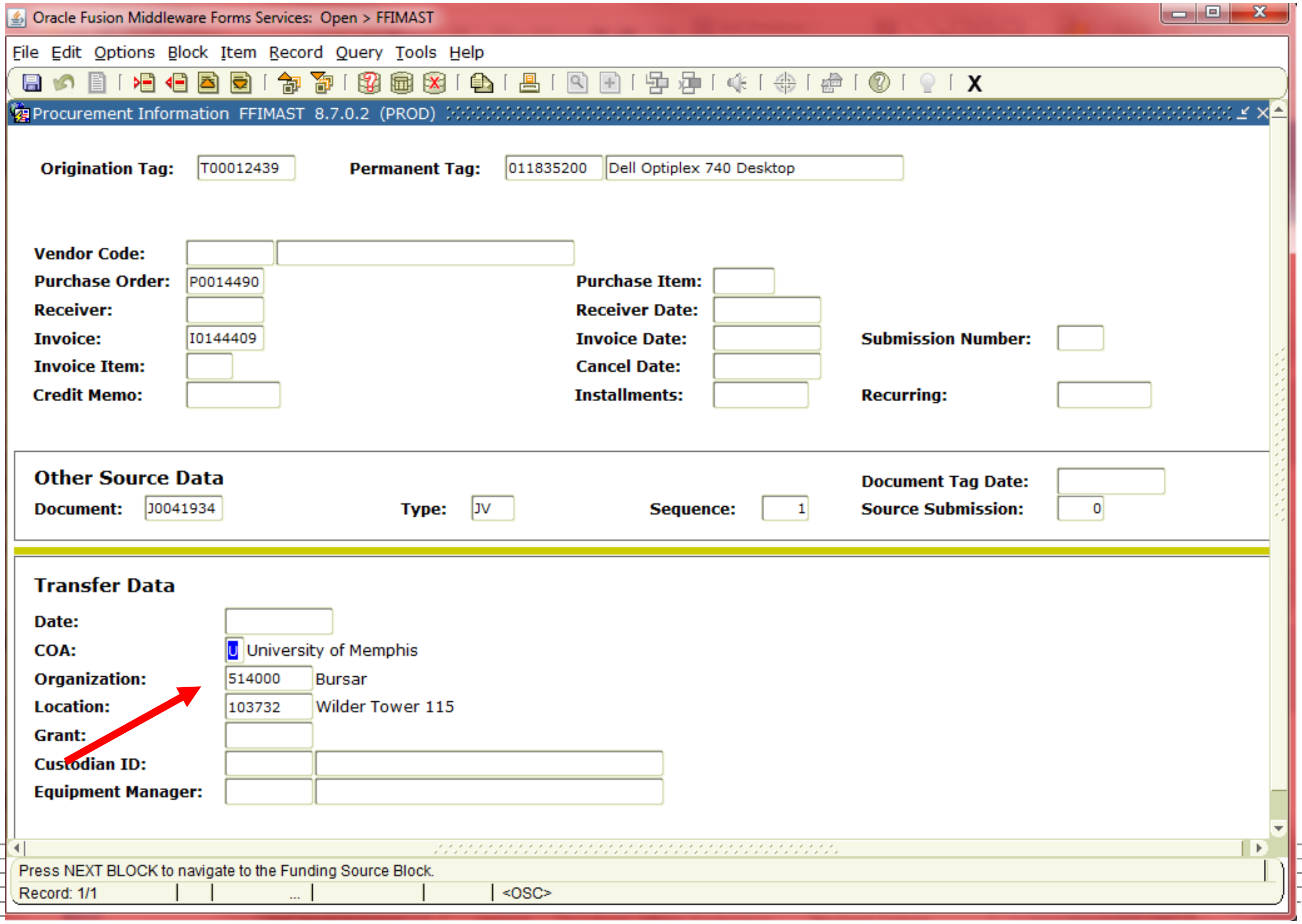
Use Banner INB FFIMAST screen to check asset status.

- **Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C”.**



FFIMAST – Organization

To determine which org the asset belongs to use the Banner INB FFIMAST screen. Enter Decal and select next block 3 times.



