

ADMINISTRATION & FINANCE NEWSLETTER



PCARD REMINDERS

FY22 Pcard Process

Department Pcards - Purchases over \$500 require pre-approval via the pre-purchase request form. Department Pcards will remain open with a \$5K credit limit. If your department requires a higher credit limit, please submit a request to pcard@stockton.edu and copy your Divisional Executive and Budget Unit Manager.

Individual Pcards - All purchases placed on individual Pcards require pre-approval. Reception & entertainment/training/travel-related expenses require a Chrome River pre-approval report. Once the report is fully approved, forward your approval email to pcard@stockton.edu with the last four digits of the card you would like opened to process the approved expenses.

Personal Identification Number

Purchases placed on the Pcard may require a PIN. If you need to set up or change your PIN, please contact Accounts Payable to obtain your verification ID, phone number associated with your account, and additional instructions.



Newsletter Highlights

Pcard Reminders

Receive Your W-2
Electronically

ePAF Cleanup

Campus Services

Chrome River Reminders

Zero-Based Budgeting (ZBB)

Fiscal Affairs Update

Procurement & Contracting
Resources

Tax Corner

Faculty/Staff Appreciation
Coupons from Follett

Meet the Newest Members
of the Division of
Administration & Finance



STOCKTON
UNIVERSITY

Celebrating FIFTY years of teaching



Expired Pcards

Please remember to check the expiration date on your Pcard. If your Pcard is expired or set to expire within a month, email pcard@stockton.edu with the last four digits of the card, name on the card, and expiration date, and a new one will be ordered for you.

Backup Documentation

Items such as furniture and software require additional approval before they can be purchased on the Pcard. Once additional approval is obtained, please include it with your backup and attach it to the transaction. Refer to our [Pcard Reference Guide](#) for additional requirements on Pcard purchases.

RECEIVE YOUR W-2 ELECTRONICALLY

Electronic W-2 Consent Form

Receive your W-2 as soon as it is ready. Follow [these instructions](#) to consent to receive your W-2 electronically. You will no longer have to wait for snail mail.



ePAF CLEANUP

ePAF Originator Summary

If you are an ePAF Originator, please frequently check your ePAF Originator Summary. If you have any ePAFs listed under your "Current" tab, review the Transaction Status to determine the next steps.

- **Waiting:** Your ePAF was saved, but not submitted. You may need to update the ePAF to correct any errors, then select Save and Submit. If the ePAF is no longer needed, select Delete.
- **Return for Correction:** Review the comments regarding why the ePAF was returned. Click Update to make your corrections, then select Save and Submit. If this ePAF is no longer needed, you may choose Void.

CAMPUS SERVICES

Follett Bookstore

Did you know that you can shop for bookstore merchandise online? You can even choose to pick up your orders directly in the store. Visit the [Follett Bookstore website](#) to take advantage of the latest sales and discounts.



BANNER SCREEN - FOIDOCH (DOCUMENT HISTORY)

Need to know if and when a check was disbursed? Has your requisition been converted to a PO? Did you remember to complete receiving? FOIDOCH is the screen that can answer these questions. Simply enter a document type and code to display the processing history of related purchasing and payment documents. Instructions on navigating this screen can be found [here](#).

Chartwells

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

Chartwells' brand-new dining app allows users to view menus, learn about exciting events, and text feedback directly to the Chartwells' staff. To download the app, visit your mobile app store, search for "Dine on Campus," select Stockton University, and download the app (shown here).



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 via this [link](#). For full requirements and tips, please review the [bulk mailing document](#).



chromeriver REMINDERS

Pre-Approval Reports

Pre-approval reports are needed for all travel and training in connection with official University business, requests for catering, and the purchase of food and refreshments on and/or off campus. This includes in-person or online workshops, professional development, symposiums, etc., as well as events that are free of charge.

Pre-approval reports must be fully approved before travel/events take place and before any expenses are incurred. Please remember to include all expenses in your report to accurately project the total cost. If your expenses exceed the approved amount on the pre-approval by 10% due to unanticipated expenses, an email detailing the additional cost must be submitted and approved by the Divisional Executive and Budget Unit Manager.

