



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.

August 13, 2018 • DSU 3020

1:00 – 1:05 p.m.	Welcome	Cheryl Davis
1:05 – 1:40 p.m.	Internal Grants Faculty-Undergraduate Student Engagement (FUSE) Research & Creative Activities Program (RCAP)	Ryanne Gregory Katie Muchmore
1:40 – 2:10 p.m.	Externally Funded Grants Pre-award: Proposal Development & Sign-off Sheet Post-award: Chart of Accounts, Reallocations, No-cost Extensions, Reporting, & Participant Support Costs	Hillary Greene Marilyn Anderson
2:10 – 2:30 p.m.	Grants & Contract Accounting Award Monitoring, Payroll Documents, Effort Certifications, & Questions from Support Staff	Paula Mattison
2:30 – 2:45 p.m.	Break	Refreshments Provided
2:45 – 3:00 p.m.	Travel	Lee Ann Sowell
3:00 – 3:30 p.m.	Supply Chain Management Procurement Card, Requisitions, Accounts Payable, & Personal Service Contracts	Ken Baushke Pam Davidson
3:30 – 4:00 p.m.	Finance & Administration Human Resources, Hiring Procedures/Forms, & Payroll Issues (electronic I-9)	Andrea Sherrill Mindy Hutchins
4:00 p.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 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; manages database/reporting; assists with Intellectual Property matters; handles out-going subawards	sponsored.programs@wku.edu 745-5852; regina.allen@wku.edu 745-8891; marilyn.anderson@wku.edu
<u>Grants & Contracts Accounting</u>	Paula Mattison	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	745-5338; paula.mattison@wku.edu
	Christy Murphy	Academic Year Labor Redistribution; Academic Year Effort Certification; one-on one PI and support staff training; grants receivable; prepares invoices and financial reports to sponsors	745-5077; christy.murphy@wku.edu
	Jessica Clemons	One-on-one PI and support staff training; grants receivable; prepares invoices and sends financial reports to sponsors; Summer Effort Certification	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 Robin Pyles	Research compliance; administer Institutional Review Boards	745-2129; ori@wku.edu
<u>Enterprise Systems/IT Security</u>	Mary Nunn Jennifer Robbins	Banner access and training; troubleshoot technical problems in Banner	745-4196; mary.nunn@wku.edu 745-8812; jennifer.robbins@wku.edu
<u>Human Resources</u>	Sherry Merkling	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>	Ken Baushke	Purchasing cards and personal services contracts	745-3056; ken.baushke@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, Greene, Wallace)	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

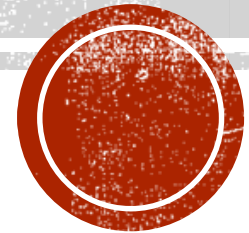
* Unit names are hyperlinked for easy access to each website.



SUMMER 2018 WORKSHOP

FUSE INFORMATION SESSION – STAFF

- Spending
- Compliance
- Timelines
- Final Reports



SPENDING PROCEDURES



What to Remember:

- Fall '18 Awards will go through 6/30/2019
- **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
- There are no Faculty Incentives for Fall '18 awards – all faculty should be aware



SPENDING PROCEDURES



Ways to Request Reimbursement

- Hardcodes
- Inter-Accounts
- Payment Authorizations
- 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. 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

Inter-Accounts

1. Departments **must** keep track of these expenses
2. The Inter-Account & documents are sent to WAB 209 to “FUSE”



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. When completed, should be sent to FUSE, WAB 209 for signature and further routing

Travel Vouchers

1. Be sure to receive the **original** receipts from all parties
2. Be sure there is a time of arrival & departure – Per Diem is affected by this
3. All purchases claimed should be related to the award and travel of the parties.
4. Be sure the FUSE award number is somewhere on the front of the voucher



TIMELINES



Awards Timelines

- Fall 2017 Awards – 17-FA2__
 - End 12/12/2018
- Spring 2018 Awards – 18-SP2__
 - End date 4/30/2019
- Fall 2018 Awards – 18-FA2__
 - End date 6/30/2019
 - *No spending extensions will be given for Fall '18 round of funding*



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 & Robin Pyles can help with any questions related to compliance.



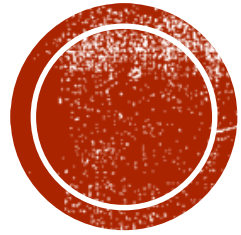
FINAL REPORTS



Report Processing

- Reminders are sent out to students 30 days prior to the End Date & 30 days after the End date
- Email Notification – FUSE will reach out to you for information regarding spending – feel free to contact fuse@wku.edu if you have any extenuating circumstances
- FUSE will close the award
- Any unspent funds will not be available after the award is closed





QUESTIONS



RCAP

Research & Creative Activities Program



**Office of
Research &
Creative
Activity
(ORCA)**

Summer 2018

RCAP CATEGORIES

RCAP funding supports eligible faculty in their pursuit to develop research and scholarly/creative activities projects.

Category I

- Awards up to **\$16,000**
- “Seed” money to enhance the competitiveness of a proposal for external funding

Category II

- Awards up to **\$8,000**
- Support to develop, expand, or enhance scholarly activities and/or creative & performing arts

RCAP AWARD MANAGEMENT

- Project Period: 19 months (plus Final Report)

- Email internal.grants@wku.edu if you....
 - would like to confirm the current balance on RCAPs in your department
 - need to move/reallocate funds between categories on an active award
 - would like to request a one-time no-cost extension for an active award
 - have general questions regarding RCAP

TIPS FOR EXPENDING RCAP FUNDS

- **Monitoring RCAP funds:**
 - Awardees should individually track expenditures/balances on their RCAP award
 - ORCA personnel also track expenditures/balances on all RCAP awards
- **All expenditures must:**
 - Follow university policy
 - Be consistent with the approved RCAP project
- **You must receive ORCA approval on all expenditures**
- **Review the RCAP Spending Guide**

QUESTIONS?

■ Email

internal.grants@wku.edu

■ Website

www.wku.edu/sponsoredprograms/internal-funding.php

GRANT ADMINISTRATION: *PRE-AWARD*



**Office of
Sponsored
Programs**

**DSU 3020
August 14, 2018**

OSP PRE-AWARD

■ Pre-Award Services

- Search for funding opportunities
- Establish plan for submission
- Develop proposal budget
- Assist with proposal development and revision
- Coordinate approval process via Sign-off Sheet
- 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
 - OSP ~ on behalf of WKU

IMPORTANT TO NOTE...