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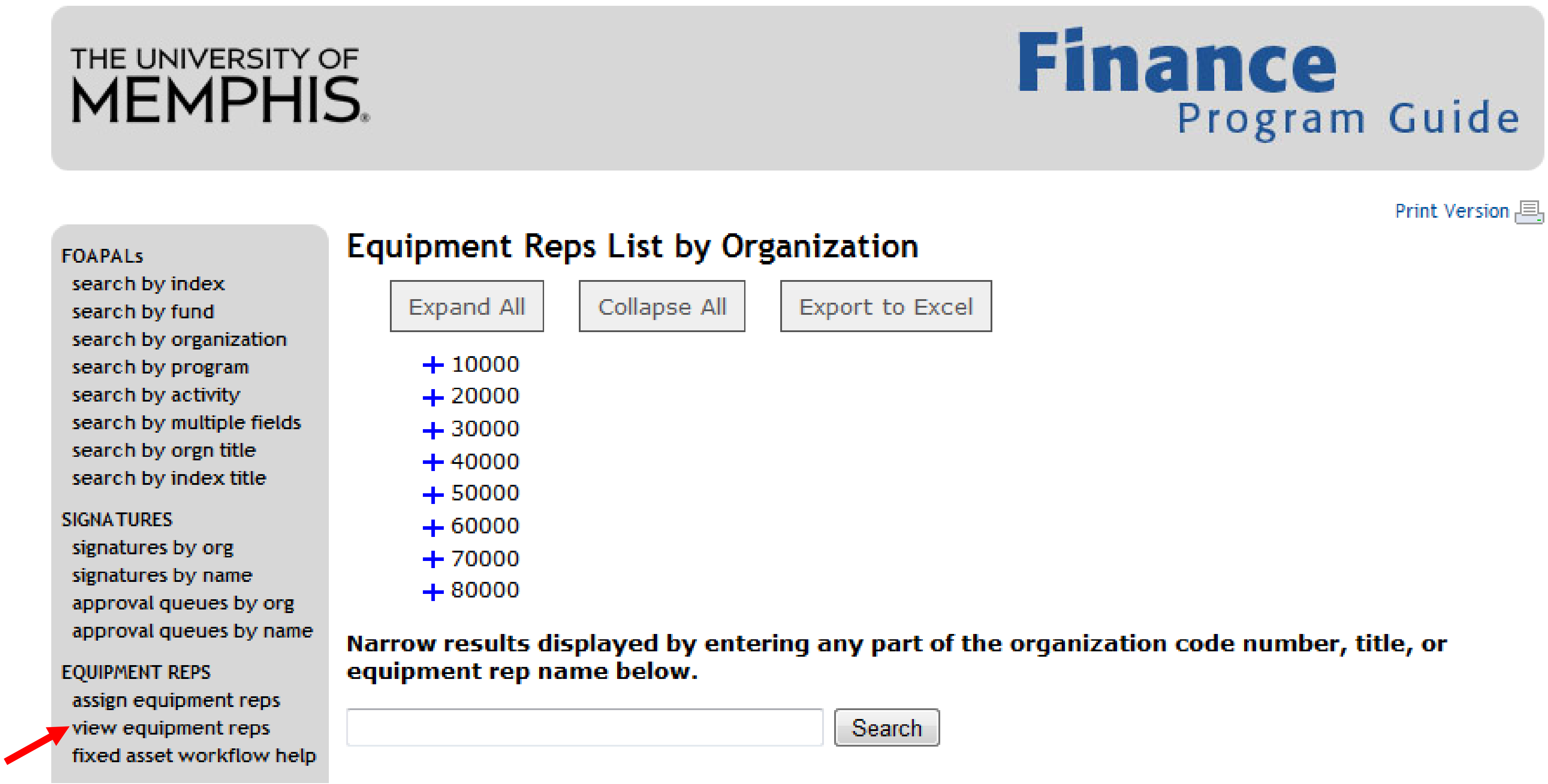

Annual Inventory Confirmation – Con't

Report ID: FYFR001
Report Run: 03/02/16

The University of Memphis
Inventory Confirmation Report

Page 413

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn

Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	~~6ZWQRM1~~ 65WQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
WF 012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

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2 012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1	07/22/10	Administration 275	100252
3 012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

1 Correct s/n 56LDX91
2 Correct s/n 65WQRM1
3 correct s/n 7670GV1

Two types of Workflow

- **Equipment Location Change Workflow**:
  - Change location within an organization

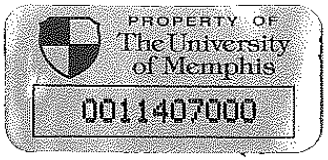
- **Equipment Transfer Workflow:**
  - Transfer between organizations
  - Surplus
  - Zero value
  - Cannibalization

Fixed Asset PTAG_Code

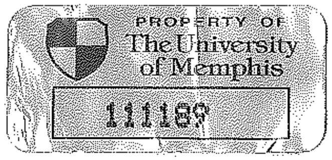
- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.

- A valid 9-digit decal number is needed. Three different kinds of decals have been used.

Standard decal. Enter all 9 digits in Workflow.



Drop the 1st zero and enter the rest of 9 digits in Workflow.

