The request for Direct Charge of Airfare should only be used by University of Wisconsin-Platteville faculty and staff, and should only be used for travel arrangements made through Cable Car Travel Agency in Platteville. Because this form is available on the Web, it is necessary to verify that it is used only by University employees. You will be required to show your University ID (whether traveler or designee) when picking up ticket at Cable Car Travel; likewise, when sending or faxing the form to Cable Car Travel Agency, FAX (608) 348-9710, you will need a copy of your University ID sent also.

Direct Charge of Airfares must have the signature of the next higher level of authority other than traveler. The form must also have the printed name, signature of traveler, date and phone number. The printed name of the supervisor is also beneficial.

Please fill in this form online, obtain required signatures, and make three copies. Distribute the original and three copies in this manner: the original should be sent to Accounts Payable (2200 Ullsvik Hall) Copy 1 for Cable Car Travel Agency, Copy 2 for department file and Copy 3 to be attached to the Travel Expense Report when submitted following trip.

When you receive your travel itinerary from Cable Car, you must forward a copy of this form to the Accounts Payable office.

Web Now

For your convenience, we have added a copy of the User’s Manual for Web Now to the Financial Services page. Following is the link to the Web Now Manual:


Accounts Payable: Request for Direct Charge of Airfare

The Notice of Good Faith Dispute/Improper Invoice form has been added to the Financial Services page. This form must be completed by the department, when there is a dispute regarding services or materials, or improper invoice. When the issue is a Good Faith Dispute, the vendor must receive notification within 30 days of receipt of invoice. When the issue is an improper invoice, the vendor must be notified within 10 working days of receipt of the invoice. These timelines are Wisconsin laws. This form must be completed by the department; a copy must be forwarded to vendor, accounts payable, purchasing, central stores and a copy retained by the department. Following is the link to the Notice of Good Faith Dispute/Improper Invoice Form:

http://www.uwplatt.edu/business/forms/good_faith_dispute.pdf
Purchasing: Year End Cutoff Dates

The State of Wisconsin’s fiscal year ends on June 30th. However, the cut-off date to encumber funds via a Purchase Order is May 11. Therefore, purchase requisitions must be received in the Purchasing Office before the dates shown below if you want to encumber funds in this fiscal year. Submit year-end requisitions as soon as possible so all orders can be processed before the deadline. Certain transactions do not encumber funds. You need to plan ahead and make those types of purchases in a timeframe that will allow payment to be made in the current fiscal year. Some purchases that are not encumbered include, but are not limited to: local purchase orders, low dollar orders, central store orders and purchasing card transactions. Please review Blanket PO’s spend for FY12 and adjust FY13 Blankets accordingly. This will reduce the amount of change orders and lower the amount of needlessly encumbered funds.

Dollar amounts refer to the total purchase requisition, not an individual line amount.

April 15th

$25,000 and Above (Not On Contract)

Sealed bid required. You must provide detailed, generic specifications in Microsoft Word format. Purchases that require a sealed bid must be submitted no later than April 13th.

Services: Wis. Act 89 requires a Cost Benefit Analysis, as well as an RFP, for any purchase of service that equals or exceeds $25,000. If you anticipate spending $25,000 or more for any service please contact the Purchasing Office as soon as possible.

May 13th

$5,000 - $24,999

Simplified Bids Required. Departments are delegated authority to obtain their own competitive price quotes.

Orders that total less than $5,000 are considered best-judgment purchases. These requisitions will be accepted through May 11th. (Orders that total less than $1,000 will be processed as Low Dollar Orders and will not be encumbered.) Orders for items covered by state contracts will be accepted through May 11th. Remember however, you must order from the vendor listed on the contract and purchase the brand or item specified on the contract.

Any request to change an existing purchase order must be submitted by May 13th.

You must include with your requisition a written bid tabulation that shows prices from at least three vendors. Orders less than $10,000 require the low bid in writing.

Orders between $10,000 - $24,999 require all bids to be submitted in writing. Such purchase requisitions must be received no later than May 11th.
**Purchasing: June 2012**

**Only** Low Dollar Orders and orders less than $5,000 will be processed during the month of June. You need to plan ahead and submit requisitions before the due dates shown above for anticipated needs during June.

Purchase requisitions for blanket orders and orders $5,000 or more received in the Purchasing Office during June will be processed in the order in which they were received as soon as possible after July 1st. Therefore, you should submit all such requisitions as soon possible after June 1st.

**NOTE:** All current blanket orders will be closed June 30th.

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**Attention P-Card Holders and Supervisors**

In the past the p-card holder signed the p-card statement verifying the purchases and statement accuracy. The statement was then sent with receipts to the purchasing office where the Purchasing Director signed off as Approver. Because of the tightening budgets we are changing the sign off procedure for p-card statements. Now the p-card holder will sign the p-card statement and have their supervisor sign off as Approver after verifying the purchase(s). This will provide more budget control within the departments. The Purchasing Department will continue to audit each statement ensuring accuracy and proper purchasing procedures are being followed. Please contact the Purchasing Department if you have any questions.

