

Truman State University

Business Office Newsletter

**Quick Reference
Contact Guide:**

Accounts Payable:
660-785-4458

Cashier:
660-785-4160

Front Office:
660-785-4149

Inventory Control
660-785-4150

Payroll:
660-785-4151

Purchasing:
660-785-4159

Student Accounts:
660-785-4074

Grant Proposals

If you plan to work on an externally funded grant proposal, please visit <http://grants.truman.edu/docs/SubmitProposal.pdf> to learn the process. Also, if you need assistance with your grant budget proposal, we encourage you to visit the Grant Proposal Budget Guideline/Checklist webpage found at: <http://businessoffice.truman.edu/ap/grants/proposalbudget/index.asp>. We've tried to put frequently asked budget questions on this site and continue to update it, as needed.

New Mileage Reimbursement Rate

The mileage reimbursement rate was increased to 50 cents per mile effective July 1, 2011.

Non-Employee Contractual Agreement

The University Board of Governor's policy requires their approval for contracts in excess of \$5,000 to outside speakers or consultants if less than three proposals are considered from qualified proposers. Areas needing to obtain speakers, or consultants expecting to cost more than \$5,000 should contact Purchasing.

For speakers and consultants expected to cost less than \$5,000, the University's Agreement for Non-Employee Contractual Services can be used or the contract supplied by the Vendor.

Vendor supplied contracts must be reviewed by Purchasing (or University Legal Counsel) prior to signing. Departmental representatives are not authorized to sign contracts to obligate the University. Please submit the unsigned contract, along with a completed IRS W-9 or W-8 form supplied by the vendor with the requisition. Purchasing will obtain the necessary University signatures on the contract and issue a purchase order to the vendor.

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***Cashier Hours have
Changed***

*The Cashier window
located at 105 McClain
Hall is now open
Monday—Friday from
10:30—3:00*

New Website for Enterprise Rent-A-Car

Truman is utilizing the State of Missouri’s contract with Enterprise Rent-A-Car. Enterprise offers online reservations for car rental for Truman State University Faculty and Staff at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=TRUMANU for both business and personal travel. The website gives three options for rentals. The first link, Business Use Credit Card, will be used for university travel and payment must be made with a credit card. The second link, Business Use Direct Bill, may be used for university travel when a purchase order will be issued. This pricing includes the Collision Damage Waiver (CDW) and Supplemental Liability Insurance (SLI).

There are instances where it is less expensive for Truman to rent through Enterprise over reimbursing personal mileage. We encourage departments to use the least expensive method. Truman provides a trip optimizer which allows departments to compare personal mileage, fleet rates, and Enterprise rates. This optimizer can be found at: <http://businessoffice.truman.edu/trip.asp>.

The third link is for personal travel. Enterprise is offering Truman State University Faculty, Staff, Students, and Alumni reduced rates for personal rentals. A valid driver’s license and a credit card will be required for the rental.

Purchase of Rental Vehicle Insurance

The State of Missouri has a contract in effect with Enterprise Rental Car, and university employees needing a rental vehicle should first visit the Enterprise website listed above to check rates. If cost effective, traveling employees may rent a car or van through Enterprise Rental rather than drive their personal vehicle or a fleet vehicle.

Employees renting a car or van for university business should select Collision Damage Waiver (CDW) and Supplemental Liability Insurance (SLI) coverage on the rental contract. If these options are not selected, coverage falls to the renter’s personal vehicle insurance; however, it is advised to review your personal policy before doing so.

Personal accident insurance should not be selected unless the employee wishes to pay for that option. If the rental car or van is used for both personal and business travel, then the rental fee should be prorated with only the business portion charged to the university.

If a vehicle is not available for rental through Enterprise, and another rental vendor is used, make sure the required insurance, both CDW and SLI, is available. If it is not, the employee may be covered by his or her personal vehicle insurance.

Do You have an Accounts Payable or Purchasing Question?

Visit the Accounts Payable/Purchasing Frequently Asked Questions webpage at: <http://businessoffice.truman.edu/ap/FAQ/faq.htm> for helpful information and a list of employees and their contact information.

Fixed Asset Property Control

Inventory

It is the responsibility of each department to track, monitor, and locate assets assigned to the department and to account for items below the capitalization threshold purchased by, or transferred to, the unit. It is the Business Office's responsibility to maintain the computerized capital assets system, which includes adding new assets acquired, removing surplus items, providing departments with information to assist with physical inventories, and maintaining the depreciation system for the University.

A regular inventory is required by the statutes of the State of Missouri (Section 34.125, RSMo). Truman policy requires an inventory every other year. An inventory of each University building is currently in process. Departments are responsible for the equipment items purchased by, or transferred to, their units. An Inventory Control Reconciliation Report must be completed if the department is not able to locate items listed on the property report.

Theft

If an item is lost through theft, contact Public Safety and complete the Equipment Transfer/Theft form.

If an item cannot be located, but is not believed to be permanently lost or stolen, a Reconciliation Report should be completed and submitted to Inventory Control with the inventory listing. These items must remain on the departmental inventory for three years before they are deleted from the inventory listing. If the item is later found, the Lost and Found Form should be completed and returned to Inventory Control.

Transfer of Assets

Offices must notify Inventory Control of location changes of inventory items so the system records can be updated. When equipment is relocated within a department, an email to the Inventory Control area of the Business Office may be used in lieu of the Equipment Transfer/Theft Form. Equipment Transfer/Theft forms must be completed when inventory items are transferred to other departments. Items should not be physically transferred out of a department until Inventory Control receives a copy of the Equipment Transfer/Theft forms signed by both departments.

Surplus

Almost all University property owned through purchase or donation is to be disposed of through surplus property. Occasionally exceptions are made to transfer to "like funded" agencies with items that are in good operating condition or items of historical value. To dispose of unwanted property, a Declaration of Surplus Property form must be completed and returned to Inventory Control. A copy of the form should be retained by the department until an updated inventory is provided to the department and the department ensures that items sent to surplus have been removed from its inventory.

Any questions or comments may be sent to busoffice1@truman.edu or by calling 660-785-4150.

If there are any areas of interest you would like to see in the Business Office newsletter, please contact

Barb Newcomer at 785.4150 or by email to: bnewcomer@truman.edu