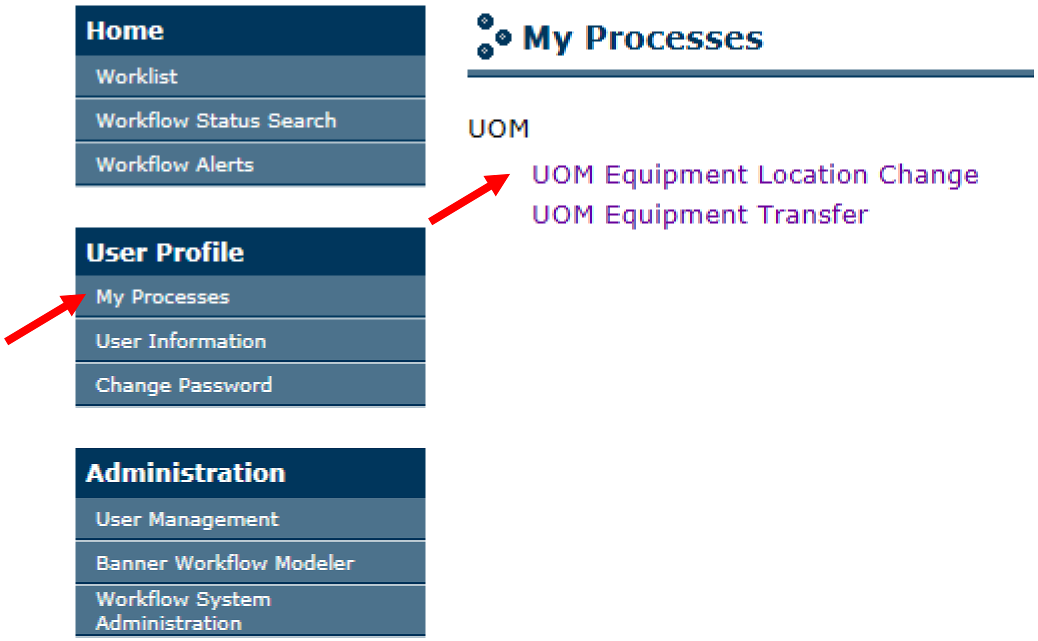


Standard decal. Enter all 9 digits in Workflow.

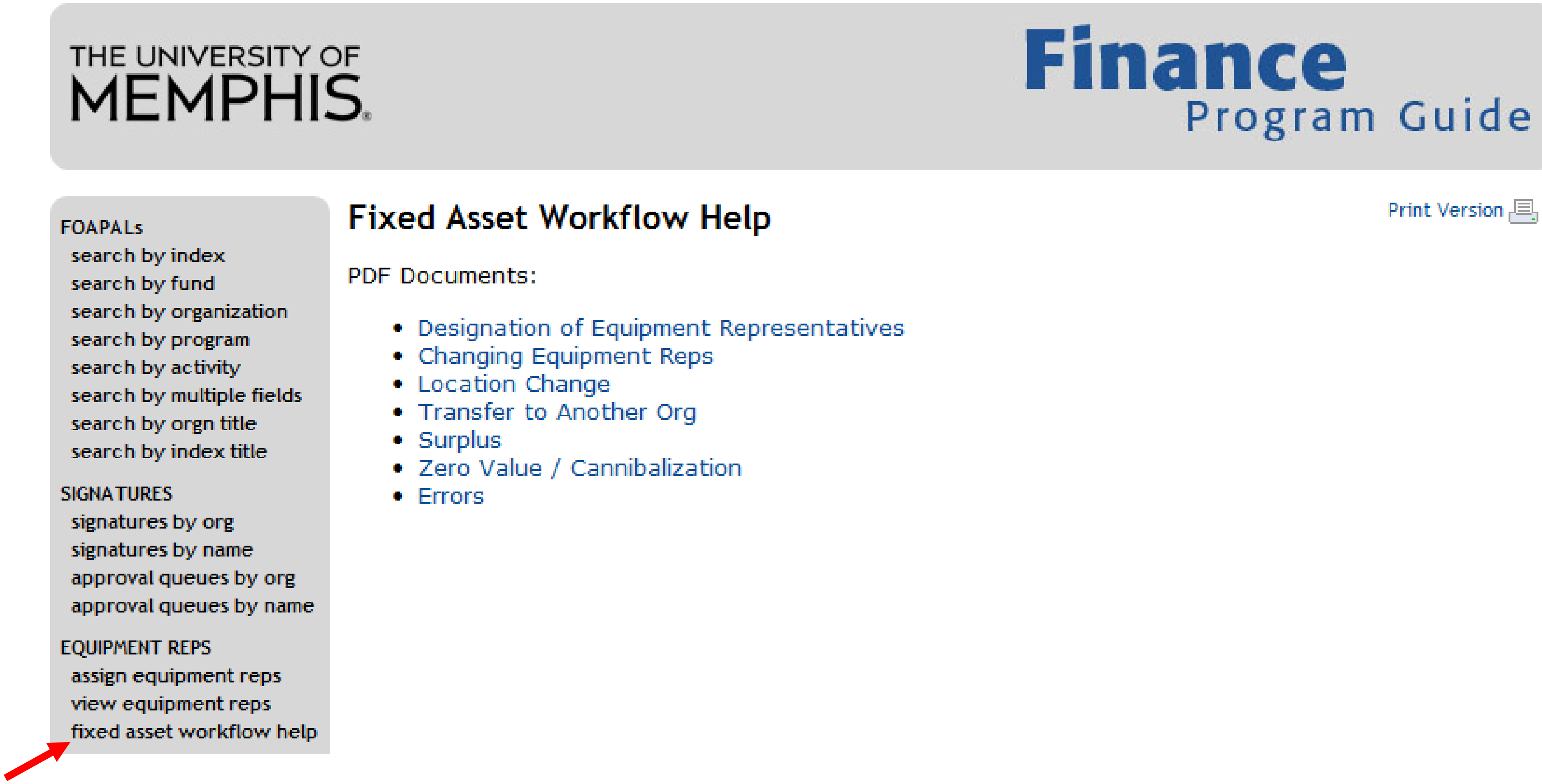
To initiate the workflow, the **Equipment Representative:**

