Cashier’s Office

1. **What does the III.A.1, III.A.2 mean on the Special Course Fee Form?**

   UW-Platteville’s Guideline provision that covers this fee for direct or individual billings:
   - III.A.1
   - III.A.2
   - III.B.1
   - III.B.2
   - III.B.3
   - III.B.4
   - III.B.5
   UW-Platteville’s Guideline provision that covers this fee for varying out-of-pocket expenses:
   - III.D.1
   - III.D.2
   - III.D.3
   - III.D.4

   These relate to the policy guidelines at **http://www.uwplatt.edu/academics/coursefee/**

   III. **Guidelines**

   A. Special course fees MUST be charged in the following situations:
   1. When a student exercises an option to participate beyond the minimum requirements of a course resulting in additional supplies and expense (S&E) costs to the institution.
   2. When a student consumes the standard resources provided to all students to complete course requirements and requires additional resources to complete the requirements or upgrades the materials used to complete the requirements.

   Etc.

2. **What is meant by the Class column on the Deposit Ticket Form? Is that the PASS class number?**

   The class field is not the PASS class number. It is for the class field in SFS that is used to denote Building Abbreviations or Athletics class coding for NCAA reporting.

3. **What is the Prjct# on the Deposit Ticket Form?**

   This is used for all gifts & grants (Fund 133, Fund 144, and Fund 233). It starts with PRJ and is a 7 digit alpha-numeric code [Ex. PRJ28BP] Study Abroad also uses them to denote the specific short-term faculty led trip.
4. How to notify Cashier’s office on who should receive the receipts for the departmental deposits?

One can email cashieroff@uwplatt.edu or birdbr@uwplatt.edu.

5. When should the individual billed special course fee list be sent over for billing?

As soon as the total amount for the student is known. It is important to get the fee on the bill as timely as possible.

6. Can damages from Media Tech Services be put on the student’s bill?

Yes, library fines & textbook damages currently are put on the student’s bill. The Cashier’s office would need the student’s name and amount to charge.

7. Where can one find the entire list of Special Course fees charged?

The Registrar’s office can be contacted to run a query of the current special course fees.

8. What would one use the deposit ticket for?

To deposit any type of money received. Some examples include Model Bridge fees, Honor Society fees, and athletics receipts.

9. When do you need to submit the special course fee application?

The course fee must be approved and entered prior to advance registration. For example, a Fall fee should be submitted early in the Spring semester preceding the Fall term.

10. Does the deposit need to be approved by the supervisor prior to depositing?

No, it is important to get the money deposited timely.
11. When will budgets be loaded?

Late August/early September after the Phase II budget is completed and finalized at UW System.

12. When can we expect to see budget transfers in WISDM?

The goal is within 7 days of the request.

13. Do you know what your average processing time for budget transfers are?

It hasn’t been calculated but I would estimate 3-4 days.

14. How often is the budget control report updated?

The information in the budget control report is updated nightly along with all other WISDM data.

15. Will the budget load already be after the base budget reductions?

No. Another budget entry will be done after the budget reduction plans are approved.

16. Why is the higher fringe rate charged if a spouse doesn’t have health insurance?

Except for Fund 133 and Fund 144, the departments are only charged the actual fringe costs so if a spouse doesn’t have health insurance there will be no health insurance charge.

17. Do the fringe savings stay with the department?

Not for Fund 102, 133 or 144. All other departments, the savings does remain in that account.
Purchasing

18. What is OpenBook?

It is a website maintained by the Department of Administration (DOA) and will include all expenditures paid from a state agency.

For employees that have received reimbursement, the employee name will be listed as the vendor.

19. Can you justify why you didn’t take low bid when doing simplified bidding?

Yes – but it must be based on the other companies not being able to provide the required specification.

20. Since the P-card is tied to one department number, can you have multiple cards and have one card for TSI?

Yes – you can have multiple cards for one person each with a unique 6 digit department number.

There is also an option to re-allocate the charges from one account to another via contacting Purchasing if it is prior to bi-weekly statement cut-off or utilizing the general ledger transfer request form. Submit the general ledger transfer request along with your p-card statement and purchasing will facilitate that transfer.

21. Is there a form for getting a p-card?

Yes. It can be found at:
http://www.uwplatt.edu/business/purchasing/forms/purchasing_card_form.pdf

22. If Faculty go out and get own bidding, does this need to go to purchasing?

Yes, if the purchase is between $5,000 - $50,000. If it is over $50,000, this requires a sealed bid process and purchasing should be contacted before an individual goes out and contacts vendors for bids.