- All signatories should review the SOS for accuracy
- 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 requested
- 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: Wetherby 209

Click: wku.edu/sponsoredprograms/pre-award



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Administrative Support Personnel

August, 2018

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

Post-Award

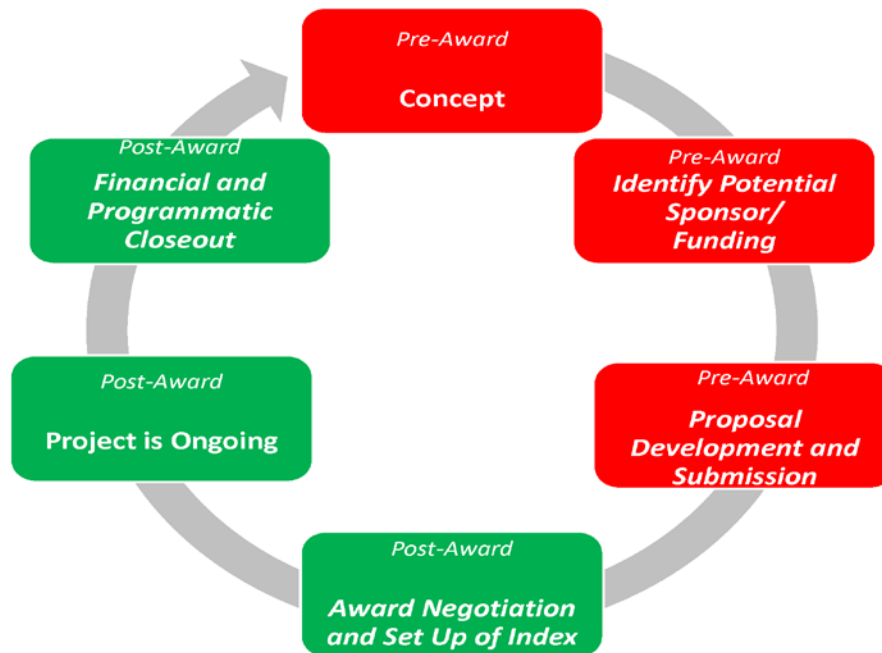
Presented By:

Marilyn Anderson
Grants and Contracts Administrator



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 amount is different 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.

☒ Western Kentucky University☐ Western Kentucky University Research Foundation, Inc.Restricted Grants and Contracts
Chart of Accounts and Budget

Reference Prop. # 17-0215

Compliance Clearance ☒ Yes ☐ N/A

Project Title:				Project Director:			
Agency Financing Award (Incl. Prime:) NII I				J0162796 FY18/19 J0162801 6-28-18			
Agency Type: Federal CFDA # (if federal) 93.242				College: OCSE			
Grant/Contract Type of Award Document, Grant				Department:			
Amount Financed By (list all partners):				Period Covered: From: 08/01/2018 Through: 07/31/2021			
				Invoice Terms (Reimbursement, unless otherwise noted here):			
				(I)nterdisciplinary and/or (C)ollaborative: N/A			
	Total	Cash	In-Kind	PCS No.	WKU Index No.	Cost Sharing Index No.	TOTAL BUDGET
University:	\$100,838.00	\$100,838.00		2A			
Agency:	\$413,401.00	\$413,401.00					
Partner:	\$50,000.00	\$50,000.00					
Partner:	\$0.00						
Total:	\$564,239.00	\$564,239.00	\$0.00	Expenditure Account Code	5XXXXXX	6XXXXXX	
Name of Expenditure Item							
A1. Wages - Regular				1	61111	83,002	114,882
A2. Wages - Summer				2	61112	46,621	46,621
A3. Wages - Part-time					61123	48,120	75,120
B. Fringe Benefits Pool					62050	43,952	55,910
C. Materials & Supplies					71100	6,015	6,015
C1. Non-Employee Services Misc.					72249	16,500	
C2. Non-Employee-Human Subjects					72217	10,790	10,790
D. Travel					74000	15,000	15,000
E. Tuition and Fees					77810	30,000	60,000
TOTAL DIRECT COSTS						300,000	400,838
Indirect Costs (Rate/Base: 42% of M1 DC)					79110	113,400	113,400
TOTAL PROJECT COSTS						413,400	514,238
COST SHARING							
Department/Unit Name	Unit Index No. / Account Code	Total Cost Sharing	FY19	FY20	FY21		
OCSE	260102-61111	31,880	\$15,754	\$16,126			
OCSE	260102-62050	11,796	\$5,829	\$5,967			
OCSE	260102-61140		\$9,000	\$9,000	\$9,000		
OCSE	260102-62050	162	\$54	\$54	\$54		
OCSE	260102-77381	30,000	\$10,000	\$10,000	\$10,000		
Direct Costs		100,838	40,637	41,147	19,054	-	-
Indirect Costs		-					
Total Costs		100,838	40,637	41,147	19,054	-	-

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
- GCA 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

- Check Banner to make sure there is budget available for the expense.
- **If money is not available:**

Email College Grants Contact requesting a reallocation including “To” and “From” account codes and a detailed justification from the PI.

OR

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

www.wku.edu/sponsoredprograms/reallocation.php

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 budget reallocation in Banner.
 - send the PI and their support personnel an e-mail containing the journal voucher number for reference.
- GCA will complete the process in Banner once all necessary approvals are obtained.

REMEMBER

- A Budget Reallocation moves budget
- An Interaccount (IA) moves the expense

Reporting

- Financial - Work with GCA
- Programmatic/Technical is the PI responsibility

Question & Answer

THANK YOU!

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



Grants & Contracts Accounting

Financial Monitoring & Reporting

August 13-14, 2018

Who are we?

- Jessica Clemons-Grant Staff Accountant
 - Financial reporting & monitoring
 - Summer Effort Certifications
 - 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
 - Paula Mattison-Assistant Director
 - Approval of Payroll (Form 16s and EPAFs)
 - Approval of Financial Invoices & Reports
-

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.
-



*Accounting and Financial Reporting
Grants and Contracts Accounting*

August 6, 2018

Re: Grant ending memo

Index #: 598837

Project Director: Dr. Farhad Ashrafzadeh

Project Title: FFS: Advanced Washer Testbed

Ending Date: 09/30/18

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 (OSP) 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.