1. Log into the My Memphis Portal at http://my.memphis.edu
2. Select the 'Workflow' tab

3. ‘My Processes’ and select the three dots
4. Select one of the two types of Equipment Workflow based on your need.



Fixed Asset Workflow instructions can be viewed at
http://bf.memphis.edu/spectrum/fahelp.php



Fixed Asset Workshop

Tuesday, March 21, 2017

10:00 a.m. – 11:00 a.m.

UC Senate Chamber Room 261

Wednesday, March 29, 2017

10:30 a.m. – 11:30 a.m.

UC Senate Chamber Room 261

ePrint Monthly Report – FYFR001 (Fixed Asset Inventory Listing)

Banner ePrint

- Banner Development Repository
- Banner Foundation Repository
- Banner Finance Repository
- Banner Student Repository
- Banner Financial Aid Repository
- Banner HR Repository

Banner ePrint

Select Report from Repository Banner Finance

Banner Finance Repository
wjgoodwn

About Banner ePrint | FAQ | My ePrint

Change CAS Repository | Help | Logout

Banner Finance

	Report	Description	Latest Date
PDF	FYFR001- Fixed Asset Inventory Listing	Fixed Asset Inventory Listing	Thu Feb 11, 2016 11:15am
PDF	FYGH002 - Schedule 2 - Current Funds Revenues	Schedule 2 - Current Funds Revenues	Fri Jul 10, 2015 12:30pm
PDF	FYGU001 - General Ledger Funds Summary	General Ledger Funds Summary	Mon Oct 12, 2015 10:00am
CSV	FYGU001 - Gen Ledger Funds Summary - CSV	General Ledger Funds Summary - CSV	Wed Mar 09, 2016 10:15am
PDF	FYGU002 - Operating Ledger Summary by Organization	Operating Ledger Summary by Organization	Sat Oct 10, 2015 07:00am
CSV	FYGU002 - Operating Ledger Summary by Organization-CSV	Operating Ledger Summary by Organization - CSV	Mon Feb 08, 2016 2:15pm
PDF	FYGU003 - General Ledger Accounts Summary by Fund	General Ledger Accounts Summary by Fund	Fri Sep 06, 2013 09:01am
PDF	FYGU004 - General Ledger Accounts Summary by Fund Type	General Ledger Accounts Summary by Fund Type	Thu Jul 30, 2015 11:00am

Previous | FYFR001- Fixed Asset Inventory Listing | Next

Financial Reporting Website – Fixed Assets

http://www.memphis.edu/accounting/fixedassets.php

Fixed Assets

Questions? wf-fixedasset-admins@memphis.edu

Obtaining a New Decal

- Complete the Tagging Log Form
- E-mail the Tagging Log Form to wf-fixedasset-admins@memphis.edu
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit e~Print]
- Inventory Confirmation Instructions
- Items in Department Not on Inventory Form

Fixed Asset Workflow

- Fixed Asset Workflow
- Fixed Asset Workflow Instructions

Forms

- Report of Lost or Stolen Property
- Request for Off-Campus Use of Equipment Form
- Tagging Log Form
- List of Asset Types
- List of Account Codes
- Location Code Search

P-Card Responsibilities and Upcoming Process Changes

Sharrion Smith

Regions Intersect Software

- Effective September 1, 2016, Regions Intersect replaced Regions iTracer and CMS systems, which changed the way purchasing cardholders, administrators and reviewers manage the P-card review, approval and payment process
- Regions Intersect System – A Web-based software program that provides P-card users on-line access to transaction information via the Internet to analyze data, attach and approve receipts, enter notes, analyze reports, change budget account codes and approve monthly cardholder statements
- IMPORTANT – Each step of the Intersect process is electronically date-stamped for audit purposes
- Need more training? Go to Learning Curve to sign up: https://bf.memphis.edu/training/
- Users guides are available on the Procurement Website: http://www.memphis.edu/procurement/purchasingcard/