23. If your p-card limit is $2,000 but you need to purchase something for $3,000, what do you do?

Your supervisor and manager of the department can email purchasing to have the limit raised.

24. For p-cards and the changing of new department accounts, is a new p-card needed since it is embossed with the old number?
No, the number has been changed in the setup. If a new one is desired, you can contact purchasing to have a new card issued.

25. Are all p-card limits set at $5,000?

No, the limits vary based on the p-card application and how much the supervisor has authorized for an individual.

26. Can you get one p-card for department and for faculty to use?

No, the p-card is for one individual to use. It is not to be given to another individual. You can have individuals ask you to order items and you can purchase them with your p-card.

27. Has there been any talk about not going through central stores for office supplies?

This discussion is in the very initial stages.

28. One of the purchasing card concerns is about budget management if everyone has one. What is recommended?

The p-card is a post audit where it is after the purchase sign-off. A department could have an internal policy that prior to usage, an approval (formal or informal) is needed before the individual can purchase the item.

29. Do p-cards show up on a personal credit report?

No, they have no personal liability. The p-card is paid by the University. The corporate travel card would.

30. Has there been any discussion about making the p-card available for travel like UW-Madison?

Not at this time.

31. Does a bid require certain time frame to purchase the item?

It depends on the bid. Some may indicate that the price is only good for a set period such as 30 days.

32. Where is the ineligible vendor list?

http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf
33. Can you use p-card for hotels?

Not at this time.

34. Would you want to use a p-card for rentals which may change or get cancelled if the class gets cancelled?

This would be a case in which the p-card would not be the best option.

35. Are there items that are over $50,000 that are on state contract?

Yes

36. If there is a state contract for an item over $25,000, can you still do 3 quotes?

If it is a mandatory state contract, you would need to get a waiver before going with a different vendor. Otherwise, yes, you can do 3 quotes to get the best price.

37. Are you aware of the Public Relations approved vendor list?

No

38. What’s best practice for departments keeping documentation for audit?

The p-card statements should be kept for 1 year in the department. Copies of purchase requisitions and purchase orders are not required to be maintained in the department. They can be kept for informational purposes at the discretion of the department.

39. Do packing slips need to be retained?

No

40. If a department receives an invoice, they can just send it over for payment?

Send it along with a purchase requisition so that the funding and signatures are provided.

41. Are there any restrictions on the use of the p-card?

The p-card manual at http://www.uwplatt.edu/business/purchasing/card.html#guidelines provides information on what is allowable.
Individual reimbursable meal costs are not allowed to be charged on the purchasing card; however, food purchases for group meetings and events are allowed. Supplemental documentation must be retained with the purchasing card record for all food purchases that identifies the name and purpose of the function and who attended it, by name or affiliation.

Refer to the Headquarters City and UW-Sponsored Events Policy which provides details on all UW sponsored events attended by the general public or by UW employees. A meal and event form located at: http://www.uwplatt.edu/business/forms/events_meal_payment.pdf must be filled out any time food/meals are purchased.

42. Can you take a guest out to eat using the p-card?

No. Personal meals are not allowed. The US Bank Corporate Travel Card would not be allowed either if the meeting was in Platteville because you must be in travel status to use the Travel Card.

43. Can you hold a social gathering of a department and use a p-card?

If the event is purely social in nature, then none of the costs would be allowable from state funds. Use the meal and events form to see what documentation is needed for a business meeting. This form can be found under Purchasing at http://www.uwplatt.edu/business/forms.html

44. What is a travel card? What is the difference between the travel card and p-card?

The p-card is a purchasing card that the University pays the bill for. The travel card is a personal liability card in which the individual pays off the balance of the card.

45. Can you take a search and screen committee out for a meal and use the p-card?

No, meals are not allowed on the P-card. The US Bank Travel card could not be used either because you must be in travel status to use the Travel card.
Capital Equipment

46. Is there a year on capital?

The capital ID tags do not indicate a year. The previous threshold for capital was $1,000 so there may be items that contain an older silver ID tag. If disposing of an item and it contains an ID tag, please let Capital Equipment Inventory know.

47. What do you do if you have a theft in a department?

Contact Campus Police. They will file a report that gets sent to Risk Management. Risk Management handles all insurance claims and the loss receipts are accounted for in a separate fund. Fund 999-Insurance Loss.

