

STOCKTON UNIVERSITY | ADMINISTRATION & FINANCE



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HERE
FOR
YOU

NEWSLETTER HIGHLIGHTS

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WELCOME

We are pleased to present our Summer 2024 newsletter. We hope you are having a great summer. Thank you for taking the time to read these important updates and informational items.

RISK MANAGEMENT

The Office of Risk Management is responsible for the records retention process at Stockton University. Prior to destroying any official documents, we must obtain permission from the State of New Jersey. Official documents include many of the documents you handle in the course of your work, including: student records, purchase orders, invoices, contracts, and many more. Prior to destroying any documents, please contact Risk Management. You will need to submit a request through Artemis, the State website, which then needs to be approved by both the Stockton University Office of Risk Management and the State of New Jersey. You cannot destroy any document until you receive notification to proceed. A training document on the process will be available soon.



BUDGET & FINANCIAL PLANNING

Budget Periods

We will continue to use budget periods for all budget transfers. This ensures that the date when budget is transferred corresponds with the actual budget period when the transfer was processed.

FY25 New Federal Work Study Position Numbers

When creating EPAFs, be sure to use the following position numbers for your Federal Work Study (FWS) students:

- Position #900651: Federal Work Study Student (replaces position #900628)
- Position #900652: Federal Work Study Community Service, Off-Campus (replaces position #900629)
- Position #900653: Federal Work Study Community Service, On-Campus (replaces position #900630)



FY25 Budgets

As many of you know, the development of the FY25 budget was a challenging process. However, despite reduced budgets, the campus community worked together and the budget was presented and approved by the Board of Trustees in July 2024 (https://stockton.edu/budget-financial-planning/documents/FY2025Operating_Capital_BudgetBook-Blackboard.pdf). We thank you for your teamwork as we continue to investigate alternative revenue sources and implement cost-savings measures in FY25.

Special Program Funds

Special Program funds do not automatically carry forward to the next fiscal year. If you have not already done so, please be sure to submit your FY25 special program fund templates so that budget can be loaded and made available for use.

Budget & Financial Planning Advisory Committee Updates

The Budget & Financial Planning Advisory Committee will continue to meet in FY25. The Advisory Committee's goals were to identify and recommend cost-savings measures, and identify alternative revenue streams to help support the University.

The Committee includes members representing each division, as well as representatives from the Faculty, Staff, and Student Senates.

The Advisory Committee will meet each quarter to review operating and capital updates, as well as discuss progress on implemented cost-savings strategies.

Budget Office Training Opportunities

If you require any training on budgets, Banner Finance, Self-Service, or PACTs, please don't hesitate to contact the Budget Office. We offer individual and small group training both in person and via Zoom. Our team is happy to provide training, support, and resources to assist you.



CAMPUS SERVICES

Dining Services

Want to save money on meals? Consider a faculty and staff meal membership. Full details can be found [here](#).

For Faculty & Staff

That's right! Faculty and staff can enjoy all of the same meal benefits as a student with the following offerings.

Swipe Memberships:

50 SWIPE MEMBERSHIP

Includes 50 Meal Swipes per semester, 110 Dining Dollars per semester. - \$450/semester.

25 SWIPE MEMBERSHIP

Includes 25 Meal Swipes per semester, 100 Dining Dollars per semester. - \$280/semester.

OSPREY SAMPLER MEMBERSHIP

Includes 8 Meal Swipes per semester, 45 Dining Dollars per semester. - \$100/semester.

Mail Services: Bulk Mailing Procedure

As a friendly reminder, please be sure to provide the Mailroom with at least two (2) weeks' notice for all bulk mailings (500 pieces or more). If you are sending a bulk mailing, you will need to complete the request form found via this [link](#). For full requirements and tips, please refer to the [bulk mailing document](#).



Follett Bookstore

Departmental Bookstore Purchases

Effective this fiscal year, all departments are required to use a purchase order for all purchases in the Stockton Bookstore. Pcards should only be used in emergency situations, such as for health and safety.

Lower E-Wing Store Relocation

Due to the library renovation project, the Lower E-Wing Textbook Store has been relocated to F003, which is across the hall from the new URM space.



Thank You Coupon

Follett thanks the Stockton Faculty and Staff for another great year. As a token of their appreciation, they offer the coupon below, which can be used at your convenience.

**FACULTY & STAFF
APPRECIATION**
**20% OFF ONE APPAREL
OR GIFT ITEM***

FOLLOW THESE EASY STEPS:

- 1) Visit [CampusWelcome.com](#)
- 2) Enter your email address
- 3) Enter access code: **0397**
- 4) Show your coupon email at the register or use it online for your discount!