Key Cardholder Responsibilities

- Utilize sound business decisions in making small-dollar purchases for University business use
- Certify that no one else will be allowed to use his/her P-card and account number
- Keep the P-card and account number in a secure location at all times
- Never use a University P-card for personal use
- Review on-line transactions and electronically attach itemized receipts to each transaction during the same billing cycle (Mobile device may be used to take a picture of the receipt to attach it in Regions Intersect). Select the Review (REV) checkbox and save transaction
- Notify card administrator to review and approve each transaction and receipt in Regions Intersect. This must be done before the card reviewer can provide final independent review and approval. All 3 roles (cardholder, administrator and reviewer) must approve transactions & receipts on-line in Intersect within the same billing cycle

Key Card Administrator Responsibilities

- Verify that all charges against the cardholder's account are substantiated by supporting documentation
- Reallocate charges, if needed, to departmental FOAP/account codes (All on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month)
- Review and <u>approve</u> each transaction and attach receipt, if cardholder did not, before the card reviewer can provide final independent review and approval
- Notify card reviewer to review and approve each transaction and receipt in Regions Intersect
- Retain documentation within the department for audit purposes (3 years)
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card.

Key Card Reviewer Responsibilities

- Card Reviewer must be in a position of authority that can objectively question any and all cardholder purchases and be actively involved in the business management aspect of the department
- Monitor cardholder transactions each month to ensure compliance with guidelines, policies, and procedures
- Reallocate charges, if needed, to departmental FOAP/account codes (All on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month)
- Review and provide final independent review and <u>approval</u> (APP2) of each cardholder transaction and receipt (cardholder & card administrator must have approved prior to card reviewer) (APP2)
- Forward the statement and supporting receipts to the Card Administrator for retention requirement and audit purposes
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card
- Report any questionable purchases to the attention of the cardholder's department head/financial manager
- Report actual or suspected fraud to University Internal Audit

Friendly Reminders:

- When users review or approve a transaction, check the appropriate box and SAVE
- If no transactions are made within billing period, there will be no statement
- No online allocations are accepted two days after the billing cycle ends (last working day of a month)
- Monitor for: credit limits, zero usage, fraud, prohibited/unallowable charges
- Complete Purchasing Cardholder Change Form for ANY changes/cancellations related to P-cards
- Transactions can be reviewed and approved by P-card users (sequentially) ALL month – DON'T wait – Get 'er DONE!!!
- When in doubt contact us for assistance or refresher training
- P-card use and compliance with policies and guidelines are audited periodically

Upcoming Process Changes

- January, a listing of current cardholders with relevant information was provided to each dean, the provost or vice president for certification of current need

- New P-card requests and credit limit increases will now require dean, provost or vice president approval

- Beginning in March, P-cards will be suspended in cases where the prior month transactions are not approved by the card reviewer by the 15th of the following month

Links to Policies and Guidelines

- Cardholders, card administrators, and card reviewers are responsible for following the University’s policies and procedures regarding purchasing card activities:
  - http://policies.memphis.edu/UM1507.htm
  - http://bf.memphis.edu/bfguide/10119.htm

Questions

- Contact Sharrion Smith at sasmith5 or x-3673, or Veda Wheeler at vrwheler or x-3852

Accessibility Overview

Shundra White

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What’s the big deal anyway?

- It’s law.
- Education (and most things associated) is a civil right.
- We need to know the difference between accessibility and accommodation.
- People are getting help filing law suits against colleges & universities.
- If we buy it (or require it) we’re responsible.

Jake is deaf. However, he is a dedicated season ticket holder who attends every home football and basketball game. Recently, Jake emailed the University asking for captioning, so that he could receive the full experience of the game just like everyone else. The University disregarded Jake's request.
What steps can Jake now take?

A. Jake can file suit against the University.
B. Jake can continue to email the University asking to provide captioning.
C. Jake can discontinue his commitment as a season ticket holder.
D. All of the above

Daniel, a secretary for the Office of Admissions, needs a kidney dialysis treatment. Daniel is only able to receive treatment during business hours Monday through Friday, which at those times, he is scheduled to work.
What accommodation(s), if any, might be offered to Daniel?

A. Daniel should be able to use his break to go to dialysis treatment.
B. Daniel could work from home.
C. Daniel could work three days a week as a part time employee.
D. Both B and C

Alyssa works for the Statistics department at the University, which is located on the fourth floor of the Administration building. Due to recent surgery, she was instructed not to do a lot of walking. She is temporarily confined to a wheel chair but the doctor allows her to return to work. For the last week, Alyssa has been late to work every day. Alyssa cannot make it to work on time because she has to ride the elevator to the third floor and then, walk up one flight of stairs.
Why is Alyssa's pathway inaccessible?

A. Alyssa should leave early enough to get to her desk on time. Her pathway is not inaccessible.
B. The doctor should have taken her off work.
C. There is no elevator from the 3rd floor to the 4th floor

The University has a Ribbon Cutting ceremony for the new Alumni building. Dr. Austin, who donates $120,000 annually decides to attend, on a whim. When Dr. Austin arrives, he sees that the event is positioned near the curb. The University band and color guards have the curb and the curb dent blocked off. Austin who is confined to a wheelchair is forced to watch the ceremony two blocks away. Austin is upset and decides that he will no longer donate $120,000 to the university anymore. Was this event accessible for Austin?