48. Do departments receive final inventory list after the physical inventory is completed?

Yes, these were sent out in May 2013 to the academic departments.

49. For capital, if you purchase multiple items, can you just use one form and attached the details?

Purchasing will generate one form for each item and central receiving will send out the form and tag for each piece of equipment.

50. Since the state is self-insured, are the departments responsible for inventorying items less than $5,000?

A department would not need to track items such as chairs, office furniture, desks or stationary items. These are included in our annual property renewal as content value which is determined as a percentage of the facilities. Departments are responsible to track movable equipment items that are less than $5,000 for insurance purposes.

51. Is there something in place for MDS now for capital items?

Yes, Purchasing now receives a list monthly that shows items over $5,000 that have been purchased.

52. What about the silver inventory tags?

The silver inventory tags are the older tags used to tag equipment. An item with a silver tag may be an item on the inventory system as items were not retagged when the threshold increased. If disposing of an item and it contains an ID tag, please let Capital Equipment Inventory know.
53. Once an item’s value falls below the $5,000 threshold, do they get taken off the list?

The $5,000 threshold is acquisition cost. An item is only taken off the list after it is disposed of.

54. Who does the inventory list go to?

The inventory list goes to the department chair or department manager.

55. Are computers on inventory?

Some computers may be on inventory if they cost greater than $5,000.

56. If whole office moves, who is responsible to notify inventory of the move if some of the move is computer equipment?

The department should notify capital equipment inventory if it is an item that is on their departmental list. OIT should notify capital equipment if the item is on the OIT list.

57. What is the deductible for self-insurance?

As of 7/1/13, the deductible is now $1,000. If there is a theft and no sign of forced entry, the deductible is $2,500.
Accounts Payable

58. How can I get a tax exempt card?

Contact the general ledger/travel office as they have an inventory of laminated cards that can be sent to an individual.

59. Is the tax exempt card accepted in other states?

Not always. The UW TravelWise website contains the states that have sales & use tax exemptions. [http://web.uwsa.edu/travel/login/](http://web.uwsa.edu/travel/login/)

It may require completing a separate form versus using the laminated card.

60. Are there issues paying someone from another country if they do not come to the U.S.?

Example: on-line instructor

No because they are not physically coming to the U.S.

61. On the Payment to Individual Report (PIR), who is the Institution Approval?

Jeanne Durr, Human Resource Director
62. Are gifts taxable?

The Prizes, Awards or Gifts policy prohibits any cash gifts which are tax reportable. Also, the items should be of minimal value and therefore de minimis and not reported. Prizes are tax reportable and information is collected on the form to collect the necessary tax information.

63. Does the prize form need to be done for t-shirts?

Items are under $15 are considered de minimis and would not require the form.

64. If the event is reoccurring, does a new form need to be completed each time?

Yes, a new form is needed each time.

65. Should a department call the vendor if they receive damaged goods?

After the Good Faith Dispute form is completed, and then the department can call the vendor.

66. Can you provide examples of who would use the Payment to Individual (PIR) form?

Athletics officials, camps, continuing ed seminar payments to instructors, speaker for a classroom, CFA orchestra

67. What should a department do if an individual refuses to fill out a W-9 for a stipend payment?

Consider it a donated service and make a note in the file or see if individual would provide a statement indicating that they are donating their time.

68. Is a new W-9 needed each time there is a payment?

W-9’s should be submitted yearly.

69. Can you see an invoice after you route it forward?

Yes.

Log into webnow: http://www.uwplatt.edu/go/webnow

On the left hand side of the screen there is an option of AP All Documents. When you double click on this item there will be several search options displayed. They are as follows:
Dept/Days – Enter department number and the number of previous days you want the search to include. When the results are displayed double click on any of the items you would like to view or print.

To continuing viewing items using this search method you can click on go in the upper right corner, or click on AP All Documents to the left and then click on Dept/Days.

Vendor ID/Days - If you want to view items paid to a particular vendor you can search by vendor number and the number of previous days you want the search to include. Enter the vendor number and previous days you would like the search to include click on OK. When the results are displayed double click on any of the items you would like to view or print.

To continuing viewing items using this search method you can click on go in the upper right corner, or click on AP All Documents to the left and click AP All Documents then click on Vendor ID/Days.