In addition to providing the website for conferences, please attach backup documentation to the pre-approval report. Often, the conference information is removed from the website after the event has taken place, so the attached backup is needed for audit compliance.



All Amazon purchases placed on a Pcard should be made using Stockton's Amazon Business account. If you do not already have access to this account, please email purchasing@stockton.edu.



	1-Jun	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov
	1,307.85	1,240.64	1,235.42	939.09	1,300.67	843.29
	0.00	698.18	0.00	0.00	40.07	0.00
	15.80	78.42	38.16	15.62	256.67	25.46
	8.93	1,485.22	6,062.23	447.24	16,048.05	240.55
	677.87	503.91	1,094.97	5,620.31	2,560.60	
	0.00	310.01	3,142.18	9,779.24	14,693.66	
	0.00	670.64	1,259.50	4,294.85	7,473.24	
	83.58	39,386.87	17,888.02	34,414.47	0.00	
	0.00	0.00	0.00	0.00	0.00	
	19,577.90	11,799.74	14,874.16	33,010.21		
	1,335.55	21.76	865.15	348.10		
	0.00	0.00	12,032.74	24,740.68		
	0.00	0.00	4,387.73	18,444.80		
	701.60	4,796.53	502.91			
	2,144.68	2,300.27	1,727.45			
	0.00	0.00	82.02			
	0.00	0.00	0.00			
	2.93	0.00	4,829.68			
	0.00	0.00	0.00			
	0.00	48,000.15	15,233.00			
	58.86	131.43	160.07			
	5,886.00	11,101,087.81	143,638.64			
	0.00	5.05	8,466.82	16,979.67		
	9,978.90	0.00	0.00	0.00		
	394.59	83,475.90	17,167.82	50,288.56		
		492.76	981.40			

ZERO-BASED BUDGETING (ZBB)

Hourly Templates

The Office of Budget & Financial Planning is already preparing for FY 2023, where we will continue with our zero-based budgeting initiative. Zero-based budgeting is the process of creating a budget from nothing where all expenses must be justified. The University has focused on non-salary expenses for the past two years.

For FY 2023, Stockton will shift its focus to hourly budgets as part of this process. The hourly ZBB templates were distributed to each division this month. The Office of Budget & Financial Planning looks forward to working with the Stockton community as we roll out hourly zero-based budgeting for FY 2023. We are happy to provide training and help answer your questions!

FISCAL AFFAIRS UPDATE

FY 2021 Audit

Thank you to the Stockton University community for your assistance in the FY 2021 year-end close. Your cooperation ensured a smooth and efficient process. We are currently finalizing the FY 2021 audits. Once complete, the financial statements and Forms 990/990-T will be posted [here](#).

PROCUREMENT & CONTRACTING RESOURCES

CHECK THIS OUT!

The Procurement & Contracting Webpage

Our [webpage](#) features plenty of helpful links and information. From our main page, users can access the University's purchasing procedures, required forms, information concerning publicly advertised projects and vendor registration, and updated FAQs. The webpage includes training materials, videos, and PowerPoint presentations on Banner 9, Amazon Business, and our Procurement and Contracting processes.

As always, please do not hesitate to contact the Procurement & Contracting team with any questions. We are happy to help!

TAX CORNER



Tax Compliance Webpage

Have a tax question? Please visit the [Tax Compliance webpage](#). On this webpage, you can find sales tax exemption documents including the University's NJ Exemption Declaration, NJ ST-4, State of NJ Exemption Letter, and the University's Exemption Certificate for Florida. Any specific sales tax exemption questions can be sent to the Controller at Lou.Woroch@stockton.edu. Please remember that purchases made with personal credit cards do not qualify for exemption from sales tax in New Jersey.

Additionally, the Independent Contractor Determination Checklist can be found on this website. The checklist, as well as any questions you may have regarding this form can be sent to Tax@stockton.edu. We are happy to assist!