A. Yes

B. No

Amy just got hired at the University. She was instructed to print and fill out all of her paperwork at home and return it to HR the following business day. However, when she went to the instructed webpage, she could not distinguish between the links and the text. Amy was not able to print out the paperwork, causing her to spend the entire day in Human Resources being processed. Was the webpage accessible or inaccessible?

A. Yes

B. No

So, now what?

Check out the website webaim.org

Ask questions

Contact CTL for training at itstrainers@memphis.edu

Have Questions?
Please ask.

Employee (HR) or Independent Contractor (AP)

Terrice Watson, Assistant Controller

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Employee or Independent Contractor

Categories That Determine Classification

- **Behavior Control** – The individual does not receive extensive instructions on how work is to be done. Examples: how, when, or where to do the work; what tools or equipment to use; what assistants to hire; where to purchase supplies and services.
- **Financial Control** – The individual has significant control of the business part of the work. Examples: purchases supplies to perform the work and the individual incurs a profit or loss on the work.
- **Relationship of the Parties** – The individual does not receive/expect any benefits from the University.

Employee or Independent Contractor Checklist

EMPLOYEE	INDEPENDENT CONTRACTOR
____ Directed and controlled by the University ____ Does tasks in the manner the University requests ____ Does not have a financial investment in the work they are providing for the University ____ The University provides tools, equipment, and skills training ____ The individual works under University's business license ____ Often receives benefits beyond payment for service (retirement and health plans) ____ Receives a net check. The University withholds income tax and FICA taxes. ____ Works at the University's place of business ____ Works the hours set by the University ____ Does not advertise services ____ Eligible for workers' compensation benefits ____ Has some rights prior to termination ____ Covered by minimum wage and overtime laws	____ Independent ____ Does tasks in his/her own way ____ Assumes the costs associated with doing the work for the University ____ Comes to the job with required tools, equipment, skills ____ The individual obtains his or her own business license ____ Receives only payment for service ____ Receives a gross amount check. Pays own taxes ____ Works at his/her own office or home ____ Sets his/her own hours ____ Provides services to multiple entities ____ Has customers as a result of advertising and being known by the public as a business ____ Not covered by the University's workers' compensation ____ No rights prior to termination unless contracted ____ Paid as contracted; no overtime

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Employee or Independent Contractor

- **Employee**
  - Contact Human Resources – Workforce Management (901) 678-3573.
- **Independent Contractor**
  - Contracts of $5,000 or more require the approval of the Director of Procurement and Contract Services. (Single or Aggregate total in a Calendar Year.)
    - ❑ **Required Documents:**
      1. Tigerbuy PO
      2. Contract/Agreement Routing Form
      3. Agreement for Personal, Professional & Consulting Service
  - Contracts less that $5,000 can be completed with the Request for Payment to Individual or Contractor form. (<u>All construction and renovation agreements require approval through Procurement & Contract Services.</u>)

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Request for Payment to Individual or Contractor

General Online Help

INSTRUCTIONS : Give two copies to Contractor. Contractor must sign and return one copy. Complete all sections of Part I. Send original to the Accounting Office

This authorization may be used in lieu of a written contract if, and only if, the total compensation to the individual or contractor is less than $5,000.00. Payments to the same individual or contractor for $5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through the Procurement and Contract Services. This form is sent to the Accounting Office any time a payment is requested to be made to an individual regardless of the amount. A form must be completed for each individual to be paid. The form is prepared by the requesting department and is used to secure approval of the authorization and to process the payment. Payments cannot be made to any University or State employee (which includes full or part-time faculty, staff) under this procedure.

I. GENERAL INFORMATION

(This information is necessary to complete IRS Form 1099-MISC)

1. Name of Payee:
2. (a) U.S. Social Security Number: **OR** (b) Federal Tax ID Number:
3. Local Address: Address City ST Zip+4
4. Permanent Address: Address City ST Zip+4
5. Telephone Number: 6. Fax Number:
7. E-mail Address:
8. Is payee a U of M student? Yes ◯ No ◯
9. U.S. Citizen? YES ◯ If not, state country of citizenship
   (If payee is not a U.S. citizen, withholding may be required. Please complete IRS Form 8233 if individual is not claiming residence in U.S. or IRS Form W-9 if individual is claiming residence in U.S.)
10. Total Amount $ 11. Index Number/Acct Code -
12. Purchase Order *(If none, Section II below must be completed.)*
13. Are services being performed? Yes ◯ No ◯ *(If "Yes," complete Section A. If "No," complete Section B.)*

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SECTION A : Describe the services being performed

Date Rendered	Units of Service (Hours/Days)	Brief Description of Services Provided (Be Specific)

1. Department Head/Higher Authority

   This is to certify that the payee identified above was authorized to perform services in accordance with U of M Operating Procedure Number 2D:03:07B and services were rendered in accordance with a contract dated ______ or the Section II, "Authorization to Contractor" and payment for services should now be made.