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

_____**REQUESTING A NEW INDEX #**

Check here and complete the information below if you are EXPECTING AN AUTOMATIC CONTINUATION OF THIS PROJECT and you need to continue payment to grant funded employees. Once completed and signed, please email this form to: sponsored_programs@wku.edu.

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.

_____**REQUESTING AN EXTENSION ON AN EXISTING AWARD**

If an extension is needed, please submit a request at <https://www.wku.edu/sponsoredprograms/nce.php>

Signature of the Dean or Dept. Head

Signature of Project Director

OSP Approval

Date

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?



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.1014
DIVISION: Finance & Administration
TITLE: Travel Expense & Reimbursement Policy
DATE: January 1, 2011
REVISED: October 1, 2015

Authorized by: K. Ann Mead, VP for Finance & Administration

I. Purpose and Scope

The Travel Expense & Reimbursement Policy defines policies and procedures by which WKU employees may be reimbursed for business travel expenses. Employees must select the most economical means of lodging and transportation when traveling on official Western Kentucky University business.

II. Policy

A. DEFINITIONS

1. "Receipt" means 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. **Un-itemized credit card receipts or monthly statements are not acceptable.** When a departmental purchasing card is used for payment or travel expenses they **must not** be claimed but **must** be listed on the pro-card page of the travel expense voucher. Be sure to keep purchasing card receipts with your purchasing card statements. For all non-purchasing card transactions, original receipts are required for you to be reimbursed for travel expenses.
2. "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. **To claim subsistence you must have overnight lodging. If lodging is with family, friends, paid by**

other source, pre-paid or no cost at all, please note so in the white box in the lodging column on the travel voucher.

3. "Residence" means address of the employee designated in the official records of the Department of Human Resources.
4. "Conversion" means the calculation of foreign currency equivalent in United States Dollars. Employees who travel outside the United States will be responsible for all foreign currency conversions into US Dollars. This will include showing the calculation on all original receipts. Include the source of the conversion factors used.

B. GENERAL

1. Each **claimant and person responsible for the designated account** signing the travel expense voucher shall be responsible for ensuring that travel reimbursement conforms to the provisions of this administrative regulation and that all travel expense from that department is necessary and economical as is feasible.
2. A person who travels on official WKU business shall:
 - a. Complete the entire travel voucher on line by using the appropriate Forms link at [Finance & Administration Forms](#). **(No handwritten vouchers will be accepted).**
 - b. Staple to your travel voucher all receipts to support the claimed expenses **and send directly to the Office of the Chief Financial Officer in WAB G-21.**
 - c. Please allow a two-week processing period for your travel voucher before expecting your travel reimbursement.
3. The Chief Financial Officer or designee may authorize reimbursement for an employee's actual and necessary expenses for authorized travel if the department head or designee submits a written determination that establishes such reimbursement is economically advantageous for WKU.
4. Should there be any questions on the travel reimbursement, the Office of the Chief Financial Officer may disallow or reduce the amount of the claim that violates the provisions of this policy. The Chief Financial Officer shall make all final interpretations of this policy. These determinations shall be final and conclusive.

C. TRANSPORTATION

1. Economy required
 - a. Employees and others in the official service of WKU shall use the most economical standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation or routes shall be assumed by the individual.

- b. Round-trip, excursions or other negotiated reduced rate rail or plane fares shall be obtained if practical. Tickets should be purchased using the departmental purchasing card to pay the airline or an established commercial travel agency directly. Electronic tickets may be purchased on the Internet if fares are comparable to travel agencies' pricing.
- 2. Privately owned vehicles: Mileage claims for use of privately owned vehicles shall be allowed, but you cannot claim fuel as an expense. The mileage chart should be used in calculating mileage. If you have vicinity mileage be sure to state so on your voucher.
 - a. Mileage commuting between home and workplace shall not be reimbursed.
 - b. 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.
- 3. Rental Vehicles. You may claim fuel purchases for rental vehicles but may not claim mileage. The original receipts for rental and fuel must accompany the travel voucher.
- 4. Buses, subways, and shuttles. For city travel, employees are encouraged to use buses, shuttles, or subways. Taxi fare may be allowed when more economical transportation is not feasible.
- 5. Airline travel. Commercial airline travel shall be the lowest negotiated coach or tourist class. The employee shall pay additional expense for first-class travel. Departmental purchasing cards should be used to purchase airline tickets. When federal funds are used for foreign travel, tickets must be purchased in compliance with the Fly America Act which states that travelers are required to use a U.S. flag air carrier unless general or specific exceptions to the Fly America Act are met.
- 6. Special transportation may be used if it is determined to be to the advantage of the department and measured both by travel costs and travel time.

D. ACCOMMODATIONS

- 1. Lodging shall be the most economical, as determined by considering location for the lodging.
- 2. Location. Cost for lodging within fifty miles of the claimant's official workstation or home shall not be reimbursed unless approved in advance by the department head or a designated representative.

3. Group lodging, by contract.
 - (a) Departments may contract with hotels, motels, and other establishments for four or more employees to use a room or rooms on official business. Group rates shall be requested.
 - (b) The contract may also apply to meals and gratuities. Gratuities shall not exceed 18 percent unless the vendor automatically charges a higher gratuity rate.
 - (c) The department may forward the following to the Accounts Payable Office.
 - (1) Original vendor's invoice;
 - (2) The names of the employees or others in the official service of WKU;
 - (3) Completed Payment Authorization.
 - (d) Payment shall not include personal charges of employees or others in the official service of WKU. Example: movies, personal phone calls, room service, meals, etc.
 - (e) Payment shall be made to the hotel, motel, or other establishment.
 - (f) Contracted group meeting rooms, lodging and meal charges are exempt from Kentucky sales tax and the agency sales use tax number assigned by the Revenue Cabinet shall be specified on the payment document. Sales tax number is A-784.
 - (g) When a purchasing card is not accepted, a payment authorization should be used. The practice of making deposits should not be used unless the vendor requires a deposit.
4. State parks. A department using state park facilities may direct bill for room and meals by preparing a Payment Authorization along with the original invoice.

E. REIMBURSEMENT RATES

1. Lodging.
 - a. All employees shall be reimbursed for the actual cost of lodging if the:
 - (1) Lodging is determined to be the most economical; and
 - (2) Employee has attached the hotel, motel or other establishment's original itemized receipt to the travel expense voucher.
 - (3) Reimbursement for lodging shall not exceed the cost of a single room rate, except that if more than one employee shares lodging, each employee shall be reimbursed for their proportional share of the charge. However, if one

employee pays for the lodging charges, that employee can include the full cost on their travel voucher.

