The Ledger

A Newsletter of the University Controller's Organization

Printing Charges

Effective May 1, 2008, Printing Services jobs submitted through HokieMart and assigned a purchase order number will no longer appear on the Printing Services monthly invoices. A new process has been established that posts charges incurred for Printing Services jobs with a corresponding HokieMart purchase order number directly to the department's Banner fund after the service is provided. With the implementation of this new procedure, charges will no longer post to the department's Banner funds once a month (they will be posted periodically throughout the month). All of the purchase order information will be included in the Banner postings, just as it was displayed on the Printing Services invoices previously. Any Printing Services job that has a purchase order number assigned by HokieMart and submitted for payment processing after April 30, 2008 will follow this new procedure. Any Printing Services job processed before or on April 30, 2008 will be included on your May 1, 2008 Printing Services invoice. Should you have any questions, please contact CNS Accounts Receivable at cnsar@vt.edu or 540-231-6460.

Additional Internal Service Units Available In HokieMart

Effective immediately the following internal service areas will begin accepting purchase requests through HokieMart. These areas will no longer accept the paper ISR form.

        Air Transportation Services
        Athletics
        Environmental Health and Safety
        Hokie Passport
        Parking Services
        Police Department
        Records Management
        Recreational Sports
        Shiffert Health Center
        University Unions and Student Activities

The following areas are already accepting purchase requests through HokieMart.

        Biological Science Posters
        Digital Print Center I
        Digital Print Center II
        Glass Shop
        Printing Services
        University Leadership Development

Personal Reimbursements

When submitting reimbursements to Accounts Payable it is important to attach the signature form that can be printed in HokieMart. This form should include an original signature by the individual being reimbursed. Reimbursement requests should reference the purchase order on the documentation submitted to the Controller's Office. The purchase order number allows the payment to be processed without delays by avoiding additional contact with the department to obtain information.

Returns and Credit Memos

When an item on a purchase order is returned to the supplier, the receiver should go in HokieMart and process a separate quantity receipt for the item being returned. This alerts Accounts Payable that the invoice should not be paid until a replacement item is received or a credit memo issued. When a replacement item is received, a quantity receipt should be processed. If a substitute item is provided, a note can be added in HokieMart to indicate approval of the substitution. This note will allow Accounts Payable to process the invoices without having to email the department for approval.

**Gift Certificates Are Not Allowed on PCard Except for Approved
Employee Recognition Programs**

The purchase of gift cards and/or gift certificates using the University PCard is only allowed in relation to approved employee recognition programs as defined in University policy 4335, Employee Awards and Recognition Programs. Since gift cards and gift certificates are in essence cash, and generally do not have the employee's name on them, they pose a very high risk for possible abuse. Additionally, the IRS considers all "cash equivalents" such as gift cards and gift certificates to be fully taxable.

The State Comptroller's Office requires the following procedure be followed when purchasing gift cards on the PCard.

1. Only gift cards/gift certificates for employee recognition can be bought.

2. Each card purchased must be assigned a unique number by the department for tracking purposes.

3. A log must be maintained by the department which includes the unique number assigned, value of gift card, employee name (and VT ID number) of who will receive the card.

The department should submit the name and VT ID number of the employee who received the gift card with their monthly PCard reconciliation submitted to the Controller's Office.

Training Reminder

To view available Banner finance training events go to the Controller's home page at: www.controller.vt.edu click on General Accounting and then choose the training event you are interested in attending. The information will let you know when each of the training events are scheduled. Please note you will need to e-mail Kim Myers at kiharve1@vt.edu to schedule your training event requests.