



The Ledger

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Labor Redistribution Automated Notifications

Banner Communication Manager (BCM) now automatically sends notifications to all approvers in the routing queue when a Labor Redistribution is submitted and requires approval. These alerts are designed to promote timely review and ensure prompt posting in Banner. Questions regarding Labor Redistributions or approver roles may be directed to Payroll at laborredist@vt.edu.

Private Funds Thresholds Increased for Several Expense Categories

The allowability thresholds for three procurement categories have been increased on the [Private Funds Matrix](#) posted to the Procurement website. These updated limits apply only to expenditures using Virginia Tech Foundation private funds.

The following categories now have higher allowable thresholds:

- **Employee Clothing** (non-uniform, e.g. polos, quarter zips, jackets, etc.): Now allowable up to \$400 per employee per calendar year (increased from \$100).
- **Flowers/Plants – Death of an Employee's Immediate Family** member (spouse, parent, stepparent, sibling, or child): Now allowable up to \$300 (increased from \$150).
- **Gifts (non-cash)** – given in appreciation for a donation, service, etc.: Allowable up to \$400 (increased from \$100).
- **Food**: Allowable up to four times per diem when charged to VTF funds. Procedure 20335r has been updated to reflect these new Private Source Business Meal Rates.

Departments using private Foundation funds should reference the updated Private Funds Matrix to ensure compliance with the revised limits. These amounts represent maximum allowable thresholds and expenditures should remain reasonable and appropriate.

Updated HokieMart Forms Released

Virginia Tech Procurement is introducing updates to HokieMart to improve the purchasing experience. Beginning Monday, March 30, several HokieMart forms will feature a refreshed design, including payment request forms (such as honorariums, revenue refunds, utilities payments, and non-PO requests) as well as procurement-related forms (contract modifications, solicitation requests, and ship-to address requests).

The updated forms will include tabbed sections for easier navigation and a built-in workflow view that allows users to track approval steps after submission. These enhancements are designed to provide greater visibility into the approval process and create a more intuitive, user-friendly experience aligned with requisitions and purchase orders.

Users can also select workflow steps to view approval details and identify missing information, replacing the previous Form Approvals tab.

For additional information contact [Accounts Payable](#) for payment request forms or [Procurement](#) for procurement-related forms.

Non-PO Payment Forms Reminder

Payment Category “KK” is reserved for Central Finance Approved Financial Transactions only. Departments must not use this category unless prior approval has been granted by the Procurement or Controller’s Offices.

When submitting a non-PO payment form, review the [Procurement Exemptions](#) and select the category that accurately reflects the transaction. If no appropriate exemption exists, the purchase requisition process must be used.

Emburse Payee Creation/Update Form

The Banner Payee Request Form has been renamed the Emburse Payee Creation/Update Form and is now available. This updated form improves communication by providing automated email notifications when a request is submitted and when the process to add a student or non-employee payee has been completed.

Please note Emburse Enterprise profiles are automatically created for individuals with an employee record in Banner. If reimbursing a non-employee or student, use this form to set up a new payee or update the information for an existing payee.

The [Emburse – Payee Creation – Update Form](#) is available on the Controller's Office website under Travel.

Banner Quick Guide

We are pleased to introduce the new [Banner Quick Guide](#), a centralized resource on the Controller’s Office web page designed to provide quick access to frequently used forms within Accounts Payable, General Accounting, Fixed Assets, and Payroll.

Whether you are entering transactions, reviewing activity, or researching historical data, this guide serves as a practical starting point. It includes a list of commonly used forms, along with brief explanations of their purpose and typical use.

The page also highlights Banner Form Naming Conventions, providing insight into how form names are structured. Once you recognize these patterns, finding the right form becomes faster and more intuitive.