



Office of Sponsored Programs

Grant Administration at WKU

Summer Workshop for Administrative Support Personnel

A professional development opportunity for office support personnel who assist with internal and/or external grant administration.

July 25, 2017 • DSU 3020

8:00 – 8:05 a.m.	Welcome	Cheryl Davis
8:05 – 8:20 a.m.	Internal Grants Faculty-Undergraduate Student Engagement (FUSE) Research & Creative Activities Program (RCAP)	Ryanne Gregory Katie Muchmore
8:20 – 8:45 a.m.	Externally Funded Grants Pre-award: Proposal Development & Sign-off Sheet Post-award: Chart of Accounts, Reallocations, No-cost Extensions, Reporting, & Participant Support Costs	Emily Wallace Regina Allen
8:45 – 9:30 a.m.	Grants & Contract Accounting Award Monitoring, Payroll Documents, Effort Certifications, & Questions from Support Staff	Sophie McAdams
9:30 – 9:45 a.m.	Break	Refreshments Provided
9:45 – 10:00 a.m.	Travel	Lee Ann Sowell
10:00 – 10:30 a.m.	Supply Chain Management Procurement Card, Requisitions, Accounts Payable, & Personal Service Contracts	Ken Baushke Pam Davidson
10:30 – 11:00 a.m.	Finance & Administration Human Resources, Hiring Procedures/Forms, & Payroll Issues (electronic I-9)	Kari Aikins
11:00 a.m.	Evaluations & Closing Remarks	

Who Ya Gonna Call?

<u>Unit*</u>	<u>Contact Names</u>	<u>Duties</u>	<u>Contact Information</u>
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Pre-Award

<u>Sponsored Programs</u>	Emily Wallace Katie Muchmore Hillary Greene	Pre-award – Outreach/training; find/disseminate funding opportunities; review/interpret proposal guidelines; develop budgets; assist with proposal development; revise/submit proposals.	proposal.development@wku.edu 745-2160; emily.wallace@wku.edu 745-8895; katie.muchmore@wku.edu 745-5853; hillary.greene@wku.edu
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Post-Award

<u>Sponsored Programs</u>	Regina Allen	Post-award – Negotiates awards and interprets guidelines; establishes charts of accounts; submits no-cost extension requests; approves budget reallocations; assists with technical report submissions; manages database/reporting; assists with Intellectual Property matters.	745-5852; regina.allen@wku.edu
	Marilyn Anderson	Post-award – Negotiates awards and interprets guidelines; establishes charts of accounts; submits no-cost extension requests; approves budget reallocations; assists with technical report submissions; handles out-going subawards	745-8891; marilyn.anderson@wku.edu
	Diane Amos	Post-award – Database entry; final reports; award routing and documentation	745-4652; diane.amos@wku.edu
<u>Grants & Contracts Accounting</u>	Sophie McAdams	Approves: invoices and financial reports to sponsors, journal vouchers, award set-up and award close out; calculates and reports monthly F&A revenue; completes annual financial reports for auditors and outside agencies; reconciles grant revenue and expense; and Summer Effort Certification.	745-5338; sophie.mcadams@wku.edu
	Christy Murphy	Academic Year Labor Redistribution; Academic Year Effort Certification; one-on one PI & support staff training; grants receivable; prepares invoices and financial reports to sponsors	745-5077; christy.murphy@wku.edu
	Jessica Clemons	One-on-one PI & support staff training; grants receivable; prepares invoices and financial reports to sponsors	745-5332; jessica.clemons@wku.edu
	Alicia Haley	Approves: Reallocations, Requisitions, Payment Authorizations, Travel Vouchers, Feeds (Procard, Postage, Print, Phone, etc.) and Interaccounts; expense & budget data entry; index set up; terminates awards and maintains terminated file system.	745-8882; alicia.haley@wku.edu

Everything In-Between

<u>Research Integrity</u>	Paul Mooney	Compliance manager; administers Institutional Review Boards	745-2129; ori@wku.edu
<u>Enterprise Systems/IT Security</u>	Mary Nunn	Banner access and training	745-4196; mary.nunn@wku.edu
<u>Enterprise Systems/IT Security</u>	Barbara Scheidt	Troubleshoots technical problems in Banner	745-8812; barbara.scheidt@wku.edu
<u>Human Resources</u>	Sherry Merklings	EPAFs (to put new employee on payroll, to make a one-time payment, or to make changes for an existing employee)	745-6383; epaf.help@wku.edu
<u>Payroll (WAB)</u>	Tommie Driver	Form 16s (summer or supplemental pay)	745-2073; tommie.driver@wku.edu
<u>Purchasing (SSB)</u>	Maxine Hardin	Purchasing cards and personal services contracts	745-4252; maxine.hardin@wku.edu
<u>Travel (WAB)</u>	Lee Ann Sowell	Travel forms and travel-related questions	745-5327; leeann.sowell@wku.edu

Internal Grants Program

<u>Research & Creative Activity (ORCA)</u>	Pre-Award Team (Muchmore, Wallace, Greene)	Research & Creative Activities Program (RCAP) – Programmatic development & operations; training; expenditure monitoring; closeout	745-8895; internal.grants@wku.edu
<u>ORCA</u>	Ryanne Gregory	Faculty-Undergraduate Student Engagement (FUSE) – Programmatic operations; expenditure monitoring; closeout	745-6733; fuse@wku.edu
<u>ORCA</u>	Cheryl Davis	Associate Provost for Research and Creative Activity	745-6733; cheryl.davis@wku.edu

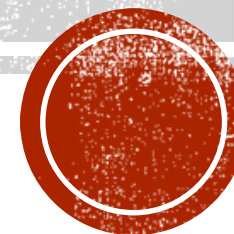
* Unit names are hyperlinked for easy access to each website.



SUMMER 2017 WORKSHOP

FUSE INFORMATION SESSION – STAFF

- Spending
- Timelines
- Compliance
- Final Reports



OFFICE OF RESEARCH & CREATIVE ACTIVITY

SPENDING PROCEDURES



What to Remember:

- Starting Spring 2017 for Fall '17 awards – time limit changes
- **ALL** University and Department Guidelines **must** be kept when spending
- Department monies should be used – then the department can request hard code of expenses from FUSE
- Student/Mentor must have Compliance Approval before spending if applicable.
- Money spent for travel and project-related supplies
- \$500 Student Stipend – ONLY once all expected outcomes have been reached
- Older awards – changes/suggestions



OFFICE OF RESEARCH & CREATIVE ACTIVITY



SPENDING PROCEDURES



Ways to Request Reimbursement

- Hardcodes
- Payment Authorizations
- Inter-Accounts
- Travel Vouchers

Hardcodes

1. Preapproval – if possible
2. Email – *Be sure to email fuse@wku.edu. Include the **award number** & a **snip of the transaction** in the email*
3. FUSE records the transaction in our database – Deadline for hardcoding should be the 10th of each month.
4. FUSE will send an approval back copying *Pcard Admin* – there is no need to send to them prior to FUSE approval
5. FUSE will save a copy of the email for reconciling the index every month

Inter-Accounts

1. Departments **must** keep track of these expenses
2. The Inter-Account & documents are sent to WAB 301 to “FUSE”
3. FUSE records expenses in our database
4. Proper signatures obtained by FUSE
5. It will be routed on to Accounting by FUSE



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SPENDING PROCEDURES



Ways to Request Reimbursement Cont.

Payment Authorization

1. Can be used for participant support or incentives
2. Should **not** be used to reimburse personal expenses for mentor or student
3. Mentor awardees should use the **Department Pcard** to purchase all related supplies
4. When completed, should be sent to FUSE, WAB 301 for signature and further routing

Travel Vouchers

1. Be sure to receive the **original** receipts from all parties
2. All up-front travel (lodging, airfare, etc.) should be purchased using WKU funds when possible.
3. Be sure there is a time of arrival & departure – Per Diem is affected by this
4. All purchases claimed should be related to the award and travel of the parties.
5. Be sure the FUSE award number is somewhere on the front of the voucher



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TIMELINES



Fall Awards

- February - Reminders about application deadline
- March - Applications Due first week
- April - Awardees/Mentors/Office Personnel notified of awardees in their department/college
- Award Starts **May 1st**

Spring Awards

- September - Reminders about application deadline
- October – Applications Due first week
- November – Awardees/Mentors/Office Personnel notified of awardees in their department/college
- Award Starts **January 1st**



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COMPLIANCE



- Institutional approvals (IRB, IACUC, etc.) must be obtained **before FUSE funds can be spent**.
 - Examples - use of: human subjects, animal subjects, rDNA/RGZ microbe, bio-hazards, etc. require approval
- Go to <https://www.wku.edu/compliance/> for information on compliance & training
- Paul Mooney can help with any questions related to compliance.