2. Subsistence.

- a. Subsistence may be reimbursed using per diem rates for Meals & Incidental Expenses (M&IE) established by the U.S. Treasury for domestic travel and the U.S. Department of State for foreign travel; see sections (4) and (5) for instructions on determining and documenting the correct per diem rates. The federal per diem rate is intended to be the highest rate authorized; a supervisor may elect to authorize a lower per diem rate at his/her discretion. Employees are eligible for reimbursement for subsistence while traveling if authorized work requires an **overnight** stay:

- (1) At a destination more than fifty miles from work station or residence; and
- (2) During the mealtime hours established by paragraph (3) of this subsection.
- (3) Reimbursement for subsistence requires that the claimant be in travel status throughout the time frames established below:
 - (a) Breakfast: must begin travel status at 6.30 a.m. or before and return at 9 a.m. or after
 - (b) Lunch: must begin travel status at 11:00 a.m. or before and return at 2 p.m. or after
 - (c) Dinner: must begin travel status at 5 p.m. or before and return at 9 p.m. or after
- (4) To determine per diem amounts for travel within the continental U.S. (CONUS):
 - (a) Go to <http://www.gsa.gov/portal/content/104877>
 - (b) Current fiscal year rates will display unless a different year is chosen; note that the federal fiscal year is from October 1 through September 30. Choose another fiscal year from the drop-down if needed.
 - (c) Enter the city and state or zip code of your destination. Click on the "find per diem rates" button. Please only claim per diem for the meals during which you were in travel status as determined under paragraph (3) of this subsection. The appropriate per diem rate will be listed on the right side under "Meals & Inc. Exp."

Total	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	\$10	\$11	\$12	\$13	\$14	\$15
Lunch	\$15	\$16	\$18	\$19	\$21	\$22
Dinner	\$26	\$27	\$29	\$32	\$34	\$37

(5) To determine per diem amounts for travel to Alaska, Hawaii, U.S. territories and foreign countries (OCONUS):

- (a) Go to <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- (b) Use the drop down boxes on the right side under “OUTSIDE CONUS, Non-Foreign Overseas, and Foreign” to select the travel location; exclude U.S. military installations
- (c) Select the correct “Published” date using the month in which the trip began
- (d) Click on “CALCULATE”
- (e) Add together the amounts in the “Local Meals” and “Local Incidental” columns for the travel location and season, using “Other” if the location isn’t listed
- (f) Calculate rate per meal at 20% for breakfast, 30% for lunch and 50% for dinner. List exact dollars and cents from the calculation; do not round. Please only claim per diem for meals during which you were in travel status as determined under paragraph (3) of this subsection.

(6) Per diem should not be claimed for meals that are provided as part of a conference or event.

3. Transportation Expenses

- a. Reimbursement for authorized use of a privately owned vehicle shall:
 - (1) Be made at the prevailing state mileage rate as established by the KY Finance & Administration Cabinet; and
 - (2) Not exceed the cost of airplane coach fare.
- b. Gasoline reimbursement for rented or University owned or leased vehicles will require a receipt.
- c. Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the travel voucher.
- d. Camping Fees – An original receipt for parking or camping shall be submitted with the travel voucher.
- e. Parking and Tolls.
 - (1) Actual parking, bridge and highway toll charges shall be reimbursed.

- (2) A toll receipt for authorized in-state travel by two axle vehicles shall not be required if under \$10.00.
- f. Meals & Incidental Expenses (M&IE) per diem rates include the following expenses. Such expenses should not be submitted for additional reimbursement:
 - (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries
 - (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
- 4. Registration Fees
 - a. 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 or process a payment authorization.
 - b. If a registration fee entitles the registrant to meals, additional claims for these meals shall not be allowed.
- 5. Other
 - a. Costs for necessary official business calls, faxes, e-mails, and copies, etc. shall be reimbursed.
 - b. Personal charges such as movies, personal calls, room service, etc., shall not be reimbursed.
 - c. The department head may allow other expenses if they are determined to be necessary expenses of official travel. Written approval must be attached to the travel voucher.
 - d. If travel is funded on an extramural grant, and the grantor's rate of reimbursement for travel is less than the WKU rate, the home department may be charged for the difference between WKU rates and the project rate. Under no circumstances may employee reimbursement exceed the WKU rates established within this policy.

III. Procedure

- 1. Authorization for reimbursement for travel in the official service of WKU shall be processed on the on-line Travel Voucher applicable to dates of travel.

2. The on-line travel voucher form shall be used to claim reimbursement for all travel expenses and must be processed on-line to be calculated correctly. Forms copied and then filled in handwritten, typed or faxed shall be rejected and returned to traveler. Employees are responsible for providing foreign currency conversions on each receipt presented for reimbursement.
3. A travel voucher shall be submitted for:
 - a. One major trip; or
 - b. One month for employees that are in travel status for an extended period; or
 - c. At least per semester for Faculty teaching at extended campus.
 - e. Travel vouchers should be submitted within ninety days of travel to process as soon as possible to reflect expenses in departmental budget. Fiscal year-end transactions must be completed by July 10 of each year.
 - f. A travel voucher shall include:
 1. Name
 2. WKU Identification Number
 3. WKU Campus Department, Phone, Building, Room
 4. Home Address
 5. Date
 6. Time Left, A.M. or P.M. and Time Returned, A.M. or P.M.
 7. From (Point of Origin), To (Destination), Purpose
 8. Index Numbers and Commodity Codes
 9. Signature of Claimant and Signature of Person Officially Responsible for Account (Director, Grant Director, Department Head, Dean, Vice-President or President)

Note: The Department Head may sign and initial candidate travel vouchers.
- g. If monthly expenses total less than ten dollars, a travel voucher may include expenses for three consecutive months of a fiscal year.
4. An affidavit shall be prepared (online) for lost receipts or receipts that are not originals. The claimant shall sign and date the affidavit. Note: This form is to be used for a receipt that is lost or misplaced, not for all receipts of a trip where the traveler was not responsible in acquiring receipts. This form is only used in extreme cases and should be looked upon as an exception. Your travel voucher may be returned if you use an affidavit inappropriately.
5. Travel vouchers should not be processed if under \$10. Please add the expenses to a future voucher.