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**NEW SUPERVISOR RESPONSIBILITES**

- Collect and review department’s Cardholder’s statements, receipts and record/log
- Check for accuracy reasonableness, and appropriateness
- Sign statement and send to the Purchasing Department, within 30 days of P-card statement date
- Assist Purchasing Department with obtaining late Cardholder’s statements
- When an employee resigns, collect the card and destroy
- Notify the Purchasing Department of any change to a Cardholder’s employment status

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**Trivia Question #1:** What company made the first credit card?
General Ledger/Travel

TENTATIVE YEAR END CUTOFF DATES:

- Direct Charge of Airfare   May 21
- Travel Expense Reports June 11
- Registrations (Pd. By Cr. Card) May 21
- Registrations (Pd. By check) June 15
- Chargebacks June 18
- Journal entries for transfers June 25
- Direct Retros/Payroll transfers July 10
- If any of these dates change we will notify all.

WISDM-USER MANUAL

WISDM is a web-based financial reporting system to be used by our campus. It is a financial data warehouse of all accounting transactions and is part of a Shared Financial System (SFS). Transactions in SFS are uploaded to WISDM nightly. There is a WISDM manual available now at http://www.uwplatt.edu/business/administration.html. It can also be accessed through campus Resources on the homepage under “W”. The link is labeled “WISDM User’s Manual for Beginners.” If you need additional help with WISDM, you can contact Jean Bradley at 342-1346 (direct line x5052) or Lindsey VanMatre at 342-1706 (direct line x5156).

Answer to Trivia Question 1:

The first credit card came out in 1951, produced by American Express.

P-CARD CAN NOW BE USED FOR REGISTRATIONS

General Ledger/Travel : Travel Update on car rental

To improve tracking and reporting of university data, the Enterprise booking code has been changed to Z44UWS. You can access the updated program summary at http://systemwide.uwsa.edu/fadmin/lppp/Enterprise.htm

This change has been made to the direct booking link at http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STOWISC.

Those that book will now select the UW System link.

The National contract booking code is also being changed and notification will be communicated when this is complete. In addition, the change to the National booking code will also require that National change all UW Emerald Club members over to the new id in their profiles. Contract booking codes are also being updated in the Cliqbook self-booking tool.
PCI Compliance

In order for UW-Platteville to accept credit card payments, it is bound by contracts with the corresponding payment card companies.

Payment card companies and governmental agencies have collaborated to develop comprehensive, thorough and rigorous data security standards including: Payment Card Industry Data Security Standards, Fair and Accurate Credit Transactions Act; and Payment Application Data Security Standards. In order to continue to accept credit card payments, UW-Platteville must prove and maintain compliance with these various standards. An event such as a security breach of credit card data attributable to UW-Platteville jeopardizes the institution’s ability to continue to conduct transactions, potentially costing the institution a great deal of revenue. The contract also allows fines to be levied by the card companies in order to continue to do business with them should a breach occur.

A webpage has been developed for Platteville’s PCI compliance efforts at: http://www.uwplatt.edu/business/credit.html

Year End Carryover

- The following funds automatically carryover: 123, 128, 132, 134, 136, 150, 161, 189, 228, 233
- The following funds rollover only if the grant period extends beyond the fiscal year: 133 and 144
- Fund 131 has a combination of automatic carryover and requested carryover. These accounts automatically carryover: 1031xx, 2631xx and 5831xx
- To Carryover on Fund 102 or Fund 131, a request must be submitted by the division leader to the budget office with a plan for the use of the carryover funds. This plan is needed to communicate planned uses of the funds internally and externally as needed. Please submit your request by June 15
- Before TSI departmental funds can be carried over, all GPR departmental funds must be fully expended.

WISDM Changes

Effective July 1, WISDM will no longer be restricted to Favorites only. You can still use Favorites as a way to bookmark specific accounts if you wish. The existing Favorites will not disappear.

Some new functionality will be available when the conversion is made, including PO Search, Vendor Search and many others. A new WISDM manual is being developed now and will be posted at http://www.uwplatt.edu/business/administration.html

Watch for future WISDM training.
Cashier’s Office: E-Billing becomes a reality

April will mark the first time UW-Platteville utilizes online billing (E-Billing) for student tuition and fees. E-Billing is one of the objectives of the ongoing RePASS project.

Currently, the Cashier’s Office produces over 7,000 paper bills at the beginning of each semester. That means 7,000 envelopes, each stuffed with a bill, a return envelope and multiple flyers. It also means postage costs for 7,000 pieces of mail.

E-Billing will not only save money related to postage and supplies, it will also be more efficient for students and staff, and will help UW-Platteville be more “green”.

In April, students will receive an e-mail notification to view their bill online through PASS self-service. The online bill will have all the information previously contained in the paper billings, including links to their account activity, payment options, statement of account, and “to do” reminder lists.

E-Billing also allows the Cashier’s Office to send reminder communications just prior to billing due dates. These communications can include instructions for the students and can be sent to all students, or only students with a balance due, depending on the desired audience for the communication.

Re-Cap on Cut off Dates

Purchasing

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- April 15th $25,000 and Above ) Not on Contract)
- May 13th $5,000-$24,999

General Ledger/Travel

- Direct charge of Airfare May 21
- Travel Expense Reports June 11
- Registrations May 21
- Registration (pd. By Cr. Card) June 15
- Chargebacks June 18
- Journal entries for transfers June 25
- Direct Retros/payroll transfers July 10

Year End Carryover

- Please submit your request by June 15

Special Points of Interest

- Capital Equipment any questions contact Susie Rowe 342-6171 or e-mail rowes@uwplatt.edu

Answer to Trivia Question 2:

It was invented in the 17th Century by a Frenchman called Blaise Pascal.

It went through several changes after that in the 1900’s but in 1960, Jack Kilby created the first integrated circuit, making calculators smaller and cheaper.