In order to comply with federal tax guidelines, when clothing items are being purchased for staff, including student workers, a list of names and employee numbers listing the cost of each item they are receiving must be submitted with the purchase requisition. Reportable items purchased for staff include T-shirts, polo shirts, dress shirts, and jackets. The value of work clothing provided by the employer is not taxable to the employee if:
1) the employee must wear the clothing as a condition of employment, and
2) the clothes are not suitable for everyday wear.
Further information regarding taxable fringe benefits can be found at the Taxable Fringe Benefits Guide:
Please be aware: any taxable item provided to you through a third party, such as the foundation, will follow all tax rules and will be reported on your W-2.
The accountable plan rules must be met for reimbursements or clothing allowances. IRC §162; Reg. §1.62-2(c)(1)
If you would like further information you can refer to:

Financial Services requests items being sent to any of the offices in the Financial Services areas include the following information: printed name of person sending the item, phone number, and department number.

Accounts Payable information

In order to comply with federal tax guidelines, when clothing items are being purchased for staff, including student workers, a list of names and employee numbers listing the cost of each item they are receiving must be submitted with the purchase requisition. Reportable items purchased for staff include T-shirts, polo shirts, dress shirts, and jackets. The value of work clothing provided by the employer is not taxable to the employee if:
1) the employee must wear the clothing as a condition of employment, and
2) the clothes are not suitable for everyday wear.
It is not enough that the employee wear distinctive clothing; the employer must specifically require the clothing as a working condition. Nor is the test met because the employee does not, in fact, wear the work clothes away from work. The clothing must not be suitable for taking the place of your regular clothing. The value of safety shoes or boots, safety glasses, hard hats and work gloves provided and maintained by the employer are not taxable if the payments or reimbursements are substantiated under the accountable plan rules.

Mandatory procedures for incorrect invoices

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 an 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 information

Year-end cutoff dates

The state of Wisconsin’s fiscal year ends June 30. However, the cut-off date to encumber funds via a purchase order is May 17. Therefore, purchase requisitions must be received in the Purchasing Office before the dates shown below if you want to encumber the funds this year. Submit year-end requisitions as soon as possible so all orders can be processed before the deadline. Certain transactions will not encumber funds. You will need to plan ahead and make those types of purchases in a time frame allowing payment to be made in the current fiscal year. Purchases that do not encumber funds include, but are not limited to, local purchase orders, low dollar orders, central store orders, and purchasing card transactions.

April 12
**Purchases $50,000 and above**
*(Not on contract)*

Purchases over $50,000 require a sealed bid process. Generic specifications must be sent to the purchasing office no later than April 12 to begin the Sealed Bid process.

May 17
**Orders less than $5,000**
**Items on contract**

Orders totaling less than $5,000 are considered best-judgment purchases. These requisitions will be accepted through May 17. (Orders totaling 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 17.**
**Purchases $5,000 to $49,999**

A Simplified Bid is required for these purchases. Departments are delegated authority to obtain their own competitive price quotes. Include with the purchase requisition a written bid tabulation showing prices from at least three vendors and copies of the quotes received. Simplified bid purchase requests must be received by May 17.

June 1

Only orders less than $5,000 will be processed during the month of June.

**Reminders for P-Card holders:**

All purchases made with a P-Card are tax exempt; check receipts before leaving the store or approving online purchases.

All P-Card statements with itemized receipts must be turned into the purchasing department two weeks after the end of the statement period. The last P-Card cycle for FY13 will end on June 21.

1099 services can now be purchased with a P-Card. Any purchase of hardware, plumbing, or electrical supplies (including hand tools) over $100 must be purchased from Grainger, Fastenal, or MSC.

Blanket orders and purchase requests for FY 14

Blanket Orders and Purchase Requests for FY14 will be accepted in the purchasing office starting May 1.

All FY14 Purchase Requests will be processed in the order in which they were received and sent to the vendors beginning July 1.

Please review Blanket Purchase Orders spending for FY13 and adjust FY14 blankets accordingly. This will reduce the amount of change orders and lower the amount of needless funds.

**Trivia Question**

1. **What is the memory capacity of the human brain?**
   - A. 2.3 gigabytes
   - B. 68.3 gigabytes
   - C. 13 terabytes
   - D. 2.5 petabytes
If you save your P-Card on a merchant website

If individual cardholders feel it is beneficial to provide their account number to a merchant, (contract vendor) it becomes the cardholder's responsibility to make sure only authorized charges appear on their card. The cardholder assumes all liability and risk associated with any and all transactions. The cardholder is also responsible for making sure any changes in status, for example, expiration date, account number change, or cardholder departure, are made known to merchants who have the embedded card numbers. Prior to storing credit card information on any website, thoughtful consideration should be given to ensure that the merchant website is a secure environment and the potential risk of credit card fraud is minimal.