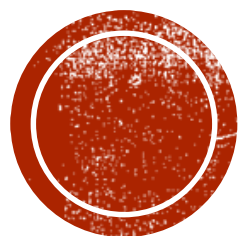
FINAL REPORTS



Report Processing

- Email Notification – must have confirmation that spending is complete before we can issue the stipend – feel free to contact fuse@wku.edu if you have any extenuating circumstances
- FUSE will close the award
- Any unspent funds will be added back to the index





QUESTIONS

GRANT ADMINISTRATION: *PRE-AWARD*



**Office of
Sponsored
Programs**

**DSU 3020
July 25, 2017**

OSP PRE-AWARD

■ Pre-Award Services

- Search for funding opportunities
- Establish a timeline for preparing a grant submission
- Assist with proposal development
- Develop the proposal budget
- Coordinate the Sign-off Sheet approval process
- Edit, review, and submit proposals

Contact proposal.development@wku.edu

TIMELINE FOR SUBMITTING A GRANT PROPOSAL FOR EXTRAMURAL FUNDING

Office of Sponsored Programs Grants Coordinators serve all WKU colleges.

To contact a representative, email proposal.development@wku.edu.

<i>Proposals involving.....</i>	As Soon As Possible	Three Weeks	Ten Days	Seven Days	Five Days	Day Before DEADLINE
<i>An individual Principal Investigator or multiple PIs from WKU</i>	<ul style="list-style-type: none"> ▪ Notify OSP of your intent to submit a proposal ▪ Provide the sponsor guidelines / Request for Proposal ▪ Begin budget development (a draft will be prepared by OSP) 			<ul style="list-style-type: none"> ▪ Internal Budget FINALIZED (including cost share, if required by sponsor) ▪ DRAFT project summary & narrative submitted to OSP 	<ul style="list-style-type: none"> ▪ FINAL budget justification submitted for internal review ▪ FINAL draft of the complete proposal submitted for internal review 	<ul style="list-style-type: none"> ▪ 8:00 a.m. Final <u>MINOR</u> edits to narrative due to OSP ▪ ALL institutional approvals completed ▪ Following verification of approvals and final review, OSP submits the proposal before or on the sponsor's due date
<i>External Collaborators or Subrecipients ❖</i>	<ul style="list-style-type: none"> ▪ OSP will generate a checklist of all required proposal pieces (narrative, biosketch, etc.) ▪ If the proposal is a resubmission, a copy of the reviewers' comments, if any, should be submitted to OSP 	<ul style="list-style-type: none"> ❖ Provide contact information for external collaborators and/or sub-recipients 	<ul style="list-style-type: none"> ❖ Budget FINALIZED with sub-recipient(s) ❖ Submit a DRAFT budget justification 	<ul style="list-style-type: none"> ▪ ALL other proposal content FINALIZED (biosketch, facilities, references, etc.) ▪ Institutional approval routing underway (OSP) 		<p><u>Proposals not adhering to these guidelines are at risk of not being submitted to the sponsor.</u></p>

BUDGET TEMPLATE

*Updated Budget Template for
external proposal submissions!*

SIGN-OFF SHEET (SOS)

- **WHAT:** OSP's internal routing form required for all proposals submitted to external sponsors
- **WHY:** To obtain official approval of the plans and commitments contained in the proposal & budget
- **WHEN:** Must be fully signed by all required parties prior to OSP's submission to the external sponsor
- **WHO:**
 - All principal investigators/project directors and anyone receiving salary support from the external grant
 - Department/unit heads and deans/VPs of those named above
 - OSP ~ on behalf of WKU and/or WKU Research Foundation

IMPORTANT TO NOTE...

- OSP pre-populates most information on the SOS
- All signatories should review the SOS for accuracy
- Section 1 of the SOS completed by project director
- Cost share (*that portion of the project costs borne by WKU or a third-party*) should be thoroughly reviewed for correct amounts, index numbers & account codes
- Electronic signatures accepted
- When signing the SOS, all parties are agreeing to the post-award responsibilities and accountability terms and conditions

Pre-Award QUESTIONS?

Contact OSP

Call: 270-745-4652

Email: proposal.development@wku.edu

Visit: Potter Hall 301

Click: wku.edu/sponsoredprograms/pre-award

Grant Administration at WKU[®]

Summer Workshop for Administrative Support Personnel

July, 2017

Please remember that this information is related to ***externally-funded*** projects.

Post-Award

Presented By:

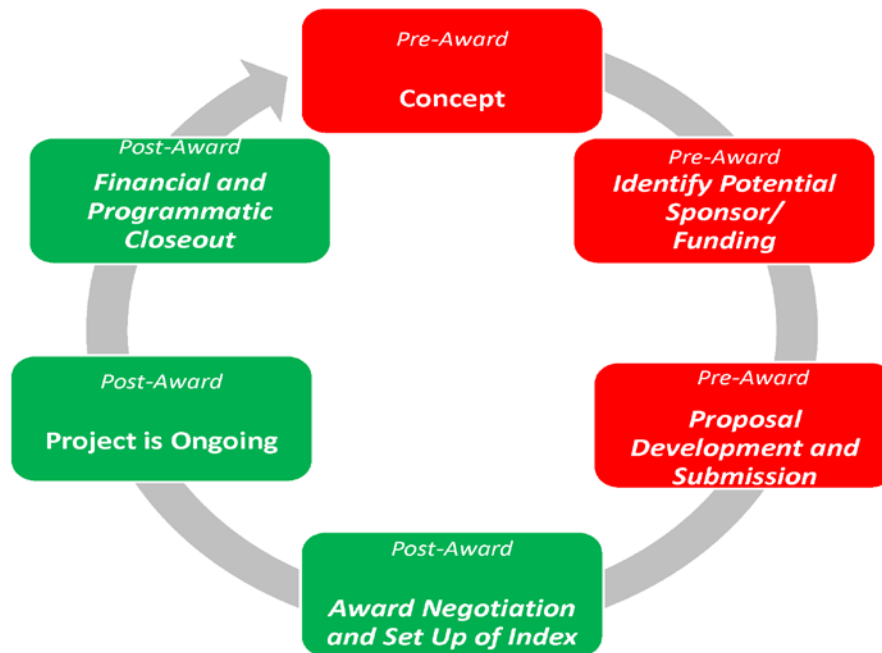
Regina Allen

Assistant Director



WHAT IS POST-AWARD?

Grant Lifecycle



When the Award Document is Received by OSP

- If the award amount is the same as proposed and no budget revisions are needed, OSP sets up the chart of accounts and requests the index number.
- If the award is less than proposed, OSP will work with the PI to revise the budget.

Approved Budget to Chart of Accounts

- The Chart of Accounts (COA) is the official document that establishes the index and prompts the loading of the budget in Banner. The COA is based on the *award document, the applicable sponsor guidelines, the sign-off sheet and the budget.*
- Signatures are no longer required on the COA, so you can understand why the information and signatures on the sign-off sheet are CRITICAL.

How the COA Relates to Banner

- When Grants & Contracts Accounting (GCA) receives the COA and supporting documents from OSP, they assign index number(s) and set up the budget in Banner:
 - 5-xxxxx for grant funds from sponsor
 - 6-xxxxx for **cash cost sharing** from WKU funds
- OSP provides a copy of the fully executed chart of accounts along with a copy of the budget and the award document. *If you are supporting a PI, you need a copy of all of these documents !*

Reallocations

- The PI needs to make a purchase but didn't budget for the expense when the proposal was submitted. What do I do?