Vendor NAME/Days - If you want to view items paid to a particular vendor you can search by vendor name and the number of previous days you want the search to include. Enter the vendor name and previous days and click on OK. When the results are displayed click on any of the items you would like to view or print.

To continuing viewing items using this search method you can click on go in the upper right corner, or click on AP All Documents to the left and then click on Vendor Name/Days.

Voucher Search – If you know the particular voucher number you would like to view you can click on voucher search and enter the voucher number. When the result is displayed click on the item to view or print.

To continuing viewing items using this search method you can click on go in the upper right corner, or click on AP All Documents to the left and then click on Voucher Search.

70. Should prize form be done for door prizes at events?

Yes
71. Can you use the PIR to pay UW-Platteville Faculty for being a guest speaker in other classes?

No. For faculty members, the overload process should be followed.
Grants

72. How would a WEDC [Wisconsin Economic Development Corporation] grant be accounted for?

A fund 133, private grant department and project number would be established to account for this type of grant.

73. What is considered off-site for grant purposes?

The Off-Site definition per the rate agreement is: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s) the off-campus rate will apply.

Example: Research is being done at a different institution.

74. How do you keep people from going outside the Sponsored Programs route for grants?

Education and training. This will be handled on a case by case basis and it may mean returning the grant funds back to the granting agency.
General Ledger

75. When would we do a revenue transfer vs. an expense transfer?

   A revenue transfer can be done for program revenue departments. [Fund 128, 131, 132, 136, 150, and 189]

76. Does every University have the capability to do an Inter-Unit Journal (IUJ)?

   Yes, all institutions within UW System have this capability.

77. Who does the inter unit journal information go to?

   Jean Bradley

78. Why would you do a direct retro?

   To move salary payments between department accounts. If there was an error in the salary being paid out of an account.

79. Can a department scan items and email them instead of sending over hard copies?

   Yes, we encourage electronic movement of documents.
Travel

80. Can we use a p-card for faculty conferences?

Yes, just need to let purchasing know so that the expense can be moved from 3100, Supplies to 2115, Travel-Employee-In State Conference

2127, Travel-Employee-Foreign Conference (outside the U.S., excluding Canada and US possessions)

2130, Travel-Employee-Out State-Conference

81. For the new enhanced TER, will there be a prepared by line?

We will look into having that be part of the enhanced TER.

82. Can you use Cable Car for booking air travel?

No, under the new policy, air travel must be booked through the contract vendor Fox World Travel and their booking tool known as Concur.

83. How to schedule travel for others?

The individual that needs the travel booked will need to establish a profile in Concur and then assign a travel assistant role to the individual that will be doing the scheduling.

84. What if an individual is only allowed $400 for travel but the cost is $670? How will that be handled if the central travel p-card will be used to pay for the airfare?

The direct charge of airfare will allow multiple account code information. If the individual will need to pay for a portion of the business trip, see recommendation below.

Fox World Travel recommendation:

Go through the process of choosing a flight and at the end you will see a section that says “Trip Booking Information” and in the Comments for the Travel Agent you can explain that you want to split the payment so please call me at 608-xxx-xxxx and I will give you a credit card# to pay $270 of the ticket cost to or you can provide your credit card# there. Your charge will be an extra $17.25 so instead of charging $270 to the credit card they should charge $287.25. This will solve the problem.

85. What about faculty traveling with family?

Fox World Travel recommendation is:
When you find a flight that you like, take a look at the seat map and if there are plenty of seats, choose a seat. Then when you get to the end in the “Trip Booking Information” section under Comments for the Travel Agent explain that you have other family members going and they will be paid separately. Ask that the travel agent call you at 608-xxx-xxxx to book seats together and they will assist you with that. That charge is an extra $17.25 so you should pay that with the family expenses.

86. Where is the travel Visitor’s Guide?

It can be found at the UW TravelWise portal (http://web.uwsa.edu/travel/login/) under the tab “Quick links”

This website requires a university login so one will need to download the information and forward it to the visitor versus just supplying the link.

87. Do we still need to use the Interview Candidate form?

We are no longer using the “Request for Authorization to Reimburse Applicant for Interview Expenses for Employees in Unclassified Service” as of July 1, 2013. Deans or division leaders’ must now sign the TER to satisfy the approval requirement for paying interview candidates.

88. Do you need two separate profiles into Concur?

No, you should only have one profile in Concur.
89. The 60 day requirement for travel – is that posted anywhere?

There currently is a statement on the Travel Expense Report page:

Travel expense reports must be submitted within 60 days of the return from a trip or they will not be processed.