Cardholders must guard and protect their credit card information at all times. If a cardholder is storing their card number in a merchant profile, the cardholder should not share their log in information with anyone.

Cloud purchases

Cloud computing is becoming an increasingly prominent player in the technology resource world. From software as a hosted service to data storage solutions, Cloud computing can offer a scalable and efficient solution for a variety of needs. Along with the potential benefits achieved through a Cloud service, there is also an increase in the risk and impact to business, regulatory, and security environments. A "small" purchase for a department can be a decision that affects risk for the whole institution. In order to assist the University of Wisconsin-Platteville in completing due diligence prior to utilizing a Cloud computing service, a new Cloud computing checklist will be rolled out through the purchasing department. This checklist will help to provide an initial assessment of the level of risk related to security, regulatory, contract, and other areas. The completion of this checklist will be required prior to the completion of any Cloud purchases. The checklist can be obtained through the purchasing department. For any questions on how to respond to areas on the checklist please contact purchasing or your area OIT specialist.

Capital equipment inventory information

Moving capital equipment from one room or building to another:
Remember to use the UW-Platteville Capital Inventory Update Form located at http://www.uwplatt.edu/inventory/forms/updatefm.html. Please complete the form and submit.

Deleting capital equipment from inventory: remember to use the UW-Platteville Inventory Deletion Form located at http://www.uwplatt.edu/inventory/forms/deletefm.html. Please complete the form and submit.

New capital equipment purchases usually pass through Central Stores when the capital equipment is delivered. However, there are times when the new capital equipment is delivered directly to your department and setup by the vendor. In these circumstances, contact Central Stores at 342-1144 and give them the PO number and request a Capital Inventory Addition form (green colored) and an ID tag number. Place the ID tag on the new capital equipment in a visible location and send (via campus mail) the completed form to:

Capital Equipment Inventory
Susie Rowe
2400 Ullsvik Hall

Any questions on Capital Equipment Inventory contact Susie Rowe at: rowes@uwplatt.edu or call 342-6171.
Travel information

Travel regulations of interest

The state of Wisconsin authorized and directed the University of Wisconsin System to develop university travel policies, including rates and a reimbursement schedule. Members of a system-wide Travel Management and Operations Committee and an Executive Travel Committee are currently working to develop a new travel program that takes full advantage of these flexibilities. The new program will be implemented on July 1, 2013. Following are a few travel rules that may be of interest to most travelers. Please keep in mind that these may change as of July 1, 2013.

TER information

Did you know that TER’s are required to be submitted within 60 days of a trip? This is an IRS definition of a reasonable period of time so that the reimbursement qualifies as an accountable plan and the reimbursement is excluded from your taxable income. Failure to submit your TER within 60 days may require that the entire reimbursement be added to your taxable wages and your W-2. Please turn those TER’s and receipts in timely.

Transfer requests

Any general ledger transfer requests should be sent on the GL Transfer Form found at [http://www.uwplatt.edu/business/forms.html](http://www.uwplatt.edu/business/forms.html). This form should be e-mailed to generalledger@uwplatt.edu. This location is monitored daily so the transfers can be done more promptly. If you have any questions when filling out the GL transfer form please call Jean Bradley or Amanda Witzig at 342-1346.

General Ledger information

**TENTATIVE YEAR-END CUT-OFF DATES:**

- Direct Charge of Airfare: **May 21**
- Travel Expense Reports: **June 14**
- Registrations (Pd by Cr. Card): **May 20**
- Registrations (Pd by Check): **June 15**
- Chargebacks: **June 21**
- GL Transfers: **June 22**
- Direct Retros/Payroll transfers: **July 10**

If any of the following dates change we will notify all.

“P-CARD CAN NOW BE USED FOR REGISTRATIONS“
**Car rental information**

To improve tracking and reporting of university data, the Enterprise and National booking codes have been changed. You can access the updated program summary on the Travel Page, http://www.uwplatt.edu/business/travel/. Those that book will now select the Contract Car Rental Vendors link on the Travel Page which will take you to Financial Administration Appendix C—Use of Vehicle Rental Contracts. Click on the Discounted Vehicle Contracts link which will take you to a Log-In for UW System-wide Travel Services. (The reason for the links is to keep booking codes and other sensitive information protected). Once you log in with your Novell name and password you will be taken to the Vehicle Rental Discounts page. Contract booking codes are also updated in Concur, the self-booking tool for Fox World Travel.