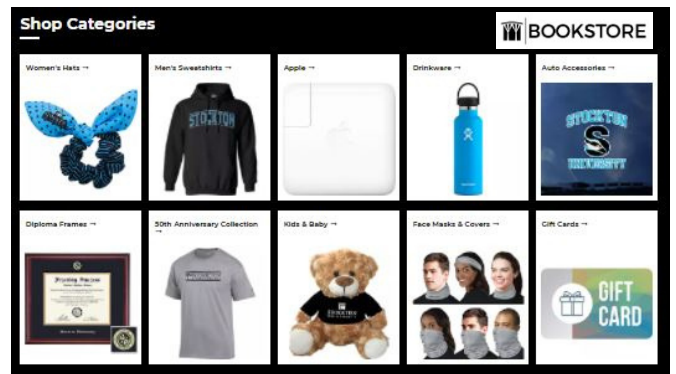
FACULTY/STAFF APPRECIATION COUPONS FROM FOLLETT (BOOKSTORE)

Two Coupons for Faculty/Staff

As a token of Follett's appreciation for supporting them during the year, they are offering two single-use coupons.

- The first coupon can be used in the store and is good for your entire purchase. Restrictions apply and are listed on the coupon.
- The second coupon can be used for the online purchase of one apparel or gift item.

The coupons are good through **December 31, 2021**, so you can select your own discount day. Follett thanks you for a great start to the FY22 school year.



In-Store Coupon

FACULTY & STAFF HOLIDAY SHOPPING PASS

20% OFF
YOUR ENTIRE APPAREL AND GIFT PURCHASE*

Stockton University Bookstore



5000020225

NAME (PLEASE PRINT) _____

EMAIL (PLEASE PRINT) _____

*Coupon valid through 12/31/21 on your entire purchase of qualifying, regular priced clothing and gifts. Limit one offer per customer. One time use only. Valid in-store only. Cannot be combined with any other offer. Excludes textbooks, course materials, clearance, Hydro Flask®, gift cards, convenience, grocery, health and beauty care, diploma frames, graduation regalia, electronics, hardware and software. Other exclusions may apply. See store for details. Not redeemable for cash or any cash equivalent. Void if copied, transferred, expired or where prohibited by law. Cashier: Scan the bar code, DO NOT line item discount. Collect the coupon at the time of redemption.

Online Coupon

**FACULTY & STAFF
HOLIDAY SHOPPING PASS**

**20% OFF ONE APPAREL
OR GIFT ITEM***

FOLLOW THESE EASY STEPS:

- 1) Visit bit.ly/Coupon20US
- 2) Enter your email address
- 3) Enter access code: **0397**
- 4) Use the coupon code returned via email at the store website below for your discount!

*thank you for your support
throughout the year!*

MEET THE NEWEST MEMBERS OF THE DIVISION OF ADMINISTRATION & FINANCE

Fiscal Affairs

Lou Woroch - Lou joined Fiscal Affairs as the Controller on July 6th. He is a Certified Public Accountant with 22 years of experience with governmental and not-for-profit organizations, including 11 years in higher education. He spent the last six years at the State College of Florida, the last four of which he served as the Controller/Director of Finance. Lou earned his Bachelor of Science in Accounting from William Paterson University, and a Master of Accountancy in Governmental Accounting from Rutgers University.

Kimberly Gotthold - Kimberly joined us for the fall semester as an intern. She graduated in May 2021 with a Bachelor of Science in Business Studies with a concentration in Accounting. She is currently enrolled in the MBA program and is expected to graduate this spring. She will be shadowing each of the areas in the Division of Administration & Finance and is very eager to learn about the complexities that each department handles.



Office of Budget & Financial Planning

Denise Damico - Denise began her employment at Stockton University on September 13th as the Interim Budget Manager. She possesses broad knowledge and experience with financial operations, analyses, and internal control procedures of school districts, universities, and State government. With over 13 years of experience in the Office of the State Auditor, Denise has worked on complex audits and has assisted agencies in improving efficiencies and control procedures. She earned her MBA from Stockton University and a Bachelor of Science in Business Administration/Accounting from Monmouth University.

Payroll

Olivia Esposito - Olivia is a proud alumna of Stockton University having graduated in May 2015 with a Bachelor of Science in Business Studies with a concentration in Finance. Previously, she worked in administrative positions including Payroll, HR, and Purchasing. Olivia is delighted to be part of the A&F team and looks forward to continuing her career at Stockton University.

Congratulations to...



Brittany Boone & Joselyn Peoples
on earning their MBAs!



Regina Rosenello on her wedding!

10.01.2021