IV. Related Policies

V. Reason for Revision

Revision 3.1012 - April 2012

Policy update to convert to the new Travel Voucher “smart” form, to remove the requirement to attach a printed copy of the per diem schedule for each location as determined in Section E.2.a.(4) and E.2.a.(5)., and to provide further clarification on certain items.

Revision 3.1013 - June 2014

Addition of item E.5.d to policy.

Revision 3.1014 - October 2015

Policy update to reflect revision of federal per diem rates effective October 1, 2015.

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. If traveling to a school, list not only the school name, but also the city for that particular school. If traveling to a conference, provide the name of the conference and in what city the conference was 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 below should be used in calculating mileage: (Under 'Rates', click on Mileage Rate)
<https://finance.ky.gov/services/statewideacct/pages/travel.aspx>
- 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 valid receipts)
- Credit card receipts or bank statements are not considered valid receipts.
- Receipts in foreign currency must have the U.S. 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 (M&IE) are claimed.
- If Lodging was paid by personal funds, the original lodging paid receipt must be attached.

Conference

- The conference agenda or schedule should be attached to the travel voucher. This information is used to determine the business purpose of the trip, location, dates and what meals were included in the conference fee.

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 could be allowable (EXAMPLE: transporting large amounts of material to hotel or requiring in/out privileges.)
- Nashville Airport Parking---The additional expense for Short Term and Valet Parking are not allowable since other less expensive options are available. The maximum allowable rate at the Nashville Airport has been established at the Long Term Parking Lot (currently \$18 per day). The airport has other less expensive options (Economy and Express Park); however, we have determined that those lots are not always available to travelers.

Meals

- 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:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Enter the city and state or zip of your destination. Click on "Find Rates". The second section on this page 'Meals & Incidentals (M&IE) Breakdown' is where the rate appears. Under M&IE Total will be the total daily rate for the city. Use the chart above for the breakdown by meal.

- To determine the Foreign per diem (also for Alaska & Hawaii), go to the following website:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

1-Use the drop down boxes on the right side under "Outside Conus". Select the travel location, then select the correct "Published" date using the month in which the travel occurred. Uncheck the box "Include Military Installations" then click on Calculate.

2-Choose the Locality for the trip. If it is not listed, scroll down to the bottom and use 'Other'.

3-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%

***Make sure you use the exact dollars and cents for the calculation, do not round. (Example: for London in June 2018, choose United Kingdom on page 1, then scroll down to find London. Add the amounts \$153 + \$38 = \$191. The meal per diem breakdowns will be \$38.20 Breakfast, \$57.30 Lunch and \$95.50 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 included in these M&IE per diem rates.
- 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."

Signatures

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

Printing

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

Procard

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

Division of Finance and Administration-TRAVEL

Individual Travel

- 1-Individual Travel Voucher (link to log in)
- 2-Individual Travel Voucher Instructions--detailed instructions on how to complete the voucher
- 3-Individual Travel FAQ's--common questions regarding travel policies

Group Travel

- 1-Group Travel Voucher-Domestic (opens up Excel document)
- 2-Group Travel Voucher-Foreign (opens up Excel document)
- 3-Group Travel Instructions-both Domestic & Foreign--instructions on how to complete the Group Voucher before and after trip
- 4-Group Travel FAQ's--common questions regarding Group Travel
- 5-Study Abroad Purchasing Card-link to forms in Purchasing

Travel Information

- 1-Kentucky Mileage Rate-link to the state's website showing current rate (updated quarterly)
- 2-In-State Mileage Table---a mileage guide to most all cities in Kentucky from Bowling Green
- 3-Out of State Mileage Table---a mileage guide to top cities in the U.S. from Bowling Green
- 4-Subsistence (M&IE) Breakdown--a chart reflecting the per meal breakdown by each of the six allowable M&IE domestic rates
- 5-Domestic (U.S.) Per Diem Rates--a link to the GSA website where the M&IE rates are found by location
- 6-Foreign Per Diem Rates--a link to the federal website where the M&IE rates are found by location
- 7-Travel Commodity Codes--a link the the most commonly used commodity codes for travel
- 8-International Travel Registry--a link to the required travel registry for WKU faculty and staff

WKU Travel Discounts

- 1-Lodging (Hyatt Place, Drury Inn & Wyndham Hotel Group)--links to the discounts offered by local hotels for travel to WKU
- 2-Rental Car
 - a) link to WKU policy related to Insurance while renting a vehicle
 - b) link to the Enterprise/National website that is tied to WKU contracted rates
 - c) link to the Enterprise/National car rental contract with WKU

WKU Travel Policy

Link to the WKU Travel Policy



Supply Chain Management

Promoting Excellence, Delivering Service

Office of Sponsored Programs

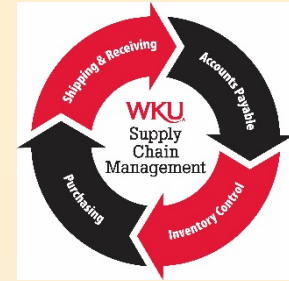
Summer Workshop:

Grant Administration @ WKU

August 13, 2018

What is Supply Chain Management?





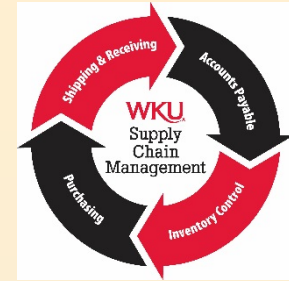
Supply Chain Management

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.