Submit an “External Grant Reallocation Request Form” that can be found at:

www.wku.edu/sponsoredprograms/reallocation.php

Be sure to include a detailed justification of why the reallocation is needed!

Reallocations (*Continued*)

- Once the form is received, OSP will:
 - review the award document for guidelines concerning re-budgeting.
 - either contact the sponsor or complete the Banner budget transfer for you.
 - send the PI and their support personnel an e-mail advising the journal voucher number for reference.
- GCA will complete the process in Banner once all necessary approvals are obtained.

Reporting, Part I – Interim Reports

- Interim Financial - Work with GCA
 - *No one else on campus is authorized to submit financials!*
- Interim Programmatic/Technical
 - Review the award document to determine when (if) the reports are due and in what format. If in doubt as to whether or not a report is required, the PI/PD can contact their program officer.
 - If assistance is needed, contact OSP!

The End Is Near...

- If a no-cost extension is needed, request it early!
- Justification for a no-cost extension:
 - **Valid**: The project outcomes depend on rain water sampling throughout the calendar year and we experienced a severe drought that made sample collection impossible.
 - **Not valid**: There is money left.

No-Cost Extension (NCE)

- Electronically submit an “External Grant No-Cost Extension Request Form”

<http://www.wku.edu/sponsoredprograms/nce.php>

- OSP will review the award document for guidelines concerning NCEs.
- OSP will contact the Sponsor requesting the NCE and will notify you of their decision.

Reporting, Part II – Final Reports

- Final Programmatic/Technical
 - Again, review the award document to determine when the report is due and in what format.
 - Please let OSP know when the final technical report has been submitted to the sponsor by e-mailing a complete, electronic copy of the report to sponsored.programs@wku.edu
 - *If assistance is needed, please contact OSP!*
 - *The sponsor may not pay the final invoice until after the final technical report is approved!*

Question & Answer

THANK YOU!

We hope this gives you
a better understanding of
working with grants.

**WESTERN KENTUCKY UNIVERSITY
DETERMINATION OF CONTRACTOR STATUS FORM**(This form **MUST** be approved prior to submission of payment document.)

Internal Revenue Service regulations state that payments made to individuals for services where an employer/employee relationship exists are subject to employment taxes and withholdings. Therefore, only payments to independent contractors will be approved for payment other than through University payroll. The purpose of this form is to determine whether the payee should be deemed an independent contractor as defined by the IRS, or an employee subject to employment taxes and withholding. The following questions must be answered by the department requesting the services to be provided prior to the commencement of the services. No payment will be processed without the completion of this information.

Enter Payee's Social Security Number or ITIN:

Click Here->

Fill In Name

Name:

(Do not use WKUID. This is for IRS reporting records. If no SSN or ITIN, click [here](#).)**Directions: Please check yes or no to the following questions:****Yes No****01.** Is the payee employed by the University in any position? (This answer is generated automatically.) ECLS:**02.** Is the payee a United States Citizen or Resident Alien for tax purposes?☐ ☐**03.** Does your department have the right to require compliance with the timing, place and method used in completing the work to be done?☐ ☐[Help](#)**04.** Will your department apprentice, train or instruct in the details of the work, or correspond in any way the manner or method in which the work is to be performed?☐ ☐[Help](#)**05.** Will the work be done personally by the contractor?☐ ☐[Help](#)**06.** Will your department hire, supervise, or pay assistants to aid those performing the work?☐ ☐[Help](#)**07.** Will your department dictate the hours during which the work will be performed?☐ ☐[Help](#)**08.** Will the work be performed on your premises or at a location required by your department?☐ ☐[Help](#)**09.** Will your department have the right to require that the work be performed in a specific order, routine or sequence?☐ ☐[Help](#)**10.** Will your department require regular written reports from those performing the work?☐ ☐[Help](#)**11.** Will your department pay those performing the work on an hourly, weekly or monthly schedule other than as a convenient payment of an agreed-upon lump sum cost of the work?☐ ☐[Help](#)**12.** Will your department furnish the tools, equipment, or materials necessary to complete the work performed?☐ ☐[Help](#)**13.** Do those performing the work have the right to terminate the relationship at will prior to completion without incurring liability?☐ ☐[Help](#)**14.** Is there a continuing relationship between the payee and the department for whom the services are performed?☐ ☐[Help](#)**15.** Does the payee have a major investment in the facilities used to perform the service?☐ ☐[Help](#)**16.** Is the worker subject to suffering a loss, as well as realizing a profit, as a result of his/her service?☐ ☐[Help](#)**17.** Does the payee offer their services to the general public on a regular and continuing basis?☐ ☐[Help](#)**18.** Provide a description of the reason for payment:**19.** Amount of payment: \$

Completed By: (enter WKUID)

Click Here->

Validate Form

Name: _____

Date: _____

Campus Address: _____

Campus Phone: _____

Department: _____

For CFO Department Approval Use Only

- ☐ Employee. This person must be paid on payroll. Submit appropriate documents to Human Resources.
☐ Independent Contractor. Submit payment documents to Accounts Payable.

**Citizenship
(System Generated)**A/P Taxation Instructions: _____ Windstar Tax ID: _____ Income Type: _____
W/H%: _____

Approved _____ Date _____

Reset



Grants & Contracts Accounting

Financial Monitoring & Reporting

July 25-26, 2017

Who are we?

- Jessica Clemons-Grant Accounts Specialist
 - Financial reporting & monitoring
 - Alicia Haley-Grant Accounts Specialist
 - Approval of expenses (Procard, PAs, Travel Vouchers)
 - Approval of Inter Accounts
 - Award set up and termination
 - Christy Murphy-Grant Staff Accountant
 - Financial reporting & monitoring
 - AY Labor Redistribution (T&E) and Effort Certification
 - Sophie McAdams-Assistant Directors
 - Approval of Payroll (Form 16s and EPAFs)
 - Approval of Financial Invoices & Reports
 - Summer Effort Certifications
-

Monitoring Your Award

- Know your grant index number and cost share index number (if applicable).
 - Know your sponsor approved internal budget as well as any specific rules & regulations associated with your funding
 - Know how to access your grant index in Banner Finance via FRIGITD and Banner Finance Reports.
-

Budget/Expenditures

- Monitor your departmental index for grant expenditures. All cost transfers (via an inter account) must be completed within 90 days of posting to Banner. (i.e. The 90 Day Rule)
- If budget is not available in a budget account code or pool, request a budget reallocation (through OSP*) **PRIOR** to making the purchase. Failure to do so:
 - causes delays
 - your department may be charged until a reallocation is performed
 - you will have to do an inter account to move the charges to the grant.

*www.wku.edu/sponsoredprograms/reallocation.php

Requisitions

- Include the **grant ending date** on all Requisitions in the Justification tab.
 - A justification for ALL Requisitions entered within the **last 30 days** of the award must also be included in the Justification tab of the Requisition. We will primarily be looking for how the purchase will benefit the project.
 - Do not submit a Requisition if budget is not available.
 - If the quote does not include shipping costs and the shipping causes a budget overage, the cost may be moved to your department if a reallocation is not possible.
-

Payment Authorizations

- Do not complete a Payment Authorization if there is not budget available in the account code, or pool, where the expense will hit.
 - Payment Authorizations should be approved by two individuals before arriving in GCA. One approver must be the PI.
-

Procard Expenses

- **Do not** use the Procard for charges to the grant if there is not budget available in the account code, or pool, where the expense will hit.
 - **Do not** leave expenses in the default account code 71119. Alicia will contact you. Waiting on your response holds up the Procard feed for the entire university.
 - **Do not** allow sales tax to post to a grant. Charge your department. The subsequent reimbursement of the sales tax is between the vendor and your department, not the vendor and a grant index.
-

EPAFs

- If 12 month employees, part time employees, and GAs, are paid on your grant, set them up on a new EPAF as soon as possible.
 - Make sure you include an end date for the EPAF. If the employee is working on multiple awards, enter the earliest grant end date funding the employee.
 - Make sure all appropriate approvers are listed, including the PI.
-