**Fleet Car vs. Rental Car vs. Personal Vehicle**

If you are thinking about a rental car you must first check with the Car Fleet to see if a car is available and if not ask them to send you the non-availability slip. The non-availability slip is required as justification for not using our car fleet. If you don’t check with the car fleet because you feel it is cheaper to use a rental car, you will need to do a cost comparison and submit it with your TER as justification to prove that car rental is the most economical choice. The Car Fleet charges 41 cents/mile for a car so if you can determine mileage that will be traveled and multiply it by the Car Fleet charge, you can determine the cost of the fleet car. You can then take the cost of the rental vehicle plus the gas and come up with a figure which you can then compare to the fleet cost.

This cost comparison needs to be attached to a travel expense report when choosing car rental and not obtaining a non-availability slip. You must use a contract vendor for car rental (Enterprise, National, or Hertz) and also the university booking code so you get our discounted rate. The contract car rental vendors, their rates, and the booking code can be found on the Travel Page. (Navigation: Travel Page/Under UW System Travel Links/Contract Car Rental Vendors/UW System page USE OF VEHICLE RENTAL CONTRACTS/Discounted Vehicle Contracts/Log in (UW System)/Vehicle Discounts and choose a vendor).

The reason the navigation is lengthy is because the booking code is now on a secure site that only UW employees can get to. You may choose to take your own vehicle and you can be reimbursed 51 cents/mile (the higher mileage rate) if you are traveling less than 100 miles or if you are driving to an airport or you can produce a fleet car non-availability slip. Otherwise, if you choose to take your own vehicle you will be reimbursed at 35.2 cents/mile.

**Hotel expense in excess of maximums**

Sometimes you are required to travel to cities that are not considered high cost cities. If it is not possible to find a hotel within the maximum you must submit a good justification along with your TER or you will only be allowed the maximum allowed for the city. Justification could show that the cost of transportation to and from conference/meeting exceeded the extra cost of lodging (we need specific figures for this comparison); or when you have tried at least three hotels in the area of the event and couldn’t find any within the maximum (you would need to list the rates quoted and show that of those you chose the least expensive); or the hotel was booked by the conference when you registered and you had no control over the choice, or the hotel is the conference site. Keep in mind the hotel is considered the conference hotel if it is the one hotel designated to be the conference hotel. If there is a list of hotels and you choose one of them, it is not considered the conference site and cannot exceed the maximum lodging rate acceptable for the city. If you choose from a list and the hotel exceeds maximum for the city you will only be reimbursed the maximum allowed for the city that you are staying in.

**Tax exempt card**

The Travel Office has laminated tax exempt cards available if you don’t have one. These cards should be used for travel in Wisconsin and will save your department a significant amount of money. You can use the cards for meals and lodging.

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**Answer to Trivia Question #1:**

D. 2.5 petabytes
Receipts

Receipts needed for things such as tolls if over $25, baggage fees if over $25 in aggregate, gasoline (detailed receipt required) and hotel (detailed receipt showing a -0- balance). Any time food is purchased for others the names are required plus a detailed receipt.

If claiming mileage (which includes wear & tear + gasoline) you don’t require any gas receipt(s) but only the miles traveled. However, if you are only claiming gasoline you need a detailed receipt.

Airfare information

The current policy on booking airfare is through the use of a mandatory contract for online booking of airfare with Fox World Travel (Concur-booking tool). And the other option is booking through any bricks and mortar travel agency of your choice. If you choose to use Cable Car Travel Agency in Platteville, you may use the Direct Charge of Airfare form (link is found on the travel page) to order tickets. These are the two choices available to university faculty, staff, and students using state funds. The navigation to get to the Concur booking tool is the following:

Travel Page (http://www.uwplatt.edu/business/travel/). On the left click on Travel Regulations/Air Travel/Log In to UW System-wide Travel Services/choose the tab “Air Travel” at the top of the page/Under the Navigation links on Air Travel/choose “Use Concur for Self Booking/at the top middle of the page choose “Self Register” if you have never used Concur which requires you to set up a profile or “All UW Employees Other Than UW-Madison link. Sign in with your username (e-mail address) and the password you have chosen. Once in the system you use it just as any other search engine.

Corporate travel card

Reminder: The corporate travel card is a personal liability card to be used for university travel only and to be used when you are in travel status. It is not a business credit card. Typical examples of approved uses for the travel card include expenses such as airfare, lodging, car rental, meals, conference or meeting registration, and ground transportation incurred when traveling on university business.

The card balance should be promptly paid within 30 days of receiving a statement so turn those TER’s in timely.

Use of log form for multiple days/trips

The log form can be found at:

This form is the preferred document to attach to a travel expense report when you have multiple trips or if you will be gone for multiple days. This has room to explain the sites visited each day and the related expenses. It also gives us depart and return times to allow meals.

