

FINANCIAL FOOTNOTES

A publication of ASU Financial Services

Late Summer 2008
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NEWS & ANNOUNCEMENTS

Fiscal 2008 closed in Advantage on Friday July 25th, but not without a few bumps along the way. We ended the year much the same way we began it – working to get payroll information interfaced into Advantage.

As was apparent throughout this last year, communication is key when dealing with issues which reach across all areas of the university. In order to help Financial Services communicate on a timely basis with the university community, we will be posting cognizant information concerning Financial Services issues on the News & Announcements section of the Finance & Accounting page of our new website (see the link at the bottom of this page for the website).

Please check this site for general information dealing with various Financial Services related matters – such as Advantage closing dates, payroll interfaces, payroll encumbrance resets, and training opportunities. When appropriate we will also communicate directly via e-mail, especially when dealing with time sensitive matters. The Financial Footnotes distribution list will be used for any direct e-mails we send out.

If you check the [News & Announcements](#) now you will see information posted regarding the scheduled close date of August in Advantage, as well as upcoming Financial Controls Workshops.

POLICY CHANGES EFFECTIVE NOVEMBER 1, 2008

ASU FINANCIAL SERVICES POLICY

FIN 401-03 - PROHIBITED TRANSACTIONS

Policy revised to include the personal use of university purchased bus or light rail passes as prohibited. This includes the use by employees or students to commute between home and ASU campuses, or any other locations when not on university business. See the FIN 504 update below for a related policy change.

FIN 420-03 - MOVING EXPENSES

Policy revised to increase the dollar threshold to \$5,000 for moving expenses requiring a requisition.

FIN 421-01 - GUEST LECTURER'S, CONSULTANTS, AND OTHER INDEPENDENT CONTRACTORS

Policy revised to reflect a new threshold when the Employee/Independent Contractor Determination checklist is required. The Departmental Professional Services Order form (DPSO) has also been revised. Only the July 2008 revision will be accepted. Refer to the "Employee/Independent Contractor Checklist" article in this issue for more information.

FIN 421-05 - HUMAN SUBJECT PAYMENTS

Policy established regarding payments to human subjects.

FIN 504 - IN-STATE TRAVEL

Policy revised to indicate departments may purchase bus and/or light rail passes for official ASU use, such as traveling from one ASU campus to another ASU campus. Departments may not allow employees or students to use the university purchased passes to commute between home and ASU, or any other locations when not on university business. Departments purchasing passes are required to maintain a log of all uses, indicating for each use of the pass the employee's name, date of use, starting point and time, and ending point and time. If the starting point or ending point is not an ASU campus location, an explanation of the location is also needed.

FIN 511 - TRAVEL RECEIPTS AND ITEMIZATION

Policy revised to indicate employees traveling on university business will not be reimbursed for airport parking expenses unless the cost of airport parking is less than shuttle fare to and from the airport.

FIN 514 - REGISTRATION FEES AND OTHER TRAVEL EXPENSES

Revised to add airline charges incurred for a traveler's first checked bag will be reimbursed with an original receipt. For reimbursement of additional baggage charges the traveler must have approval of the ATO, as well as the original receipt and a written justification as to why the additional baggage was necessary.

CHANGES

Janice Cron will retire in September from ASU after 22 years of service. Janice is the office supervisor of the Accounts Payable department. Although we will miss Janice and her experience and knowledge, we wish her a long and happy retirement.

With Janice's pending retirement, Penny Myers, office supervisor of the Travel Office has assumed responsibility for managing Accounts Payable, as well as Travel. Penny has been with Financial Services for 18 years, and is well known for her calm professional manner in helping departments resolve Travel issues.

Kathleen Rogers, associate director of Tax, is preparing to retire on October 3rd. Kathleen has been with ASU for 19 years, both in the Grant and Contract Accounting area, and for 7 years as the lead in the Financial Services tax unit. Kathleen's tax team of Bari Simmons and Debby Monninger will continue to assist ASU departments on tax related matters and to provide tax related training. Please join us in thanking Kathleen for her many years of service to ASU, and wishing her a safe and happy retirement during her upcoming travels.