   Department Name: ______

   ______

   Dept Head/Higher Authority Signature Date

2. *(Complete only if check is requested in advance of services.)*

   I hereby request the check to be prepared in advance to give to the contractor upon completion of services. I certify that the check will not be released until services have been completed in accordance with the above-identified contract of Section II on the reverse hereof. (Attach statement explaining the reason the check is needed in advance.)

   ______

   Dept Head/Higher Authority Signature Date

SECTION B : Describe the purpose of the payment

______

This is to certify that the payee identified above was authorized to receive payment.

Department Name: ______

______

Dept Head/Higher Authority Signature Date

II. AUTHORIZATION TO CONTRACTOR

(This authorization may be used in lieu of a written contract, if and only if, the total compensation to the individual or contractor during a calendar year is less than $5,000.)

1. This is to authorize (Contractor's Name) ____________ to perform the following services:
   (Enter detailed description, including type,scope, duration, form, quality, place, size, time, purpose, and identification of concerned University department.)

2. Contractor shall be compensated (Rate of Compensation: hourly, daily, etc.) ____________ for services rendered. Payment will be made only after services have been performed. In no event shall the liability of the University under this authorization exceed $____________.

3. The Contractor within the past six months has not been and during the term of this Authorization will not become an employee of the State of Tennessee which includes full or part-time faculty, staff, student employees or graduate assistants. The Contractor shall not directly or indirectly pay any of the compensation to any officer or employee of the University or the State of Tennessee.

4. No person on the grounds of disability, race, color, religion, sex, veteran status, creed, age, or national origin will be excluded from participation in, or be denied benefits of, or be otherwise subject to discrimination in the performance of this Authorization, or in the employment practices of the Contractor.

5. The Contractor, being an independent Contractor and not an employee of the University, agrees to protect and hold harmless the University from any and all liability not specifically provided for in this Authorization.

6. The term of this Authorization is from ____________ to ____________.

7. This Authorization may be terminated by either party by giving written notice to the other, at least ______ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

______________________________ __________
Requester/Initiator Signature Date

______________________________ __________
Dept Head/Higher Authority Signature Date

8. I agree and accept the terms of this contract and any attached addendum. *(Required if fee over $100.00)*

______________________________ __________
Contractor Signature Date

CONTRACTOR INFORMATION FOR NON-U.S. CITIZENS:

For non-US citizens, this section must be completed in its entirety.

Country of citizenship [ ] Passport number [ ] Exp. Date [ ]

Type of Visa [ ] Dates at U of M: From [ ] to [ ]

Any prior visits to the U.S.? Yes ◯ No ◯

If Yes, please list entry & exit dates, immigration status/Visa type, and primary purpose on separate sheet. Each visit should be listed.

Is the activity to receive the honorarium to last more than nine (9) days? Yes ◯ No ◯

Have you received honorariums from more than five (5) organizations in the last six (6) months? Yes ◯ No ◯

U.S. Social Security # [ ] or Federal Tax ID # [ ]

Permanent Address: [ ]

Non-U.S. citizens may be subject to 30% withholding.

QUESTIONS?

accounting@memphis.edu

901-678-3831

Vendor Setup

Ed Antoniak, Senior Procurement Specialist

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Vendor Setup

- **Accounts Payable (<u>Aggregate less than $5,000</u>)**
  - US Citizens - IRS W-9 Form and a copy of State/Federal Issued ID.
  - Non-US Citizens - IRS W-8BEN and a copy of Passport.
- **Procurement & Contract Services (<u>Aggregate greater than $5,000</u>)**
  - <u>Individual</u>
    - US Citizens - IRS W-9 Form and a copy of State/Federal Issued ID.
    - Non-US Citizens - IRS W-8BEN and a copy of Passport
    - Minority/Ethnicity Form
  - <u>Business</u>
    - US Business - IRS W-9 Form
    - Non-US Business - IRS W-8BENE
    - Minority/Ethnicity Form
    - Sales & Use Tax Verification

Minority/Ethnicity Form

Click here for online help.

Submit form to: Procurement & Contract Serivces/Vendor Registration
The University of Memphis
115 Administration Building
Memphis, TN 38152

In order to comply with reporting regulations as required by the State of Tennessee and the United States federal income tax laws, it is necessary that the following information be provided prior to the issuance of any University contract.

Name of Contractor:

Federal ID / Social Security Number:

Excluded from Federal Procurement or Nonprocurement Programs?

Yes No

Is Contractor a US citizen?

Yes No

If yes, include an authorized W-9.

If no, enter country of citizenship:

(If not a US Citizen, please include a copy of Visa and W-8 with this form.)