Travel forms/general ledger

Forms for both the General Ledger and Travel as well as all other departments in the Financial Services area can be found at http://www.uwplatt.edu/business/forms.html or you can find them by going to UW-Platteville home page/Campus Resources/”F”/Forms-Financial Svcs/Travel.

Trivia Question

2. Who is the father of accounting?
A. Walter Diemer
B. Luca Pacioli
C. Arthur Blank
D. Tim Dubois
**WISDM changes**

WISDM is no longer restricted to Favorites only. You can use the Department Search function to search for any account.

You can still use Favorites as a way to bookmark specific accounts if you wish.

We have transitioned to using project numbers with our gift and grant accounts. [Funds 133, 144 and 233.] During FY2012-13, our transition year, you may need to revise the Report Options in WISDM to capture all transactions. The reason for missing transactions is usually because the "Project Option" (in the upper left hand corner of the Summary Report screen) automatically defaults to "Only Departments." In order to see department activity and also transactions that occurred after the Department was set up with a Project#, it is necessary to change the "Project Option" to "Both Departments and Projects." This will show all transactions.

**WISDM purchase order encumbrances**

There is a helpful method to find purchase information in WISDM.

In the upper left corner arrow down under the Main Menu to the section that has AP/PO, arrow over and click on PO Encumbrance Search. At that point there are several methods to search. You can use one of these methods to search for the purchase order encumbrances or you can use a combination of these methods.

**Fund:**
**Dept:** Enter a department number

**Project:**

**Program:**

**Account:** Enter an account number (the options for the search are: is exactly or starts with)

**Accounting Period:** You can chose the months you want to include

**PO:** Enter the purchase order number (the options for the search are: starts with or exactly)

**PO Date:** Enter the purchase order date (the options for this search are: is exactly, before, after or between)

**Vendor ID:** Enter the vendor number

**PO Vendor Name:** (the options for the search are: is exactly, starts with, or contains)
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:


If you need additional help with WISDM you should contact Jean Bradley at 342-1346 (direct line 5052) or Lindsey VanMatre at 342-1706 (direct line 5156).

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 a comprehensive, thorough, and rigorous data security standards including: Payment Card Industry Data Security Standards (PCI-DSS); Fair and Accurate Credit Transactions Act (FACTA); Payment Application Data Security Standards (PA-DSS). 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

Cashier’s Office

Changes coming soon: updates to e-billing and new direct deposit refunds

In order to move forward technologically and streamline our processes, last year the Cashier’s Office implemented online billing, or e-bills. In addition, we continue to improve our process of providing paper bills to students who don’t have access to PASS and the online bill. These students include special students and students who have left school with a remaining balance to pay.

The most obvious issue with e-billing is the need for guest access. Many students prefer to have the bill go to their parents, or another third party. We are working on guest access and hope to have it in place in the near future. Guest access allows the student to share billing information and payment options with their parents, or up to three other people the student chooses to grant access.

Guests will receive e-mail notifications when bills are produced. Each person will be able to view the bill, view statements of the account, and make payments online.

It is the university’s goal to use direct deposits for student refunds soon, compared to our current process of issuing paper refund checks. This process improvement will also reduce the long lines that are common in the Cashier’s Office during the first two weeks of each semester.

We view these process improvements as a win/win strategy for both our students and our staff. Students can reallocate their time savings into additional study time, etc. Savings in staff time will allow our office to focus on other services for our students.
Events–Meal Payment form

Before incurring any food expenses it is very important that you review the Events–Meal Payment form and follow the procedures described.

[http://www.uwplatt.edu/business/forms/events_meal_payment.pdf]

When submitting the form for payment to the Accounts Payable office or the General Ledger office it is important to ensure that you have completed all the required procedures outlined on the form to ensure that payment is made in a timely manner.

On the second page of the form, the signature that is required by the approving official/account manager is the person who is the account manager. If you are not sure who the manager is, please refer to the chart of accounts.

Re-cap on cut off dates

Purchasing—

- Fiscal year ends on June 30
- Cut-off date to encumber funds via a Purchase Order is May 11
- April 15 $25,000 and Above (not on contract)
- May 13 $5000—$24,999

General Ledger/Travel—

- Direct charge of Airfare May 21
- Travel Expense Reports June 11
- Registrations May 21
- Registration (Paid by Credit Card) June 15
- Chargebacks June 18

Year-end Carryover—

- Journal entries for transfers June 25
- Direct Retros/Payroll transfers July 10

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 (except those noted in preceding bullet), 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 14.
- Before TSI departmental funds can be carried over, all GPR departmental funds must be fully expended.

Answer to Trivia Question #2:

B. Luca Pacioli