Form 16s

- Include **time period/dates** and description of work performed on all Form 16s.
 - If you choose to put more than one person on a Form 16 for summer grant pay, keep in mind there may be a delay in payment if any individual on the Form 16 has not certified their effort for the previous period.
 - **FOLLOW** the approval instructions for Form 16s, located at the bottom left corner of the form. **DO NOT** send a Form 16 to more than one approver at a time.
-

Labor Redistribution (T&E)

- What: Re-distribution of 9, 10, or 11 month employees grant labor.
 - Why: An EPAF calculates a 9, 10, or 11 month employees earnings over 12 months; whereas, we calculate their earnings on the grant over 9, 10, or 11 months using the Banner Labor Redistribution system.
 - When: Currently, labor redistribution takes place after, or at the very end of, the Fall and Spring semesters.
 - Who: Ogden-Cindy Graham; CEBS-Steva Kaufkins; All others-Christy Murphy.
-

Grant Accounting Labor Redistribution

WKU ID:
800123456

Position Number:
999xxx

Name:
John Doe

Job Title:
Assistant Professor

Period Begin:
2016-01-01

Contract Appointment Months:
09

Period End:
2016-05-15

Annual Salary:
\$54,000.00

Percentage of Effort:
10%

Monthly Salary:
\$4,500.00

Restricted:
500000 - WKU Current Restricted

Buyout Period:
4.5

Contract Salary:
\$27,000.00

Wages to Redistribute:
\$2,700.00

Portion of the month	1	1	1	1	.5
Period	01/01 - 01/31	02/01 - 02/29	03/01 - 03/31	04/01 - 04/30	05/01 - 05/15
Restricted: 500000	\$600.00	\$600.00	\$600.00	\$600.00	\$300.00

I certify that the redistribution of labor above represents a reasonable estimate of the effort expended during the period covered.

Approved by

Date

Effort Certification

- What: Certifying non-timesheet employees on federally funded awards during a determined time period.
 - Why: It is required by the Federal Government, Office of Management & Budget. (OMB 2 CFR 200).
 - When: AY-30 days after the end of the semester (1/31 & 6/15); Summer-30 days after the end of each Summer term (9/15, 7/31). **Summer pay will not be approved unless prior summer and AY effort has been certified; therefore, for some, the deadline dates will be earlier.**
 - Who: Ogden-Cindy Graham; CEBS-Steva Kaufkins; All others-Christy Murphy (AY), Sophie McAdams (SUR)
-


Effort Certification

- OMB 2 CFR 200 versus OMB A-21, offers less specific guidance on how to certify effort, transferring the burden of documented proof on the grant recipient.
 - Therefore, it is imperative that the effort you certify on an award...federal or non-federal, is documented in some way. This can be notes in your calendar, documented travel related to the award, etc.
 - Be prepared to prove your work on the grant should it ever be questioned.
-

Grant Ending Memo

- Sent to the PI approximately 90 days before the end date.
 - Please READ this form. Even if you expect funding to continue, if we don't receive an amendment with a new end date from the sponsor by the grant end date and the Grant Ending Memo hasn't been completed, we cannot continue to pay any employees on the current index.
-

File Tools View Grant End Memo.doc [Compatibility Mode] - Word



*Accounting and Financial Reporting
Grants and Contracts Accounting*

7/10/2017
 Re: Grant ending memo
 Index #: [REDACTED]
 Project Director: [REDACTED]
 Project Title: [REDACTED]
 Ending Date: 09/30/17

Checkpoints:

- > The use of the pro-card for expenditures is **not allowed in the last 30 days** of the grant. If a purchase is necessary please do a requisition and always remember to include grant end date in the Justification section of the requisition.
- > Make sure cost sharing requirements have been met by end date (if applicable)
- > Labor Redistributions from the department to the grant should be completed by end date of the grant (if applicable). Contact your GCA grant administrator if you feel this hasn't been completed.
- > If an extension is needed to complete the project please contact the Office of Sponsored Programs at sponsored.programs@wku.edu as soon as possible.
- > If you need assistance with your final technical report (if required) contact OSP.
- > All financial reporting to the sponsor will be prepared and sent from the Grants & Contracts Accounting Office. Please do not send any financial data without contacting our office.
- > ADVANCED INDEXES will be issued 30 days before end date of grant.

PLEASE CHOOSE ONE OF THE TWO OPTIONS BELOW, complete the bottom section and Send to OSP:

____ REQUESTING A NEW INDEX #
 A NEW grant is starting up on the day following the end date of the current grant and you wish to continue grant funded staff. An advanced index # will allow you to prepare an EPAF, using the appropriate Grant Related Approval category so that the grant funded employees are able to continue receiving their salary and benefits from WKU. If you are not sure which category is correct, email epafhelp@wku.edu for assistance.

____ REQUESTING AN EXTENSION ON AN EXISTING AWARD
 You have requested or need to request an extension through OSP and need to continue payment to grant funded employees and for other expenses beyond the current end date.

The Department of _____, index number _____, will be responsible for the salaries and fringe benefits for the staff listed below in the event that the grant is not refunded. They are currently employed by grant index number _____, which ends _____ with the next year expected to begin _____.

List grant funded employees below: (or attach list if more space is needed)

1. _____
2. _____
3. _____

_____ Signature of the Dean or Dept. Head	_____ Signature of Project Director
_____ OSP Approval	_____ Date

Page 1 of 1

Award is Over

- When an award is over, Alicia will send an email to the PI informing them of the date we will be destroying our files.
 - This is the date you can also destroy your files and back up.
 - Typical retention period is 3 years from the final report date; however, there are exceptions.
-

What you can do for GCA?

- If the sponsor of your award requires copies of all invoices/expenses, have those copies ready. Your GCA grant administrator may want copies throughout the month/quarter; or, they may want them all at the end of the reporting period (month, quarter, semi-annually, etc.).
 - We are generally on a time constraint so your prompt attention whenever we have questions or need backup documentation is very much appreciated.
-

What GCA can do for you?

- Provide one on one training.
 - Help you navigate Banner.
 - Determine whether an expense can be charged to an award.
 - Any questions we can't answer we will either find the answer for you or direct you to OSP, if appropriate.
-



Questions?

INDIVIDUAL TRAVEL VOUCHER FAQ

1. What type of **RECEIPTS** are needed for the travel voucher?

Original receipts are required to reduce the chance of duplicate reimbursement. An "appropriate receipt" is any **original** preprinted invoice, from a hotel, restaurant or other establishment, showing the date of service, detailed list of charges and the location of the charges. Travel policy states that un-itemized credit card receipts or monthly statements are not acceptable forms of receipts.

If expenses were incurred with your personal funds and you are seeking reimbursement, original receipts must be attached to travel voucher. If a receipt was lost or not legible, an affidavit can be completed, signed and attached to travel voucher. This form is used in extreme cases and should be looked upon as an exception for lost or illegible receipts.

(Original receipts paid by department purchasing cards are not required. However, copies of lodging receipts and conference registrations are very helpful in processing the vouchers and are requested.)

2. How are we reimbursed for **PERSONAL VEHICLE MILEAGE or RENTAL CARS**?

Mileage claims for use of privately owned vehicles shall be allowed, but you cannot claim fuel as an expense. Reimbursement for authorized use of a privately owned vehicle shall:

- (1) Be made at the prevailing state mileage rate as established by the Kentucky Finance & Administration Cabinet; and
- (2) Not exceed the cost of airplane coach fare

You may claim fuel purchases for rental or University owned or leased vehicles but may not claim mileage. The original receipts for rental and fuel must accompany the travel voucher.

If you are renting a vehicle for University business, you should rent the vehicle from our contracted providers, **Enterprise** and **National**. The WKU travel web page provides a link for reservations for either company and will correctly document the rental at our reduced rate with full insurance coverage. Please be aware that this coverage is only for University related business trips for which you are going to be reimbursed for the expenses. The rental agency sometimes requires the vehicle to be rented in the individual's name, but you can have WKU on the second line.

3. What is the policy regarding **PARKING** expenses?

Nashville Airport Parking- Travel policy states employees must select the most economical means of travel; therefore the additional expense for short-term parking is not allowable when other options are available. The maximum allowable rate at the Nashville Airport has been established at the **Long Term** parking rate (A or B). The airport has other less expensive options (Economy or Overflow lot); however, those lots are not always available to travelers.