Address:

(Line 1)
(Line 2)
(City)
(State, Zip)

Contact Information:

Phone number:

Fax number:

E-mail address:

Kind of Ownership (Select one):

- Govt. (GO)
- Agency of the State of Tennessee (SA)
- Non-Profit (NO)
- Majority (MJ)
- Minority* (see reverse side for definition)
- Women (WO)** (see reverse side for definition)
- Small (SM)*** (see reverse side for definition)
- Service-Disabled Veteran (DV)**** (see reverse side for definition

Minority/Ethnicity Code (Select one):

- African-American (MA)
- Native American (MN)
- Hispanic American (MH)
- Asian American (MS)

Preference for reporting purposes: (**Note**: If Contractor qualifies in multiple categories as small, woman-owned and/or minority, Contractor is to specify in which category he/she is to be considered for reporting and classification purposes.)

Small Minority Woman Owned Service-Disabled Veteran

Certification: I certify that all the information as completed above is accurate and true.

Name (Printed):

Title:

Signature

Date

Create & Print the form   Reset

QUESTIONS?

purchasing@memphis.edu

901-678-2265

Spring Budget – Key Dates

Deborah Keeney

THE UNIVERSITY OF MEMPHIS

Spring Budget – Key Dates

- **Revenue Projections ~ Due Friday, March 3, 2017**
  - Email with instructions was be sent out Friday February 24, 2017
  - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab
- **Capital/R&R/Facility Projects ~ Due Monday, March 27, 2017**
  - If a Summer project is planned, submit by Spring deadline
- **Expenditure & Position Paper Budget Revisions ~ Due Monday, March 27, 2017**
  - If a position needs to be transferred for Fall, submit the transfer BR before deadline
  - Remember: no base budget revisions will be entered between the deadline and the opening of FY18
- **BD4 Online Budget Revisions ~ Due Friday, March 31, 2017**
  - Remember to align department budgets for the remainder of FY17
  - No functional changes after deadline

What are Functional Totals?

Budget & Expenditure totals in a specific range of program codes

Program Code Range	Function
2000 - 2499	Instruction
2500 - 2699	Research
3000 - 3499	Public Service
3500 - 3999	Academic Support
4000 - 4499	Student Services
4500 - 4799	Institutional Support
5000 - 5299	Physical Plant
5500 - 5699	Scholarship / Fellowships
6000 - 6999	Transfers
7000 - 7999	Auxiliary

Source: FGRPRGH Program Hierarchy Report

Why are Functional Totals Frozen in April?

- The final current year budget is submitted as part of the Spring Budget
  - Departments realign budgets and anticipate purchases
- E&G control totals are compared against final year-end amounts
- Functional Expenditure exceed Estimated Budget – “Busting a Function”

Financial Planning Office:

Email: budget@Memphis.edu

Phone: 901.678.2117

Website: http://www.memphis.edu/budget/

Who Knew? / What's New? / What's Due?

BURSAR

Activity	Deadline
2nd Installment Fee Payment Deadline (4:30 p.m.) for students who utilized the Installment Payment Plan for the Spring 2017 semester	Thursday, March 30, 2017
Registration holds for Summer 2017 and Fall 2017 will be set for students who have an outstanding debt at that time. Students should check their accounts online through TigerXpress to ensure that they do not have charges that would prevent them from registering.	Friday, March 31, 2017
Registration for Summer 2017 and Fall 2017 begins	Monday, April 03, 2017
GA contracts due to Graduate School	Monday, May 01, 2017
First day State, UT and TBR employees, using State of Tennessee fee waivers may register for Summer courses. First day students using the Disabled or Senior Citizen Reduced Tuition/Tuition Waiver may register for Summer courses. NOTE: Students who register prior to this date will be denied the opportunity to use a space-available fee waiver program for this semester.	Tuesday, May 02, 2017

Activity	*Deadline*
Due to Financial Planning for Spring Budget: • **Capital, R&R and Facility Projects** • **Expenditure Paper Budget Revisions** • **Position Paper Budget Revisions**	**Monday, March 27, 2017**
All Online Budget Revisions (BD4) Completed by 4:30	**Friday, March 31, 2017**
Inventory Confirmations	**Friday, March 31, 2017**

Workshops	*Date*
Budget Basics **UC – Senate Chamber Room 261**	**Monday, April 03, 2017** **9:30 - 11:00 AM**
Accounting Basics **UC – Senate Chamber Room 261**	**Tuesday, April 04, 2017** **9:30 - 11:00 AM**
Fixed Asset Workshop **UC – Senate Chamber Room 261**	**Tuesday, March 21, 2017** **10:00 - 11:00 AM**
Fixed Asset Workshop **UC – Senate Chamber Room 261**	**Wednesday, March 29, 2017** **10:30 - 11:30 AM**

Next Focus on Finance
April 20, 2017
1:30 – 3:00 PM
UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

Focus on Finance website:
http://memphis.edu/focusonfinance

THANK YOU!

www.memphis.edu/finance