Those in attendance were: Janet Bergamaschi, Mary Corman, Jen Cozad, Ronda Craig, Barbara Cutler, Dawn Datt, Dan Heckman, Dee Heichel, Diane Kerstetter, Judy King, Ronda Markley, Shelly Marquardt, Lynne McCormack, Karen McNeal, Heather Read, Tracey Spicer, Kathy Walker, Betsy Warner, Linda Wheeland, and Brenda Zucco

Those absent were: Rosalie Bailey, Karen Bair, Kim Boonie, Amy Bucha, Chris Butts, Connie Gensimore, Wendy Hill, Janeann Lindsay, Flora Marynak, Gwen Miller, Brenda Ross, Lynda Schreffler, Karen Walk, and Lora Zimmerman

1. P-Card Related
   a. P-Card Reconciler Training Dates: (MANDATORY)
      October 3, 2008  1:30pm-3:30pm with Agriculture: 112 Forest Resources Bldg.
      October 7, 2008  8:30am-10:30am with Outreach: 121 Outreach Bldg.
      November 17, 2008  2:00pm-4:00pm with Athletics: BJC Room E
   b. P-Card Reconciliation--Please send them to Tracey after reconciled. Please do not wait until you have a pile. ALSO, DO NOT POST THE TRANSACTION IF YOU KNOW A CREDIT WILL BE ISSUED. RECONCILE BOTH THE DEBIT/CREDIT TOGETHER EVEN IF IT GOES INTO AUTOPOST, JUST LET OUR OFFICE KNOW WHY YOU ARE WAITING FOR THE CREDIT. THIS PROCEDURE HAS BEEN APPROVED BY DAN.

P-Card Reconciliation--Both the invoices/receipts and reconciliation forms must signed.

1) Signature on Receipt: This serves to indicate that the cardholder has reviewed the receipt and also is the confirmation that the goods or services have been received.

   If someone else used the card to make the purchase, the individual making the purchase should sign the receipt to verify receipt of the goods or services, and then the cardholder must also sign to verify review of the transaction as being appropriate.

2) Signature on Support Form: This serves as verification by the cardholder that the purpose/description and account information for the charge is correct and accurate.

   c. Process P-Card Transactions in a timely manner to ensure the charges are not auto posting on RPNR.
   d. Object Codes –
      i. 393 (Personal/Professional Services)(ATTORNEYS/ACCOUNTANTS, ETC.)
         (WE SHOULD NEVER SEE A 393 ON P-CARDS)
         1. SRFC only (WHEN DEALING WITH #2)
         2. non-incorporated business
         3. 1099 implications.
      ii. 411 (Purchased Services and Awards to Employees) (HAIR SALONS, ETC.)
          1. all other service related businesses – incorporated on PCard.
Detailed explanation of business purpose- **HAVE A DETAILED BUSINESS PURPOSE ON P-CARD SUPPORT FORM**
  i. Itemized receipts

REMINDER – PSU IS SALES TAX EXEMPT. You should make sure your PCard purchases are not charged sales tax. (PREPARED FOOD IS ALLOWED TO BE TAXED-WE HAVE TAX EXEMPT CARDS IF YOU NEED THEM) (YOU NEED TO TELL CARDHOLDERS PS IS TAX EXEMPT)

ERS Related

a. Cash Advances – migrate away from using. (THIS IS DAN’S PREFERENCE-THERE IS NO POLICY STATING THAT WE CANNOT DO THIS) (THEATRE WILL USE A PROGRAM ADVANCE FOR THEIR TRIPS TO ROME, ETC. DAN WILL ASSIST THEM)
  i. Issues in ERS reconciling/payback

b. Group Meal/Group Meeting Support Form-No longer required, except see below…
  i. Needed when alcohol purchased-MUST USE GROUP MEAL/GROUP MEETING SUPPORT FORM IN BOTH IBIS/ERS
  ii. Still required on IBIS related transactions-RPCC-SRFC’S STILL NEED A GROUP MEAL/GROUP MEETING FORM (CPA (ONLY) PERFORMERS WANT WATER FOR THEIR USE, USE 304 OBJECT CODE (CPA HOSPITALITY) WHEN PS EMPLOYEES/STUDENTS ARE INVOLVED, USE 329/332 OBJECT CODES

c. Detailed explanations of business purpose- **HAVE A DETAILED BUSINESS PURPOSE ON ERS**

Memberships “Electronic to the Dean or paper”.

All Individual Memberships need to be signed by the Dean-Send them to the Financial Office first. We will then send to the Dean. Please be very clear in the Notepad on the SRFC) and on paper whether it is an Institutional or Individual Membership.

Subscriptions: 1 year vs. 2 years

a. Be fiscally responsible – look for discounts
b. If multi-year subscriptions, make sure not paying while still under valid subscription- Dan’s preference is purchasing annual subscriptions-Our office will look into this to see if there is a policy on purchasing 1 year vs. 2 year subscriptions.

Alcohol purchases (sales tax)

a. Consumption vs. Resale (consumption is not to be taxed-if purchasing alcohol for resale, it should be taxed).

b. If with PCard – Detailed explanation of Business Purpose and itemized receipts.

Fieldtrip Emergency Contact Info.

a. **NEEDED BEFORE THE TRIP TAKES PLACE!!! AT LEAST 1 WEEK PRIOR.**
TRANSITION TO COMBINED MEETING with HR: (final 15 minutes)

1. Revised Payroll Deadline
   a. 2 days prior to current Central Payroll Deadlines
      i. Allows for processing time in HR
      ii. Finance Office is final approver on IBIS forms, need to review before approving.
   b. **Shelly will send** email reminder 2 days prior to deadlines to the Units. This includes any Wage deadlines.
   c. All forms will be date stamped.
   d. Forms received after Finance Office/HR deadline will be processed, but we can not guarantee forms will be 100% processed through Central as long as there are no problems with the forms.

2. Revised HR forms (Jenny)-**Some areas are doing their own SUPP’s.**

Respectfully submitted,
Tracey Spicer