Valet Parking- The additional expense for valet parking is not allowable when self-park options are available. There are certain circumstances where valet would be allowable (example: transporting large amounts of material to hotel or requiring in/out privileges).

4. Why does the travel office request information regarding the CONFERENCE I attended?

The travel office reviews the contents of the conference agenda/schedule to determine the business purpose, name or description of the conference or event, location and dates, as well as which meals, if any, were included in the conference registration fee. If a meal is included as part of the conference/registration fee, the traveler cannot receive additional reimbursement for that meal.

Registration fees required for admittance to a conference or meeting should be paid using a departmental purchasing card. When a credit card is not accepted, the employee may pay it and be reimbursed.

5. Why do you need a copy of my LODGING receipt if lodging was paid by Department Purchasing card?

It is very helpful when processing travel vouchers to review a copy of the paid lodging receipt in order to prevent duplicate reimbursement for meals if accidentally charged on lodging receipt.

6. What is a sufficient LODGING receipt needed for reimbursement?

The original itemized paid receipt from a hotel showing the traveler's name, dates of service, detailed list of charges and payment. A confirmation or itinerary are not valid receipts. (If lodging booked online in advance through sites such as Expedia, Priceline, etc., that emailed paid receipt is allowable) *Cost for lodging within 50 miles of the claimant's official workstation or home shall not be reimbursed unless approved in advance by the department head or designated representative.*

7. What does M&IE/SUBSISTENCE stand for and what does it include?

M&IE = Meals and Incidental Expenses

Subsistence means amounts deemed to have been expended by an agent, employee, or other person authorized to receive reimbursement for meals, including tax and tips (max. 18%), while traveling on official WKU business, but shall not include any meals which may be included in charges for lodging or in registration fees paid by or on behalf of an employee.

Whenever meals are provided at no additional cost to the traveler (including meals already included in conference registration fees or a part of lodging cost), the traveler shall not be entitled to any meal allowance for those particular meals. (Example: Hampton Inn provides free hot breakfast as part of the lodging expense; therefore subsistence for Breakfast cannot be claimed again)

M&IE per diem rates include the following expenses and such expenses should not be submitted for additional reimbursement:

1-Fees and tips given to baggage carriers, bellhops, taxis, etc...

2-Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site.

8. What are the time tables for travel in order to claim M&IE/SUBSISTENCE?

The traveler must be in travel status throughout the time frames established below:

Breakfast-must begin travel status at **6:30 A.M.** or before and return at **9:00 AM** or after

Lunch-must begin travel status at **11:00 AM** or before and return at **2:00 PM** or after

Dinner-must begin travel status at **5:00 PM** or before and return at **9:00 PM** or after

9. What is acceptable AIRFARE?

Employees shall use the most economical standard transportation available and the most direct and usually traveled route. Expenses added by use of other transportation or routes shall be assumed by the individual. Commercial airline travel shall be the lowest negotiated coach or tourist class. The employee shall pay additional expenses for first-class travel.

Seat selection fees, cost for seat upgrades, preferred seating, upgrades beyond economy and coach and early boarding fees are considered personal convenience items and not reimbursable unless medically necessary.

10. What are acceptable AIRFARE receipts?

The original paid airfare receipt is required for reimbursement reflecting passenger name, dates of travel, detailed list of charges and payment information.

11. If I use TRAVEL FUNDS/CREDIT/TICKET EXCHANGE from a previous airline ticket that I paid for, what does the travel office need to reimburse me for the airfare?

Airline tickets reflecting redemption of airline credits, ticket exchanges, points, etc....are not valid paid receipts. For reimbursement, the travel office will need:

1-the airfare receipt showing credits/funds used (amount) and flight information

2-the original paid airfare receipt that resulted in the credit and flight information

TRAVEL VOUCHER TIPS:

DEPARTURE & RETURN

- The "Departed" Time (am or pm) is listed for Day 1 and "Returned" Time on the last day. If you should change locations during the trip, those times should be listed as well if per diem amounts are claimed.
- These Departed & Returned Times are based on when the travelers leave from or return to their originating location, not the flight times.

DESTINATION/PURPOSE

- Please be specific and list Destination City & Purpose (EXAMPLE: if traveling to a school, it is ok to list the school name, but also list the city for that particular school, if traveling to a conference, it is ok to list the conference name, but also list the city in which the conference is held)

MILEAGE/RENTAL CAR

- Mileage claims for use of privately owned vehicles shall be allowed, but you cannot claim fuel as an expense. The current mileage chart should be used in calculating mileage. Here is the link: <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx> Under 'Rates', click on Mileage Rate.
- If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between (1) residence and travel destination or (2) work station and travel destination.
- You may claim fuel purchases for rental vehicles but may not claim the mileage. The original receipts for the rental vehicle & fuel must accompany the travel voucher.

RECEIPTS

- Original receipts must be included with travel voucher. Receipts must include **payment** information. (Example: flight itinerary or registration showing only the cost or hotel bills showing balance due are not acceptable)
- Credit card receipts or bank statements are not considered valid receipts.
- Receipts in foreign currency must have the US dollars converted amount written on the receipt.
- If a receipt is not provided or misplaced, an affidavit can be completed and signed.

LODGING

- If Lodging was paid by Procard, this information will be entered under the Procard tab in the online travel voucher. This procard page referencing the lodging info is required if meals (MI&E) were claimed & must be attached to the voucher.
- If Lodging was paid by your personal funds, the original lodging paid receipt must be attached the voucher.

MEALS
(MI&E-Meals & Incidental Expenses)

- The most common mistake made is meals are claimed that are not allowable due to times of travel.

Leave At or Before:	Return At or After:	Per Diem Total:	\$51	\$54	\$59	\$64	\$69	\$74
6:30 AM	9:00 AM	Breakfast	\$10	\$11	\$12	\$13	\$14	\$15
11:00 AM	2:00 PM	Lunch	\$15	\$16	\$18	\$19	\$21	\$22
5:00 PM	9:00 PM	Dinner	\$26	\$27	\$29	\$32	\$34	\$37

- To determine the Domestic (Continental US) per diem, go to the following website: <http://gsa.gov/portal/content/104877>
Enter the city and state or zip of your destination. Click on "Find Per Diem Rates". The amount that appears at the far right under the column "Meals & Inc. Exp" is the daily rate for that city. Use the chart above for the per meal breakdown.
- To determine the Foreign per diem (also for Alaska & Hawaii), go to the following website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
Use the drop down boxes on the right side under "Outside Conus". Select the travel location. Select the correct "Published" date using the month in which the trip began. Uncheck the box "Include Military Installations" then click on Calculate.
Choose the Locality for the trip. If it is not listed, scroll down to the bottom and use "Other".
You will want to add together the amounts in the columns "Local Meals" and "Local Incidental". This number is the daily rate. To calculate the individual meal per diems, utilize the following percentages:
Breakfast-20% Lunch-30% Dinner-50%
List the exact dollars and cents for the calculation, do not round.
(EXAMPLE: for London in June 2015, choose United Kingdom on page 1, then scroll down to find London. Add the amounts \$136 + \$34 = \$170. The meal per diems will be \$34.00 Breakfast, \$51.00 Lunch and \$85.00 Dinner)
- Employees are eligible to claim MI&E (Meals & Incidental Expenses) if travel required an **overnight** stay.
- Voluntary tips for taxi's, bellhops, meals, etc. are calculated as part of these MI&E per diem rates for individual travel. (Can be claimed separately for group travel when actual expenses are claimed)
- Travel policy states "Such expenses should not be submitted for additional reimbursement.....Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site".

PROCARD

- Do not attach original procard receipts. They should remain with the procard documentation.

PARKING

- Travel policy states employees must select the most economical means of travel. Therefore, the additional expense for valet parking is not allowable when self-park options are available. There are certain circumstances where valet would be allowable (EXAMPLE: transporting large amounts of material to hotel or requiring in/out privileges).
- Nashville Airport Parking---Travel policy states employees must select the most economical means of travel. Therefore the additional expense for short-term parking (\$21/day) and valet (\$24/day) are not allowable when other options are available. The maximum allowable rate at the Nashville Airport has been established at **\$16/day** for the long-term parking lot. The airport has other less expensive options of the Economy lot (\$9/day) or the Overflow lot (\$8/day). However, we have determined that those lots are not always available to travelers.