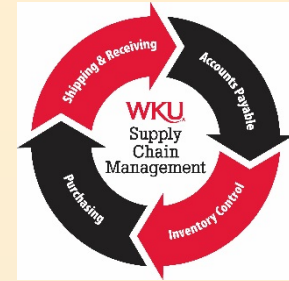
Supply Chain Management

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

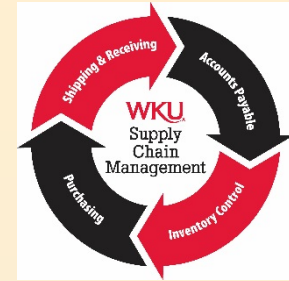


Supply Chain Management

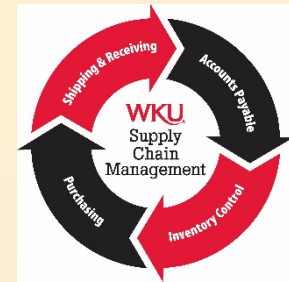
Our Value Contribution: What We Add

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

Supply Chain Management: Training



Supply Chain Management: Training

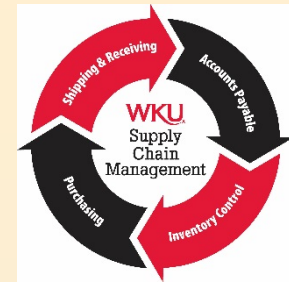


Supply Chain Management

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](#)

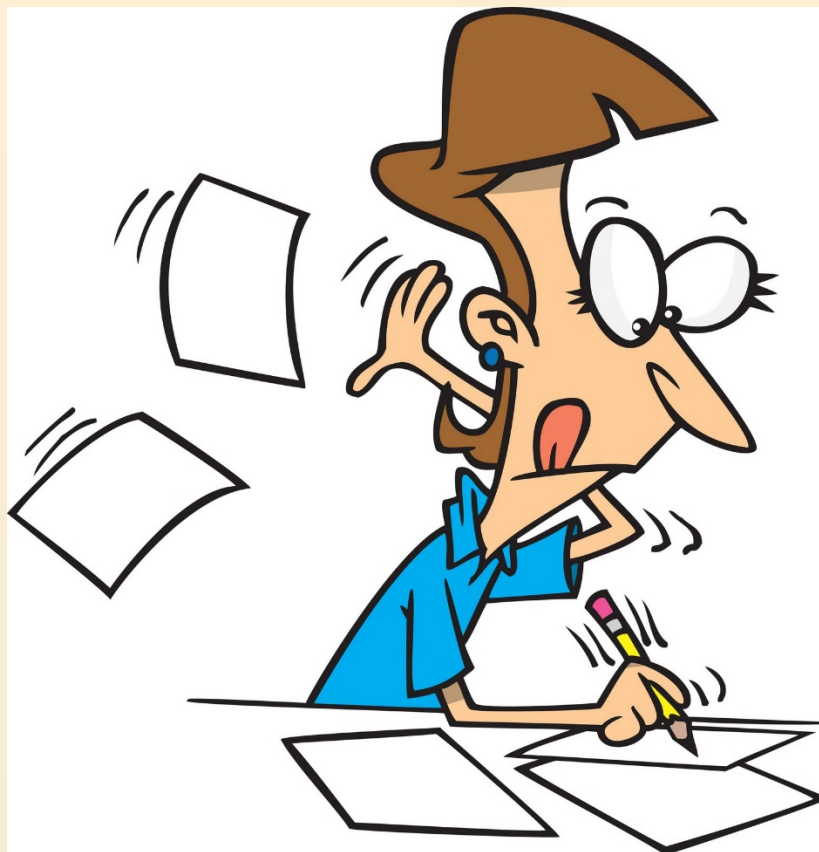
Quotes

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

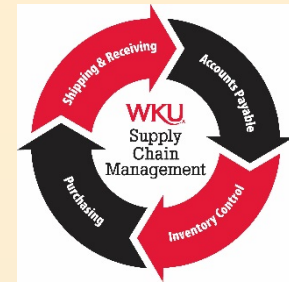


- The Big Change Started 1/1/2018
- We must get quotes or use existing competitively bid contracts for anything purchased with federal grant funds that cost between \$3,000 and \$40,000.

Supply Chain Management: TopShop



WKU TopShop: Blanket Orders



The screenshot displays the WKU TopShop interface for the Comfuel supplier. The browser address bar shows the URL <https://wku.unimarket.com/app/community/supplier/view?31>. The page features a red navigation bar with links for Marketplace, Orders, Invoices, Sourcing, and Contracts. Below this, the "WKU TOPSHOP" logo is visible, followed by a search bar and a shopping cart icon. The main content area is titled "Comfuel" and includes a sub-header "Western Kentucky University > Comfuel". A horizontal menu contains links for Store, Details, Contact, Tax Profile, Certificates and Documents, Payment, Transactions, Quotes, and Comments. Three primary actions are listed with right-pointing arrows: "Create a Non-Catalog Item »", "Create a Blanket Order »", and "Request a Quote »". The footer of the page indicates the date and time as "Monday, June 11, 2018 9:15 AM" and provides links for Terms and Conditions, Privacy Policy, and Copyright Unimarket 2018. The Windows taskbar at the bottom shows various open applications, including Chrome, Word, Excel, Outlook, and the WKU TopShop application, along with the system clock showing 9:15 AM on 6/11/2018.

WKU TopShop: Payment Info



Invoice 6730586762
Western Kentucky University > Apple Computer Inc

Invoice

Invoice Number	6730586762	Invoice Date	4/10/2018 12:00 PM
State	Downloaded	Created Date	4/11/2018 9:53 AM
Payment Due Date			
Printable Invoice	Printable Invoice		
Payment Status	Paid	Currency	USD
Amount Paid	\$297.95	Balance	\$0.00
Transaction Run	896		
Customer	Western Kentucky University	Creator	Mary Asposito (Western Kentucky University)
Document Reference			
Visibility	Organization Unit		
Organization	(WKU_ORG) Western Kentucky University		
Attachments	Size limit 50M.		

Supplier Ship To Bill To

Attn: Apple Computer Inc
Attn: ER03
2420 Ridgepoint Dr
Mail stop 198 HED
Austin, TX 78754
United States

Items Payments

Payment Number	Payment Date	Created Date	Supplier	Status	Method	Amount Paid
10068436	4/25/2018 12:00 AM	4/27/2018 10:23 AM	Apple Computer Inc	Paid	ACH/EFT	\$5,138.95

Intel® Rapid Storage Technology

9:07 AM
6/11/2018

WKU TopShop: Reassign



myWKU | PNC - History > Account Maint... | Checkout | Western Kentu... | 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 | Attn: wkuap@wku.edu
 Central Receiving (192) (192)
 1906 College Heights Blvd.
 Supply Services Rm 126
 Bowling Green, KY 42101-1105
 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		\$0.00	
Tax		\$0.00	
Total		\$2,788.50	

Delivery Notes | Order Attachments | Add Attachment

myWKU | PNC - History > Account Maint... | Checkout | Western Kentu... | 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.

