



ADMINISTRATION & FINANCE NEWSLETTER



ACCOUNTS PAYABLE UPDATES

PRE-PURCHASE REQUEST UPDATE



A Vendor Z# field will be added to the pre-purchase request forms. While this field will not be required, it is suggested that submitters input this information to help expedite approval of the expenditure.

If the actual cost of an expense goes over the amount that was approved on the pre-purchase request form, additional approval is not needed if the overage is less than \$10. Anything over \$10 requires additional approval.

NEW DOCUMENT POSTED TO TRAVEL WEBPAGE

Not sure when to complete a Chrome River pre-approval report? View [this document](#) for guidance. Please keep in mind you do not need to complete a pre-purchase form if you have submitted a Chrome River pre-approval report.

Please ensure you are attaching backup documentation to your pre-approval reports. Including the link to a conference website is not sufficient, as these links may expire and attached documentation is necessary for audit purposes.

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RECEPTION & ENTERTAINMENT

All reception and entertainment requests, including those for Chartwells, must be submitted as a Chrome River pre-approval report. Please include the name of the group or function, purpose of the function, and group composition.

If using a vendor other than Chartwells, please include refusal documentation from Chartwells as part of your backup to the pre-approval report. Refer to the Reception/Entertainment procedure for additional information on the expenditure of University funds for the purchase of food/refreshments on and/or off campus.

HOTEL ACCOMMODATIONS

FedRooms provides hotel accommodations at below per diem rates with standardized amenities for state employees. Click [HERE](#) to learn more. You will need to create your own account to utilize this service.

**BANNER FINANCE ACCESS**

Banner access for TES and student workers will be evaluated once per fiscal year. Access will be terminated unless a new form is completed.

PAYROLL UPDATES**NEW HOLIDAY**

Juneteenth is being observed on **Friday, June 18th**. Timesheets will be due early that week. An updated Payroll calendar has been posted to the portal.

WEB TIME ENTRY

Employees should not approve their own time in Banner.

To ensure compliance and accuracy, a database clean up of web time entry is underway. If you notice that student workers have dropped off of your web time entry, it is a result of this process.

STUDENT TERMINATION ePAFs

End users are not required to submit ePAFs to term student workers from a Federal Work Study position. Financial Aid will process all Federal Work Study terminations.

FISCAL YEAR END**YEAR END EXPENDITURE ADJUSTMENT REQUEST****[The Year End Expenditure Adjustment Request](#)**

form is to be used if goods are received or services are rendered by close of business on **June 30th, 2021**, but were not invoiced by the year end deadline. Please use a separate form for each request. Completed forms and necessary documentation must be received by Accounts Payable by **noon on Friday, July 9th**.

PROFORMA INVOICES

We do not accept proforma invoices (invoices sent from vendors prior to shipping or before work is completed). Items must be delivered on or before June 30th to be considered an FY21 expense.





Goodbye FY 21 and Welcome FY 22!

PCARDS

REMINDER: Services are not to be charged to the Pcard. Failure to comply will result in suspension of the Pcard. Reactivation will require approval by the appropriate Cabinet Member/Divisional Executive.

Once approval has been obtained for a Pcard expense, the Pcard will be opened for 5 days. If you are unable to process the charge within that time frame, please let us know. It is recommended to wait until you are ready to process the charge to submit your pre-purchase form or request to open the Pcard.

Please confirm sufficient credit is available prior to placing a charge on the Pcard. [These instructions](#) will assist you on how to view the Authorization Log and check the available balance on a Pcard. All declined charges will have a reason listed. The most common messages related to declined charges are *Account Standard Limit is Exceeded* or *Not Enough Available Money*. Other messages include *Bad PIN* and *Declined by Score 1* (fraud alert).



OTHER REMINDERS

INVOICES

Invoices must be sent directly from the vendor to Accounts Payable to ensure compliance with the language stated on our purchase orders. Departments should request that vendors send all invoices to api@stockton.edu. For additional information, view [this document](#) on the processing of invoices.

RECEIVING

The process of receiving should be done as soon as items are received or services are rendered. Receiving must be completed in a timely manner to prevent delays in payments to vendors. The "Invoice Awaiting Receiving" email serves as a reminder for exceptions. Please do not wait for that email to process receiving.



★ Please join us in welcoming the newest members of the Administration & Finance team, Ann Marie White & Jennifer Perchalski! ★

