Welcome to Focus on Finance!
March 16, 2017
Agenda

• Inventory Confirmation – Wendi Scott
• P-Card Responsibilities – Sharrion Smith
• Accessibility Overview – Shundra White
• Employee (HR) or Independent Contractor (AP)? – Terrice Watson
• Vendor Setup – Ed Antoniak
• Spring Budget – Key Dates – Deborah Keeney
• What’s New? What’s Due?
Inventory Confirmations

Wendi Scott, Manager Financial Reporting
Fixed Asset Team

Wendi Scott, Manager
Lisa Ellis, Accountant III
Joseph (Sonny) Garrone, Accounting Coordinator

wf-fixedasset-admins@memphis.edu
Annual Inventory Confirmation

• Annual Inventory Confirmation is a required procedure. UM 1772 Equipment Inventory Policy - http://umwa.memphis.edu/umpolicies/UM1772.htm

• Once a year Accounting will send a Fixed Asset Inventory Listing by Organization to Financial Managers / Equipment Reps.

• It is essential that you maintain accurate and up-to-date records of your department’s inventory.
Confirmed Fixed Assets

- “Capital Equipment” is a single item costing five thousand dollars ($5,000) or more.

- “Sensitive Minor Equipment” is particularly vulnerable to theft and has a cost between $1,500.00 and $4,999.99. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.

- Equipment under $1,500 is not included. A separate report may be requested.
Annual Inventory Confirmation

1. Make a copy of the Confirmation.

2. Physically confirm the location of all assets.

3. Update changes to asset description (make, model, serial, etc) – Indicate in RED on the Inventory Report.

4. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).

5. Additions – Complete & attach the “Items in Department Not on Inventory” form.

6. Older Items not found – Look up through FFIMAST.

7. Off-Campus (112688 and 112687) – Request for Off-Campus Use of Equipment Form

8. Missing Items – Report of Lost or Stolen Property Form

## Items in Department Not on Inventory

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>Decal #</th>
<th>Description</th>
<th>Asset Type</th>
<th>Make</th>
<th>Model</th>
<th>Serial Number</th>
<th>Location Code</th>
</tr>
</thead>
</table>
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/egreps.php
FFIMAST – Asset Status

Use Banner INB FFIMAST screen to check asset status.

- Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C”.

![Fixed Asset Master Query FFIMAST 8.7.0.2 (PROD)](image-url)
FFIMAST – Organization

To determine which org the asset belongs to use the Banner INB FFIMAST screen. Enter Decal and select next block 3 times.
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php
### Annual Inventory Confirmation – Con’t

**Responsible Organization:** 511000  
**Accounting Office**

<table>
<thead>
<tr>
<th>Decal</th>
<th>Description</th>
<th>Book Value</th>
<th>Net Value</th>
<th>Make</th>
<th>Model</th>
<th>Serial Number</th>
<th>Acq Date</th>
<th>Location</th>
<th>Locn</th>
</tr>
</thead>
<tbody>
<tr>
<td>000079791</td>
<td>Mobile Shelf File Unit</td>
<td>13,200.00</td>
<td>0.00</td>
<td>Moore</td>
<td>LM-5</td>
<td>FAH9595</td>
<td>06/23/86</td>
<td>Administration 275</td>
<td>100252</td>
</tr>
<tr>
<td>011258500</td>
<td>Laser Mate Pressure Seal</td>
<td>4,259.00</td>
<td>0.00</td>
<td>Moore</td>
<td>LM-5</td>
<td>FAH9595</td>
<td>06/06/03</td>
<td>Jones Hall 110</td>
<td>100476</td>
</tr>
<tr>
<td>011617700</td>
<td>DELL LATITUDE D820 LAPTOP COMPUTE1</td>
<td>2,145.66</td>
<td>0.00</td>
<td>DELL</td>
<td>D820</td>
<td>56LCX91</td>
<td>11/29/06</td>
<td>Temporary Off Campus</td>
<td>112688</td>
</tr>
<tr>
<td>012316200</td>
<td>Dell Latitude E4310:Latitude E4310</td>
<td>1,840.08</td>
<td>0.00</td>
<td>Dell</td>
<td>Latitude E4310</td>
<td>6Z2WQRML</td>
<td>07/22/10</td>
<td>Administration 275</td>
<td>100252</td>
</tr>
<tr>
<td>012696600</td>
<td>Dell Latitude E6520:Latitude E6520</td>
<td>1,612.79</td>
<td>0.00</td>
<td>Dell</td>
<td>Latitude E6520</td>
<td>1597489629 / 7C70GV1</td>
<td>07/31/12</td>
<td>Temporary Off Campus</td>
<td>112688</td>
</tr>
<tr>
<td>012836200</td>
<td>Dell Latitude E6520</td>
<td>1,630.30</td>
<td>0.00</td>
<td>Dell</td>
<td>Latitude E6520</td>
<td>J084LV1</td>
<td>07/31/12</td>
<td>Temporary Off Campus</td>
<td>112688</td>
</tr>
</tbody>
</table>

---

**Notes:**

- Correct s/n 56LCX91
- Correct s/n 6Z2WQRML
- Correct s/n 7670GV1
Two types of Workflow

- **Equipment Location Change Workflow:**
  - Change location within an organization

- **Equipment Transfer Workflow:**
  - Transfer between organizations
  - Surplus
  - Zero value
  - Cannibalization
Fixed Asset PTAG_Code

- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.