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Subtotal		\$2,788.50	
Shipping		\$0.00	
Tax		\$0.00	
Total		\$2,788.50	

Delivery Notes | Order Attachments | Add Attachment

Order Receiving: Receive Manually

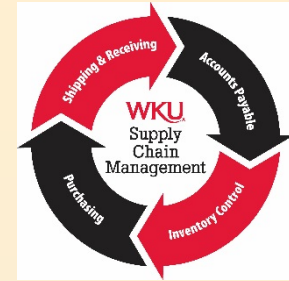
Justification: Justification Attachments | Add Attachment

Checkout | Save | Reassign | Cancel

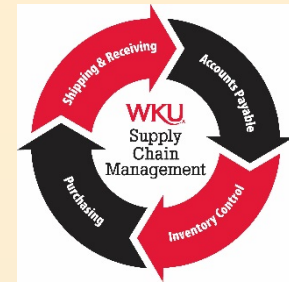
Friday, June 24, 2016 1:02 PM | Terms and Conditions | Privacy Policy | Copyright Unimarket 2016

unimarket

Supply Chain Management: Shipping & Receiving

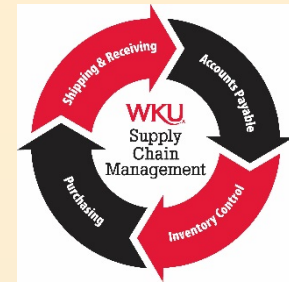


Supply Chain Management: Shipping & Receiving



<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

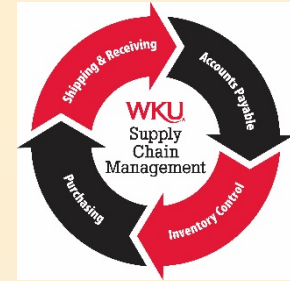
Either way it gets there in
one day.

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

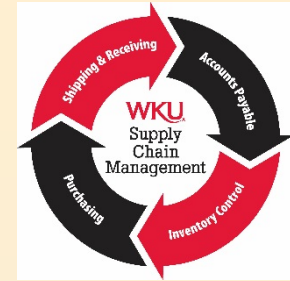
Overnight	\$7.47
Ground	\$3.53

Either way it gets there in
one day.

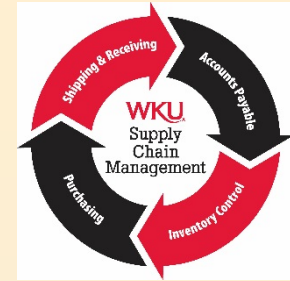
Supply Chain Management: Inventory Control



Supply Chain Management: Inventory Control



Supply Chain Management: Inventory Control



Western Kentucky University

WKU Inventory Control #: 5003767



Service Tag: BZGPBZ1

SI Number: B4GG08

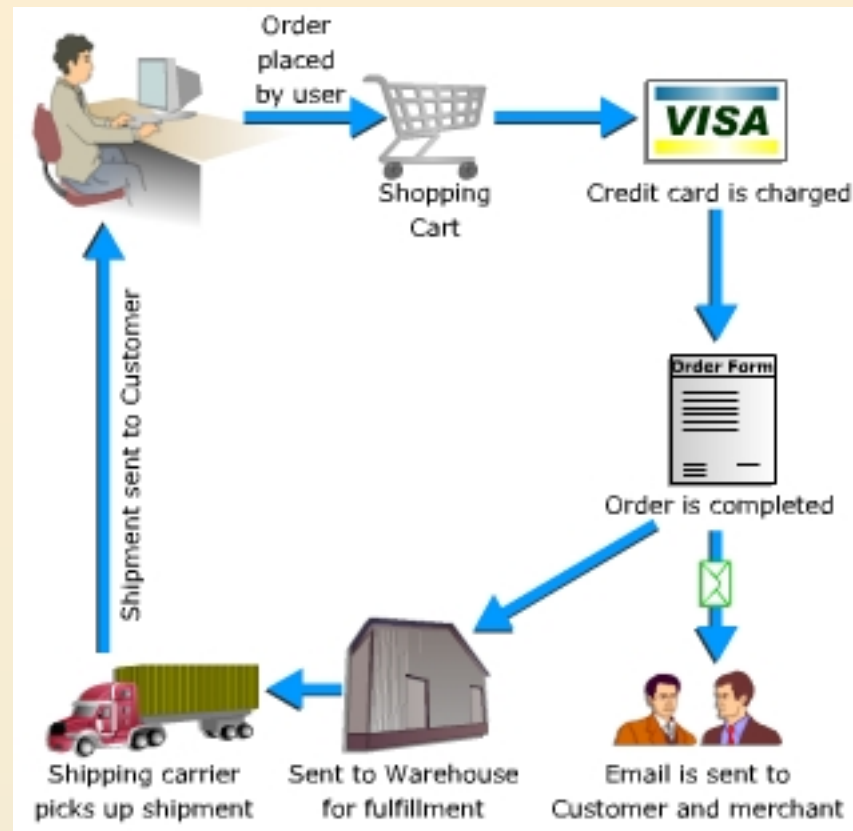
Service Tag: **BZGPBZ1**
Express
Service Code: **26088977629**
Mfg. Date: 20131127

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

Inventory Control:

Rodney Hounshell

Shipping/Receiving:

Johnalma Barnett

vacant

John Warden

Tony Woodson

Accounts Payable:

Jackie Alford

Lynne Hutcheson

Mary Asposito

HUMAN RESOURCES

OVERVIEW OF THE HIRING PROCESS, EPAFS & POSITION CLASSIFICATIONS

**Grant Administration Workshop
August 13, 2018**

**Andrea Sherrill, Manager
Mindy Hutchins, Compensation Analyst**

HIRING PROCESS

- **APPROVALS TO HIRE**

- Interview Exchange
 - Excludes GAs & Students
- Personnel Action Approval Committee (PAAC)
 - Excludes wholly grant-funded positions

- **AFTER THE OFFER**

- Background Check Request Form (Hiring Official)
 - ALL new hires!
 - International
- EPAF (10 Days in Advance!)

- **EMPLOYEE ELIGIBILITY**

- Background Check Consent (New Hire, Via Email)
- USCIS Form I9, Section 1 (New Hire, Via Email)
 - On or Before 1st Day!



Preparing for a New Employee?