The TER will be returned to the Supervisor indicating they are out-of-policy. If there is sufficient justification it can be submitted to the Controller for approval. The only exception is when a travel advance was issued, the resulting travel expense report must be submitted within 30 days.

90. How long does it take to get reimbursed?

One to two weeks. The goal for Financial Services is to have a fully complete TER processed within 7 working days.

91. Is the direct deposit notification an automated process?

Currently, it is not an automated process. An individual sends them out. During the next SFS upgrade in October, email notification will be automated and provide more detail on what trip(s) are being paid.

92. Who makes the car rental reservation for interview candidates?

The individual who is helping the search and screen committee with the paperwork can make the reservation. The search and screen chair can also make that reservation. They are only reserving a vehicle, the interview candidate will need to show identification and will need to pay for the vehicle rental and then seek reimbursement on a TER.

93. For moving expenses, do you need to use the travel log?

For moving expenses, the travel log is not necessary.

94. For moving expenses, do you have to use one of the contracted vendors?

You do not need to use one of the contracted vendors. You would need to get 2 quotes + 1 quote from the contract vendor and take the lowest quote. For smaller moves or if you are using a U-Haul you can just submit receipts and will be reimbursed up to the amount specified
on the “Relocation/Temporary Lodging Expense Pre-approval Form” which is required in order to reimburse moving expenses.

95. With the new enhanced TER, will you be able to check on the status of interview candidates TER's?

Yes, that is the intended design.

96. How strict are you on following the 60 day deadline for TERs?

Very. Any TER greater than 60 days will be returned for a justification that will need the Controller's approval before processing.

97. Can a department associate ask for the justification from traveler before typing up the TER and sending the justification with the TER?

That is acceptable and could eliminate the return of the TER.

98. Is the central travel card on Concur for new profiles?

No, any new profiles will require the individual to contact the Travel office at traveloffice@uwplatt.edu to have that added to their profile.

99. Can employees go out to Expedia to book airfare?

No, Fox World Travel (Concur) is a mandatory contract and all airfare should be booked through there with the exception of complex international travel and group travel. Whenever possible it is strongly encouraged to use Fox World Travel and at least give them a chance to bid.

100. Is there a deadline for moving expense reimbursement?

Sixty days would be recommended unless there is an adequate justification for a longer period. Piece-meal moves can be reimbursed up to one year from date of hire.

101. When traveling, if you purchase an item for a seminar, which form should be completed – employee reimbursement form or TER?

Either form can be used. Using the TER and putting it all on one form may be more efficient for the traveler. Please be aware of the mandatory office supply contracts that should be used.

102. Can Fox World Travel and Concur be used for personal use?
Not for pure personal use. When additional travel days are incurred because the traveler elects to combine personal days with business travel, the cost of the ticket without the additional personal days must be compared to the cost with the added days, and the lower of the two will be paid. Cost comparisons are required to be attached to the payment method documentation.

103. **Would you recommend everyone having a profile and booking own travel or someone else booking for them?**

Every traveler will be required to have a Concur profile. Once the profile is set up, the traveler can designate a travel assistant who can book the travel for them.

104. **Does Concur do a search for hotels?**

Yes, it is similar to any other search engine that will show hotels in the area.

105. **Why can’t one get paid when taking out search and screen committee members?**

Travel regulations require an itemized receipt if you are purchasing a meal on behalf of someone else. If an itemized receipt is provided, along with names of participants, an interview schedule and meals are within the maximums, it will be reimbursed.
Why does the WISDM column heading show Expenses versus Actuals?

It depends on what type of department you are viewing. For GPR Funds [Fund 102, 104, 109, 110, 402, 403, and 406], the title of the 4th column is “Expenses” because there is no revenue involved, only budget. For all other accounts, the title is “Actuals” because that column will contain amounts for both revenue and expenses.

How do you get access to WISDM? Are there any restrictions on who can have it?

The manager of the department can submit an email request to Lindsey VanMatre at vanmatrel@uwplatt.edu. We do not have any restrictions on who can have that access.
108. Can you change the default view in WISDM?

Yes. Main Menu>My Profile>Account Tree Levels

Click on Change and you have five options to choose from:

109. When will we be able to see multiple salary payments on one check?

Not sure that HRS will be providing that detail. After the payment is posted, one can use the Payroll>Salary/Fringe search in WISDM to see the different payments.