SIGNATURES

- Claimant must provide their original signature, as well as the approver.
- Please print the approver's name in the box below their signature. Many times we cannot read the approver's signature.
- If claimant cannot sign, written permission must be obtained and attached. However, the approver's signature must be the original.

PRINTING

- Make sure and print the voucher on PORTRAIT and do not reduce the size.



Supply Chain Management

Promoting Excellence, Delivering Service

Office of Sponsored Programs

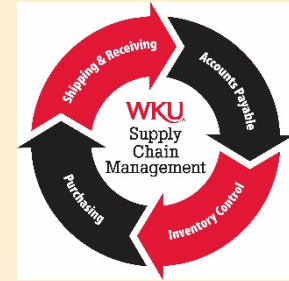
Summer Workshop:

Grant Administration @ WKU

July 25, 2017

What is Supply Chain Management?





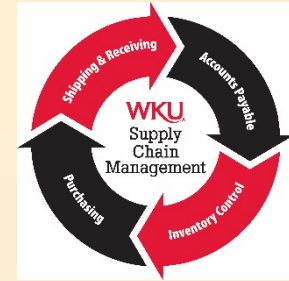
Supply Chain Management

Mission Statement Summary

Our mission is to support Western Kentucky University's vision and purpose in the most socially responsible, ethical and efficient way we can, while always looking for ways to improve.

Our Business: What We Do

We oversee the planning, acquisition, distribution, payment and asset tracking related to goods and services needed for the efficient operation of the university.



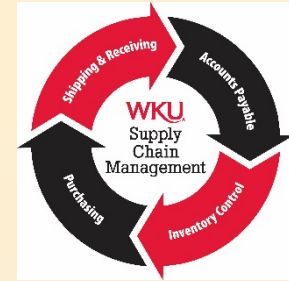
Supply Chain Management

Our Clients and Stakeholders:
Whom we serve

- Students
- Faculty
- Staff
- Suppliers

Our Team and Organization:
How we do it

- Accounts Payable
- Inventory Control
- Purchasing
- Shipping & Receiving

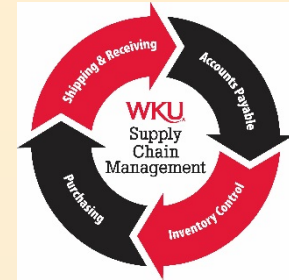


Supply Chain Management

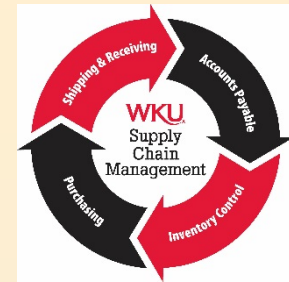
Our Value Contribution: What We Add

- Cost savings
- Accountability for wise use of resources
- Ethical and legal business practices

Supply Chain Management: Training



Supply Chain Management: Training

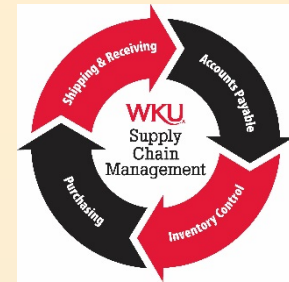


Supply Chain Management

Supply Chain Services:

**The Purchasing, Receiving and Accounts Payable
Process**

Supply Chain Management: Training



myWKU | PNC :: Account Management | WKU Central Authentica... | Dashboard | Western Kentu... | +

https://wku.unimarket-demo.com/app/community/dashboard?5

Most Visited | Getting Started | Latest Headlines | Esignature | myWKU | Dashboard | Western K... | PNC :: PNC Bank Visa ... | Dashboard | Western K...

4.17.3_32776 / DEMO (189616-60)

Marketplace | Orders | Invoices | Sourcing | Expenses | Contracts

WKU TopSHOP

All | Search

Western Kentucky University
Welcome to the TopShop demo site.
[Demo Site](#)

Links

- Business & Finance Policies
- WKU - Purchasing
- Need Help
- FAQ's and other TopShop information

Requisitions

232 pending requisitions
total value
\$2,315,808.66

1.7m avg approval (last 30d)
requisitions declined
0

[View requisitions](#)

Orders

8 orders (last 30d)
average value
\$446.92

1 orders (previous 30d)
average value
\$44.79

[View orders](#)

Order Breakdown

4 suppliers (last 30d)
buyers
3

1 suppliers (previous 30d)
buyers
1

[View suppliers](#)

Receiving

188 open orders
total value (open lines)
\$977,445.68

1s avg order to receipt (last 30d)

[View open orders](#)

Requisitions in Progress

Qiagen	R0000721	6/14/2016 4:26 PM	\$787.10
The Segal Compa...	R0000718	6/13/2016 2:46 PM	\$138,000.00
Blue Cotton Spo...	R0000715	4/27/2016 4:34 PM	\$16.00

[View requisitions](#)

Open Receiving

Qiagen	WK700589	6/14/2016 4:50 PM	\$1,081.20
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[View open orders](#)

Orders

Kenway Distribu...	WK700590	6/21/2016 4:52 PM	\$213.73
Qiagen	WK700589	6/14/2016 4:50 PM	\$1,081.20
Qiagen	WK700588	6/14/2016 4:48 PM	\$766.30
Qiagen	WK700587	6/14/2016 4:47 PM	\$787.10

[View orders](#)

Requests for Quote

No requests for quote to display.

[View RFQs](#)

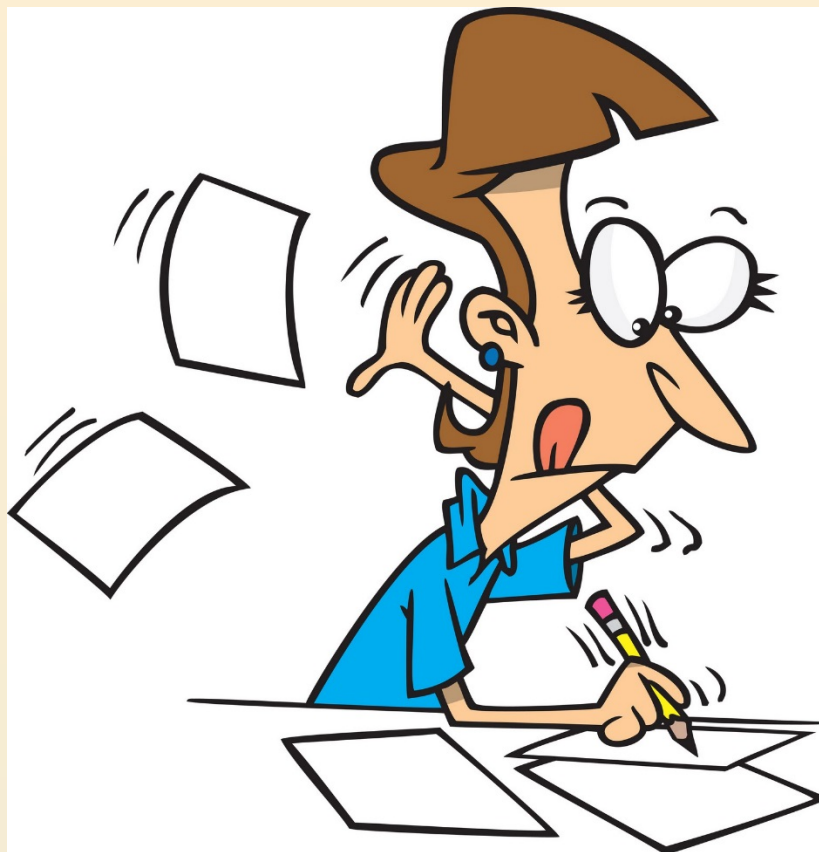
Quotes

Bid Requests

Big Red Inflata...	WKU-100028	Responded
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https://wku.unimarket-demo.com/app/community/requisitions

Uniform Guidance: Grant Purchases



Uniform Guidance: Grant Purchases



- Micro-purchase: Anything under \$3,000
- Small purchase: Simplified acquisition threshold up to \$150,000
- Sealed bid: \$40,000 and above for WKU

Uniform Guidance: Grant Purchases

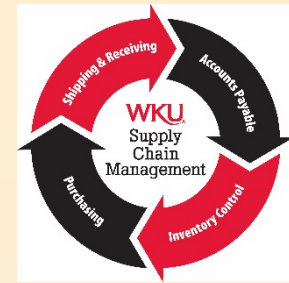


- The Big Change Starting 7/1/2017
- We must get quotes or use existing competitively bid contracts for anything purchased with federal grant funds that cost between \$3,000 and \$40,000.