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Cash Attestations - FIN 307

Per FIN 307, the chief business or financial personnel for each college and vice presidential division are responsible and accountable to:

- 1) at least annually review the procedures and internal controls, especially separation of duties, for completeness and accuracy, and to certify that the procedures comply with the university cash-handling policies;
- 2) annually certify that cash-handling personnel receive adequate training (the business managers will work with areas within their colleges or units on a continual basis to identify procedures where improvements may be warranted); and,
- 3) annually review and attest that each department within their colleges or divisional units has a current desk manual that includes cash- and check-handling procedures.

The annual certification and disclosure supplements related to fiscal 2008 must be submitted by November 1, 2008. Note this is an extension from the September 1st date indicated in FIN 307.

To receive more information on internal controls, financial policies, best practices, and/or cash-handling, please attend one of the Financial Control Workshops. See information to the right concerning these workshops.

Contact: Mike Kingery at 5-2343

MyASU Travel System

- Is an on-line travel system which can be used for most domestic ASU business trips.
- Is available from a link on the Finance & Accounting website.
- Was used in fiscal 2008 by more than 2,300 ASU travelers, 710 trip managers, and 320 ATO's to process 4,200 travel claims.

Requirements to use the system: a computer with internet access, your ASUrite id, the trip dates and destination.

For training (recommended but not required) please contact Margo Cabrera at 5-1471.

Pending Travel Change

Defensive Driver Training Requirement

Per Environmental Health & Safety Policy, individuals who operate vehicles on university business must attend a defensive training program. This includes university-owned and university leased or rented vehicles. The ASU Travel Office will update the travel forms in the traveler's certification section to provide space for the traveler renting a vehicle to verify this requirement has been met. The required certification will also be added to the MyASU Travel application. The date when this certification will be required before car rental expenses will be reimbursed has not been announced, but is expected to become a requirement in early Fall 2008.

For more information about the defensive driver training requirement, please see **EHS 119: Motor Fleet Safety**.

ASU Financial Controls Workshops

The Arizona Board of Regents (ABOR) has recently established a new policy on Internal Controls that pertains to all ASU employees. The ABOR policy states that all employees are responsible for understanding and following sound controls practices with respect to ASU financial transactions and assets. The Workshop will be held periodically throughout the year at various locations across all four campuses.

Upcoming Course Offerings

Currently scheduled classes are 1:45pm to 4:30 @ USB 1302, on the Tempe campus.

- Tuesday, September 9th
- Tuesday, September 30th
- Tuesday, October 21st
- Tuesday, November 18th

To register go to the HR's Learning & Performance Solutions page and click on Course Search; you will need to sign in with your ASUrite id.

For questions, more information, or if you have specific topics/issues that you would like addressed in the Workshop, please contact Mike Kingery at 5-2343.

Fall 2008 P-Card Review

Financial Services will again be conducting a university-wide review of purchasing card transactions in the upcoming months. The review is currently scheduled to begin in late September/early October. If your purchasing card has transactions that met the review criteria you will be contacted by Financial Services to schedule a time for our staff to review your purchasing card statements and supporting documentation. At this time the exact scope (time period and/or types of transactions) of the review has not been determined.

As always, the review will look specifically for compliance with university policies and procedures, including Financial Services, Purchasing & Business Services, and purchasing card. For a reminder of what procedures and documentation are expected within the purchasing card program, please see: http://uabf.asu.edu/best_practice_pcard

If you have any questions regarding purchasing card compliance with Financial Services policies and procedures please contact Tirscha Gomez at 5-6035.

Employee/Independent Contractor Checklist

The tax unit of Financial Services announces a change in policy for the threshold payment requiring an Employee/Independent Contractor Determination checklist. **FIN 421-01** currently reflects a \$100 threshold for personal services payments not requiring a determination checklist. Effective July 1, 2008 this threshold is changed to \$500 for cumulative payments made in a calendar year to an individual provider of independent contractor services. The change will appear in the November 1, 2008 FIN manual update.

The determination checklist has been revised to note this change and also to list other exceptions to the checklist requirement. Other edits were made to improve format and usability of the form, which is available in the Payables section of the Financial Services forms site at http://uabf.asu.edu/fs_forms.

The Departmental Professional Services Order form (DPSO) also has been slightly revised to reflect an information need for nonresident alien taxation compliance purposes. A space to supply the geographical location where the services are provided has been added to the first page of the DPSO, which is also found at the Financial Services forms site.

Older versions of these forms should be discarded; only the July 2008 revisions should be used for future transactions requiring these forms of documentation. Contact information about these changes may be found on the tax services page of Financial Services at http://uabf.asu.edu/tax_management.