- A valid 9-digit decal number is needed. Three different kinds of decals have been used.

  - **Standard decal.** Enter all 9 digits in Workflow.

  - **Drop the 1st zero** and enter the rest of 9 digits in Workflow.

  - **Standard decal.** Enter all 9 digits in Workflow.
To initiate the workflow, the **Equipment Representative:**

1. Log into the My Memphis Portal at [http://my.memphis.edu](http://my.memphis.edu)
2. Select the ‘Workflow’ tab
3. ‘My Processes’ and select the three dots
4. Select one of the two types of Equipment Workflow based on your need.
Fixed Asset Workflow instructions can be viewed at http://bf.memphis.edu/spectrum/fahelp.php
Fixed Asset Workshop

Tuesday, March 21, 2017
10:00 a.m. – 11:00 a.m.
UC Senate Chamber Room 261

Wednesday, March 29, 2017
10:30 a.m. – 11:30 a.m.
UC Senate Chamber Room 261
ePrint Monthly Report – FYFR001
(Fixed Asset Inventory Listing)

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Latest Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYFR001</td>
<td>Fixed Asset Inventory Listing</td>
<td>Thu Feb 11, 2016 11:15am</td>
</tr>
<tr>
<td>FYGH002</td>
<td>Schedule 2 - Current Funds Revenues</td>
<td>Fri Jul 10, 2015 12:30pm</td>
</tr>
<tr>
<td>FYGU001</td>
<td>General Ledger Funds Summary</td>
<td>Mon Oct 12, 2015 10:00am</td>
</tr>
<tr>
<td>FYGU001</td>
<td>General Ledger Funds Summary - CSV</td>
<td>Wed Mar 09, 2016 10:15am</td>
</tr>
<tr>
<td>FYGU002</td>
<td>Operating Ledger Summary by Organization</td>
<td>Sat Oct 10, 2015 07:00am</td>
</tr>
<tr>
<td>FYGU002</td>
<td>Operating Ledger Summary by Organization-CSV</td>
<td>Mon Feb 08, 2016 2:15pm</td>
</tr>
<tr>
<td>FYGU003</td>
<td>General Ledger Accounts Summary by Fund</td>
<td>Fri Sep 03, 2015 09:01am</td>
</tr>
<tr>
<td>FYGU004</td>
<td>General Ledger Accounts Summary by Fund Type</td>
<td>Thu Jul 30, 2015 11:00am</td>
</tr>
</tbody>
</table>
Financial Reporting Website – Fixed Assets
http://www.memphis.edu/accounting/fixedassets.php

Fixed Assets

Questions? wf-fixedasset-admins@memphis.edu

Obtaining a New Decal

- Complete the Tagging Log Form
- E-mail the Tagging Log Form to wf-fixedasset-admins@memphis.edu
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit e-Print]
- Inventory Confirmation Instructions
- Items in Department Not on Inventory Form

Fixed Asset Workflow

- Fixed Asset Workflow
- Fixed Asset Workflow Instructions

Forms

- Report of Lost or Stolen Property
- Request for Off-Campus Use of Equipment Form
- Tagging Log Form
- List of Asset Types
- List of Account Codes
- Location Code Search
P-Card
Responsibilities and Upcoming Process Changes

Sharrion Smith
Regions Intersect Software

• Effective September 1, 2016, Regions Intersect replaced Regions iTracer and CMS systems, which changed the way purchasing cardholders, administrators and reviewers manage the P-card review, approval and payment process

• Regions Intersect System – A Web-based software program that provides P-card users on-line access to transaction information via the Internet to analyze data, attach and approve receipts, enter notes, analyze reports, change budget account codes and approve monthly cardholder statements

• IMPORTANT – Each step of the Intersect process is electronically date-stamped for audit purposes

• Need more training? Go to Learning Curve to sign up: https://bf.memphis.edu/training/

• Users guides are available on the Procurement Website: http://www.memphis.edu/procurement/purchasingcard/
Key Cardholder Responsibilities

- Utilize sound business decisions in making small-dollar purchases for University business use
- Certify that no one else will be allowed to use his/her P-card and account number
- Keep the P-card and account number in a secure location at all times
- Never use a University P-card for personal use
- Review on-line transactions and electronically attach itemized receipts to each transaction during the same billing cycle (Mobile device may be used to take a picture of the receipt to attach it in Regions Intersect). Select the Review (REV) checkbox and save transaction
- Notify card administrator to review and approve each transaction and receipt in Regions Intersect. This must be done before the card reviewer can provide final independent review and approval. All 3 roles (cardholder, administrator and reviewer) must approve transactions & receipts on-line in Intersect within the same billing cycle
Key Card Administrator Responsibilities