Supply Chain Management: TopShop



WKU TopShop: Supplier Tags



myWKU PNC :: History « Account Maint... Suppliers | Western Kentuc... +

https://wku.unimarket.com/app/community/suppliers?22 Search

Most Visited Getting Started Latest Headlines Esignature myWKU Dashboard | Western K... PNC :: PNC Bank Visa ... Dashboard | Western K...

Marketplace Orders Invoices Sourcing Contracts

WKU TopSHOP All Search

Suppliers

Supplier Name Supplier Tags ☒ Include Non-Catalog Suppliers

Search

- Adorama Camera Inc
- Affymetrix, Inc.
- American Hotel Register FACILITIES SUPPLIES
- Anixter Corporation TELECOMM AND ELEC...
Anixter is a distributor of wiring and components for Voice, Data and Security systems.
- B&H Photo, Video and Pro Audio
- Bio-Rad Laboratories, Life Sciences SCIENCE SUPPLIES & E...
Equipment and Consumables for Life Science Research
- Blick Art Materials PAINT
The Best Art Supplies ...at the best discounts!
- BSN SPORTS, Inc. ATHLETIC SUPPLIES
Athletic Equipment Manufacturer and Supplier
- Cape Electrical Supply

WKU TopShop: Supplier Tags



myWKU Suppliers | Western Kentuc...
https://wku.unimarket.com/app/community/suppliers?22

Marketplace Orders Invoices Sourcing Contracts

WKU TopSHOP

Suppliers

Supplier Name

☒ Include Non-Catalog Suppliers

- Air Conditionioning, Heating, Plumbing
- Air Fare
- Athletic Supplies
- Audio/Visual
- Building HVAC systems
- Chemicals and Allied Products
- Chemicals and Lab Supplies**
- Clothing
- Computer File Servers, Storage And Software

Adorama Camera Inc

eBioscience Affymetrix, Inc.

American Hotel Register FACILITIES SUPPLIES

ANIXTER Anixter Corporation TELECOMM AND ELEC...
Anixter is a distributor of wiring and components for Voice, Data and Security systems.

B&H Photo, Video and Pro Audio

BIO RAD Bio-Rad Laboratories, Life Sciences SCIENCE SUPPLIES & E...
Equipment and Consumables for Life Science Research

BLICK art materials Blick Art Materials PAINT
The Best Art Supplies ...at the best discounts!

BSN SPORTS BSN SPORTS, Inc ATHLETIC SUPPLIES
Athletic Equipment Manufacturer and Supplier

Cape Electrical Supply

WKU TopShop: Reassign



myWKU | PNC - History > Account Maint... | Checkout | Western Kentucky... | Search

Marketplace | Orders | Invoices | Sourcing | Contracts

WKU TopShop

Checkout

Locations: Central Receiving (192) / WKU TopShop Accounts Payable

Ship To * (192) Supply Services Rm 126 Bill To * TopShop Accounts Payable

Attn * Pamela Davidson
Central Receiving (192) (192)
1906 College Heights Blvd.
Supply Services Rm 126
Bowling Green, KY 42101-1105
United States

Attn: wkuap@wku.edu
WKU TopShop Accounts Payable (AP)
1906 College Heights Blvd
Bowling Green, KY 42101-1000
United States

Order Type: Standard

Payment: On Account

Payment Method * On Account Credit Card

B&H Photo, Video and Pro Audio

Warning: This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Qty	Subtotal	Tax
BH EOS 5D Mark III DSLR Camera (Body Only) CAES03 (CAES03) Unit Price: \$2,586.01 / Each	1	\$2,586.01	\$0.00
BH 3 Year Protection plan SDC2749N3B (SDC2749N3B) Unit Price: \$202.49 / Each	1	\$202.49	\$0.00
Subtotal		\$2,788.50	
Shipping *		\$ 0	\$0.00
Tax		\$0.00	
Total		\$2,788.50	

Delivery Notes

Order Attachments

Reassign

myWKU | PNC - History > Account Maint... | Checkout | Western Kentucky... | Search

Payment Method * On Account Credit Card

B&H Photo, Video and Pro Audio

Warning: This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Qty	Subtotal	Tax
BH EOS 5D Mark III DSLR Camera (Body Only) CAES03 (CAES03) Unit Price: \$2,586.01 / Each	1	\$2,586.01	\$0.00
BH 3 Year Protection plan SDC2749N3B (SDC2749N3B) Unit Price: \$202.49 / Each	1	\$202.49	\$0.00
Subtotal		\$2,788.50	
Shipping *		\$ 0	\$0.00
Tax		\$0.00	
Total		\$2,788.50	

Delivery Notes

Order Attachments

Order Receiving * Receive Manually

Justification

Justification

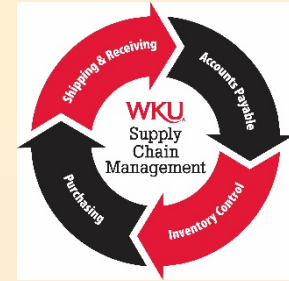
Justification Attachments

Checkout Save Reassign Cancel

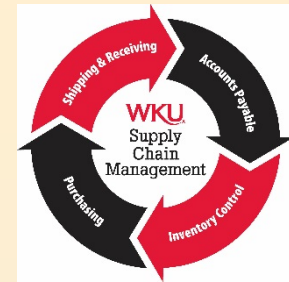
Friday, June 24, 2016 1:02 PM | Terms and Conditions | Privacy Policy | Copyright Unimarket 2016

unimarket

Supply Chain Management: Shipping & Receiving

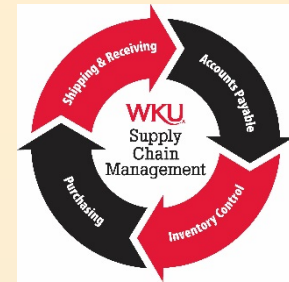


Supply Chain Management: Shipping & Receiving



<u>Date</u>	<u>Invoice</u>	<u>Department Code</u>	<u>Department</u>	<u>Product Code (Index)</u>	<u>Adjustments</u>	<u>Total</u>	<u>Price</u>	<u>Difference</u>
5/10/2016	410055206	167	Honors College	210101		\$ 3.52	\$ 8.00	\$ 4.48
5/10/2016	410055206	167	Honors College	210101		\$ 3.52	\$ 8.00	\$ 4.48
5/10/2016	410055206	167	Honors College	210101		\$ 3.52	\$ 8.00	\$ 4.48
5/10/2016	410055206	167	Honors College	210101		\$ 3.52	\$ 8.00	\$ 4.48
5/10/2016	410055206	167	Honors College	210101		\$ 7.75	\$ 14.69	\$ 6.94
5/10/2016	410055206	167	Honors College	210101		\$ 5.61	\$ 10.41	\$ 4.80
5/10/2016	410055206	167	Honors College	210101		\$ 4.87	\$ 11.40	\$ 6.53
5/10/2016	410055206	167	Honors College	210101		\$ 4.87	\$ 12.02	\$ 7.15
5/10/2016	410055206	167	Honors College	210101		\$ 8.35	\$ 15.58	\$ 7.23
5/10/2016	410055206	167	Honors College	210101		\$ 4.87	\$ 12.02	\$ 7.15
5/10/2016	410055206	167	Honors College	210101		\$ 5.61	\$ 10.41	\$ 4.80
5/10/2016	410055206	167	Honors College	210101		\$ 4.87	\$ 11.40	\$ 6.53

Supply Chain Management: Shipping & Receiving



WKU - UPS Contract:
Cost to send a letter to
Louisville or Nashville

Overnight	\$5.84
Ground	\$3.53

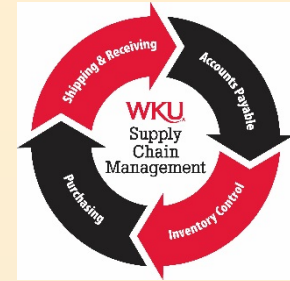
Either way it gets there in
one day.