STOCKTON UNIVERSITY BOOKSTORE
E Wing - Main Level
[StocktonUshop.com](#)

*See store for details. Restrictions apply.

ACCOUNTS PAYABLE

Expense Report Reminder

Chrome River expense reports are needed when a traveler is requesting reimbursement for expenses related to overnight travel. If any expenses were charged on a Pcard, those transactions must be reconciled and signed off on before the expense report is submitted. Please be sure to list all Pcard transactions on the expense report, as it serves as a reconciliation of the entire trip.

PROCUREMENT & CONTRACTING

Purchase Orders

Any Purchase Order with less than \$11.00 remaining was automatically batch-closed in FY24. Any Purchase Orders with a balance of at least \$11.00 after all payments had been made against it, were successfully rolled to FY25.

If you would like a Purchase Order to remain open and roll, be sure to add \$11.00 to the total. If you have any questions about this process, please e-mail Procurement at Purchasing@stockton.edu. Requisitioners should monitor their Purchase Order balances throughout FY25.

Check-with-Order Requests

To ensure prompt payment to vendors, Check-with-Order requests must be made within the Document Text of a Requisition, or communicated clearly to a Procurement team member. After the Purchase Order is finalized, the Requisitioner must directly submit the PO to Accounts Payable, API@Stockton.edu, and include the Purchase Order attached as reference.

The subject line of the e-mail must include the PO Number and contain the phrase, "Check-with-Order." The check will be available for pick-up at the Bursar's Office following the next check run.



Procurement Training Opportunities

If you have questions about requisitions, purchase orders, request for proposals (RFPs), bid waivers, the procurement of goods/services, State College Contracts Law, etc., please e-mail Procurement at Purchasing@stockton.edu to schedule training. We are here to help you.

GRANTS ACCOUNTING

Effort Certification

Effort Certification is an internal University process designed to meet regulatory requirements for maintaining records that accurately reflect the work (effort) performed on sponsored projects. At the end of each semester, the Office of Research and Sponsored Programs (ORSP), in conjunction with Grants Accounting, generates Effort Reports for employees where funding from sponsored projects was used to pay salaries and/or wages. Actual payroll data is utilized. The Office of Research and Sponsored Programs e-mails a report to each applicable employee for certification. The employee, or a responsible official with direct knowledge of the work performed, can certify. Certifying an Effort Report means you attest that the salaries and wages charged to sponsored projects, including cost share, are reasonable in relation to the effort expended.

Further details can be found at:

https://stockton.edu/research-sponsored-programs/landing-pages/research_compliance.html

If you receive an e-mail from grants@stockton.edu, action is required. Failure to comply with the OMB circular may result in financial penalties and could jeopardize future funding opportunities for the University.

Please reach out to Ann Marie White, Grants Manager, at (609) 652-4930 or annmarie.white@stockton.edu, with any questions.





A&F DIVISION UPDATES

- a. Payment of an invoice less than \$5,000 for any license, membership, subscription, or other related agreement for a term that begins in the year of payment and crosses fiscal years, will utilize budget and be expensed in the year of payment.
- b. Payment of an invoice \$5,000 or greater for any license, membership, subscription, or other related agreement which crosses fiscal years will be reviewed. The portion pertaining to the current fiscal year will be expensed, while the portion relating to future periods will be recorded as a prepaid. The prepaid will be expensed in the future period that benefits from the expense. Budget will be utilized in the year the expense is incurred. For example, if a \$12,000 membership has a term of June 1, 2024 to May 31, 2025, \$1,000 will be expensed and available budget reduced in fiscal year 2024, and \$11,000 will be expensed and available budget reduced in fiscal year 2025.
- c. Conferences, training, and travel will utilize budget and be expensed in the fiscal year the event occurs, regardless of dollar value. An advance payment made in a prior fiscal year will be recorded as a prepaid.



Institutional Memberships

Institutional memberships no longer require the President's Office approval.
All related invoices should be sent to Administration.Finance@stockton.edu for processing.



The Office of Human Resources

To more closely align the institution's major administrative functions, the Office of Human Resources has returned to the Division of Administration & Finance.

Dr. Craig Bickley - *Interim Chief Human Resources Officer*

Dr. Bickley joined Stockton in May 2024 and has over 30 years of experience in all areas of Human Resources, including labor and employee relations, compensation and benefits, training, HRIS, and performance management.

Congratulations



Brittany Boone & Bert Bigott
March 9, 2024



Caitlin Smith & Ryan Dransfield
May 3, 2024



Working ~ Growing ~ Succeeding
Together