- ☒ Appropriate Approvals to Hire
- ☒ Background Check Completed
- ☒ HR Registration Completed

HIRING PROCESS

- **HR Registration**

- USCIS Form I9, Section 2 (In Person, Original Docs)
 - Within 3 Business Days of 1st Day
- Tax Forms, Direct Deposit

- **Off-Site HR Registration Dates**

- August 27th 2018 - South Campus Lobby, 10a – 2pm
- August 28th, 2018 - DSU #2004, 10a – 2 pm

- **WKU HR Extended Hours**

- Monday, August 27th and Tuesday, August 28th from 7:30am – 5pm

- **Onboarding Information**

- Share *New to WKU* with New Hires - Benefit info, campus maps, required training, IT orientation, and more!

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		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				

GRANT EPAFS & PERSONNEL ACTIONS

- **ALL GRANT POSITIONS MUST HAVE AN END DATE**
 - Initial Appointments
 - Reappointments
 - Index Changes
 - Salary Increases
- **KNOW YOUR APPROVAL CATEGORIES**
 - JOBFTL
 - JOBPTL
 - All GA Approval Categories
- **GRANT EPAFS MUST HAVE LEVEL 41 APPROVER**
 - Grant Accounting must be included on approval routing
- **MISC. PROCEDURAL**
 - Pay Increases = New EPAFs
 - Grant Position Ends = No Vacation Payout

POSITION CLASSIFICATION

- **INTERVIEW EXCHANGE**

- All positions should be entered for classification and approvals
- Includes positions previously paid via [Form 16](#)
- Exceptions should not be the rule

- **TIMEKEEPING**

- Positions identified as non-exempt will be paid on the bi-weekly payroll
- Timesheets are required for ALL non-exempt positions
- Visit the [Timekeeping](#) portion of our website for more details

Thank You!

EPAFs

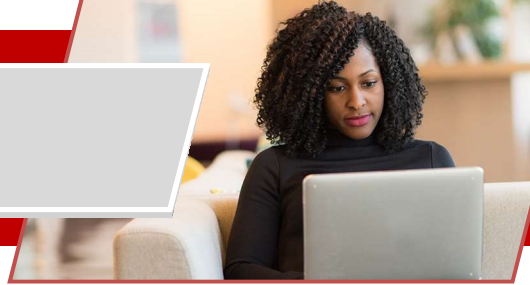
Brittany Wafford
Sherry Merkling
epaf.help@wku.edu

Interview Exchange

Jo Ann Malott
Andrea Sherrill
Patty Booth – Search Chair Training
Mindy Hutchins – Position Reclassification

****FAQs, Resources & Interactive Links Available in Your Handout****

HR Resources & Links



Hiring

- ☐ [Hiring Process Overview & Interview Exchange Instructions](https://www.wku.edu/hr/hiringofficials/hiringprocess.php)
https://www.wku.edu/hr/hiringofficials/hiringprocess.php
- ☐ [Background Check Request Form](https://intranet.wku.edu/php/prod/Forms/BCR1.php)
https://intranet.wku.edu/php/prod/Forms/BCR1.php
- ☐ [Acceptable Documents to Complete USCIS I9 Form](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents)
https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents
- ☐ [New to WKU](https://www.wku.edu/hr/careers/newtowku.php) – Information for New Hires
https://www.wku.edu/hr/careers/newtowku.php
- ☐ [EPAF FAQ's](https://www.wku.edu/hr/tools/epaf.php)
https://www.wku.edu/hr/tools/epaf.php

Compensation & Position Classification

- ☐ [Timekeeping, Timesheets](https://www.wku.edu/hr/compensation/timekeeping.php)
https://www.wku.edu/hr/compensation/timekeeping.php
- ☐ [Transitioning Form 16 Payments to Classified Positions](https://www.wku.edu/hr/compensation/form16transition.php)
https://www.wku.edu/hr/compensation/form16transition.php
- ☐ [Compensation/Reclass FAQs](https://www.wku.edu/hr/compensation/faq.php)
https://www.wku.edu/hr/compensation/faq.php
- ☐ [2018 Fringe Benefit Cost Chart](https://www.wku.edu/hr/compensation/compensationdocuments/employeebenefitscost18.pdf)
https://www.wku.edu/hr/compensation/compensationdocuments/employeebenefitscost18.pdf

Policies

- ☐ [Vacation Leave](https://www.wku.edu/policies/docs/130.pdf) – Information on eligibility, payout, and special provisions pertaining to grant-funded positions.
https://www.wku.edu/policies/docs/130.pdf
- ☐ [Recruitment and Employment of Faculty and Staff](https://www.wku.edu/policies/docs/264.pdf)
https://www.wku.edu/policies/docs/264.pdf



FAQ

1. What information do I need to complete the Background Check Request Form?

You will need the following:

- Applicant's WKU ID
- Full-Name
- Phone Number
- Email Address - *Ensure accuracy! This is where the background consent form will be sent.*
- Position Number - *For PT Faculty, Use FP9999*
- Index Number

2. I've completed the Background Check Request Form, now what?

Inform the new hire that they will receive an email from DoNotReply@Talentwise.com. They must complete this electronic consent before the background check can begin processing. Your department will be notified when the check is complete. This can take 5-7 business days on average. You should go ahead and initiate your EPAF if you have not done so.

3. What documents does my New Hire need to bring to HR Registration?

- 1.) A voided check for Direct Deposit purposes.
- 2.) Proper identification to verify employment eligibility. A list of acceptable documents can be found [HERE](#). Original documents only. **Photocopies will not be accepted.**

4. When does the New Hire receive the I9 email?

When the background check is completed, our system automatically generates a second email to the new hire with instructions on completing Section 1 of the I9. They can electronically sign.

5. The EPAF is pending final approval in HR. When will my new hire be added to payroll?

Once all approvals in IE have been confirmed, a completed background check returned, and both sections of Form I9 have been completed, the EPAF will be applied and the new hire added to payroll.

6. I need to hire Part-Time Faculty. Should I use Interview Exchange?

All **new** Part-Time Faculty (PTF) must apply and submit application materials through Interview Exchange. All PTF announcements are posted on WKU's Career Site, and/or a direct URL can be provided to you to distribute to potential candidates. Unlike full-time faculty/staff searches, you are **not** required to create requisitions nor conduct competitive searches through this system when hiring PTF. Once a successful candidate has been identified, you will resume your normal hiring process outside of IE (background check request, SIA, etc).

****Visit our website, www.wku.edu/hr for more information and resources about hiring, benefits, wellness, compensation, etc.**