WKU - UPS Contract:
Cost to send a 5 lb. package
to Louisville or Nashville:

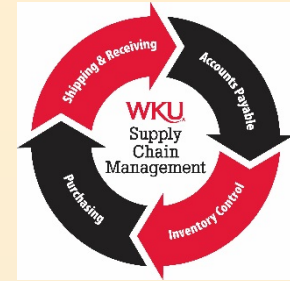
Overnight	\$7.47
Ground	\$3.53

Either way it gets there in
one day.

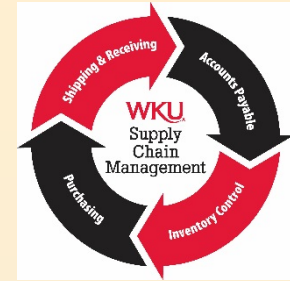
Supply Chain Management: Inventory Control



Supply Chain Management: Inventory Control



Supply Chain Management: Inventory Control



Western Kentucky University

WKU Inventory Control #: 5003767



Service Tag: BZGPBZ1

SI Number: B4GG08

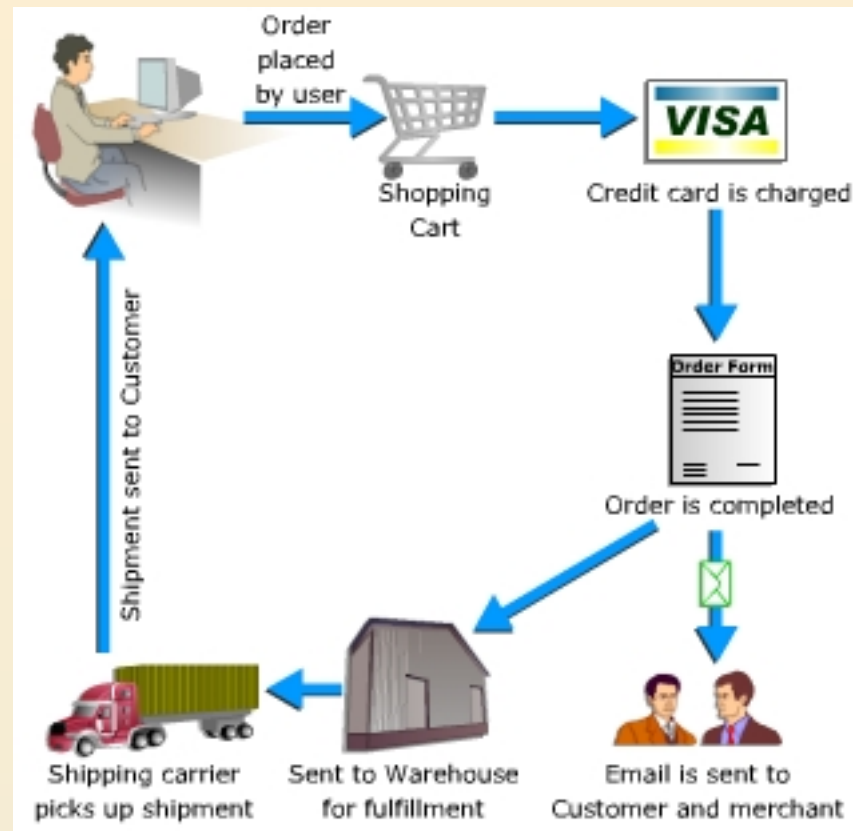
Service Tag: **BZGPBZ1**
Express
Service Code: **26088977629**
Mfg. Date: 20131127

Purchased with
Federal Grant Funds

Purchased with
Federal Grant Funds

Purchased with

JPMC PaymentNet: Procurement Card Transactions



JPMC PaymentNet: Hard Code Transactions

When purchasing items to be charged to an internal grant, use the following procedures:

- ❖ Complete purchase on the available procurement card.
- ❖ Once the charge is posted on PaymentNet, send an email to the respective office (FUSE, OSP, Office of Research, etc.) to gain approval. **The email must contain the transaction information: card first & last name, vendor name, transaction amount, and the internal grant # to be charged.**
- ❖ The approving office will forward the email with approval to Teresa and Pam. We'll make the hardcode change to the transaction.

NOTE: Complete the allocation of the account code and addition of transaction notes in PaymentNet prior to sending email.

Supply Chain Management



Director:

Ken Baushke

Assistant Director:

Ashlee Tilford

Purchasing:

Jenny Castaldo	Teresa Jackson
Pamela Davidson	Marci Morehead
Brittany Green	Melia Schrader
Maxine Hardin	

Inventory Control:

vacant

Shipping/Receiving:

Johnalma Barnett
Michael Jones
John Warden
Tony Woodson

Accounts Payable:

Jackie Alford	Lynne Hutcheson
Mary Asposito	Doug Neiman

Human Resources

FAQ

- * When there are pay raises – department must complete an EPAF for all positions with an end date to reflect the fiscal year increases
- * Fringe Benefits chart – this changes yearly, please review the most updated version at <http://www.wku.edu/hr/hiringtools.php>
- * Grant positions do not get paid out vacation when the job ends
 - * For more information please review vacation leave policy at http://www.wku.edu/policies/hr_policies/hrpolicy4_6102.pdf

- * EPAFs **must** have an end date for all grant positions
- * How to do grant EPAFs
 - * Please review EPAF instructions on jump drive
 - * Email epaf.help@wku.edu for help anytime!
- * When to do grant EPAFs
 - * All grant employees have an end date, a new EPAF must be done for them to remain on payroll
 - * As soon as possible, please complete the new EPAF to avoid delay of payroll

Required for *anyone* who will be paid by payroll

- * **Background check**

- * **Form I-9**

- * **Tax Forms**

This includes but not limited to:

Form 16 payments

Graduate Students

Student Employees

Part-Time

Full-Time

* Background check

- * **WKU Policy states that:**
“No candidate for a position shall be employed until a satisfactory background investigation has been completed and authorization is provided to the hiring department/unit.”
- * Initiate a background check by going to the WKU Human Resources home page.
 - * Click the Employment tab and select **Tools for Hiring Managers** from the dropdown menu
 - * www.wku.edu/hr/hiringtools.php
- * Contact the new hire and let them know to expect an email requesting permission to run a background check, we can not start it until this email is replied to!
- * The department will be notified when the background check is complete and the hiring process can proceed

*Form I-9

- * A link to complete section 1 of the Form I-9 is emailed to the new hire as soon as the background check is complete. This needs to be signed on or before the new hires 1st day of work.
- * **On or before** their 1st day of work for pay, the new employee will come to HR office, WAB, room G25, with their *original* verifying documents to complete the I-9 section 2.
- * If hiring an international employee, or someone who will be working remotely, please contact HR for more detailed information!

*Tax Forms

1 document from list A,
OR

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

OR, 1 document from
B AND C

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

I-9 form verifying documents

Employees should
present one choice
off List A **OR**
one from List B & C

What do I do when?

- * Initiate background check as soon as possible!
- * Send the new employee to HR on their first day to complete the I-9 and taxes.
- * If hiring someone new full-time or part-time, submit the EPAF **at least** 10 days before targeted start date.
- * If hiring someone to be paid with a Form 16, complete the form after the work is completed.

Form 16

Detailed online instructions located at

https://www.wku.edu/finadmin/forms/documents/e-sigform16instructions_revision_05_2014.pdf

- * The Form 16 is a Special Payroll Authorization that is to be used to process **one time** special payments. It is created in e-Signature forms.
- * Please make sure you verify that you correctly choose the **pay type** and **degree required** these are important to correctly track and pay employees.
- * This form will not allow you to submit, unless a background check had been completed on the payee.
- * This form is managed by the Payroll office, if you have any questions or issues completing this form, please contact Payroll at 745-5365