- Verify that all charges against the cardholder's account are substantiated by supporting documentation.
- Reallocate charges, if needed, to departmental FOAP/account codes (All online allocation adjustments must be made within two (2) business days after the last business day of the preceding month).
- Review and approve each transaction and attach receipt, if cardholder did not, before the card reviewer can provide final independent review and approval.
- Notify card reviewer to review and approve each transaction and receipt in Regions Intersect.
- Retain documentation within the department for audit purposes (3 years).
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card.
Key Card Reviewer Responsibilities

- Card Reviewer must be in a position of authority that can objectively question any and all cardholder purchases and be actively involved in the business management aspect of the department.
- Monitor cardholder transactions each month to ensure compliance with guidelines, policies, and procedures.
- Reallocate charges, if needed, to departmental FOAP/account codes. All on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month.
- Review and provide final independent review and approval (APP2) of each cardholder transaction and receipt (cardholder & card administrator must have approved prior to card reviewer) (APP2).
- Forward the statement and supporting receipts to the Card Administrator for retention requirement and audit purposes.
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card.
- Report any questionable purchases to the attention of the cardholder’s department head/financial manager.
- Report actual or suspected fraud to University Internal Audit.
Friendly Reminders:

- When users review or approve a transaction, check the appropriate box and SAVE
- If no transactions are made within billing period, there will be no statement
- No online allocations are accepted two days after the billing cycle ends (last working day of a month)
- Monitor for: credit limits, zero usage, fraud, prohibited/unallowable charges
- Complete Purchasing Cardholder Change Form for ANY changes/cancellations related to P-cards
- Transactions can be reviewed and approved by P-card users (sequentially) ALL month – DON’T wait – Get ‘er DONE!!!
- When in doubt contact us for assistance or refresher training
- P-card use and compliance with policies and guidelines are audited periodically
Upcoming Process Changes

• January, a listing of current cardholders with relevant information was provided to each dean, the provost or vice president for certification of current need

• New P-card requests and credit limit increases will now require dean, provost or vice president approval

• Beginning in March, P-cards will be suspended in cases where the prior month transactions are not approved by the card reviewer by the 15th of the following month
Links to Policies and Guidelines

• Cardholders, card administrators, and card reviewers are responsible for following the University’s policies and procedures regarding purchasing card activities:

– http://policies.memphis.edu/UM1507.htm
– http://bf.memphis.edu/bfguide/10119.htm
Questions

• Contact Sharrion Smith at sasmith5 or x-3673, or Veda Wheeler at vrwheler or x-3852
Accessibility Overview
Shundra White
What’s the big deal anyway?

• It’s law.
• Education (and most things associated) is a civil right.
• We need to know the difference between accessibility and accommodation.
• People are getting help filing law suits against colleges & universities.
• If we buy it (or require it) we’re responsible.
Jake is deaf. However, he is a dedicated season ticket holder who attends every home football and basketball game. Recently, Jake emailed the University asking for captioning, so that he could receive the full experience of the game just like everyone else. The University disregarded Jake’s request. What steps can Jake now take?

A. Jake can file suit against the University.
B. Jake can continue to email the University asking to provide captioning.
C. Jake can discontinue his commitment as a season ticket holder.
D. All of the above
Daniel, a secretary for the Office of Admissions, needs a kidney dialysis treatment. Daniel is only able to receive treatment during business hours Monday through Friday, which at those times, he is scheduled to work. What accommodation(s), if any, might be offered to Daniel?

A. Daniel should be able to use his break to go to dialysis treatment.
B. Daniel could work from home.
C. Daniel could work three days a week as a part time employee.
D. Both B and C
Alyssa works for the Statistics department at the University, which is located on the fourth floor of the Administration building. Due to recent surgery, she was instructed not to do a lot of walking. She is temporarily confined to a wheelchair but the doctor allows her to return to work. For the last week, Alyssa has been late to work every day. Alyssa cannot make it to work on time because she has to ride the elevator to the third floor and then, walk up one flight of stairs.

Why is Alyssa’s pathway inaccessible?

A. Alyssa should leave early enough to get to her desk on time. Her pathway is not inaccessible.
B. The doctor should have taken her off work.
C. There is no elevator from the 3rd floor to the 4th floor.
The University has a Ribbon Cutting ceremony for the new Alumni building. Dr. Austin, who donates $120,000 annually decides to attend, on a whim. When Dr. Austin arrives, he sees that the event is positioned near the curb. The University band and color guards have the curb and the curb dent blocked off. Austin who is confined to a wheelchair is forced to watch the ceremony two blocks away. Austin is upset and decides that he will no longer donate $120,000 to the university anymore. Was this event accessible for Austin?

A. Yes
B. No
Amy just got hired at the University. She was instructed to print and fill out all of her paperwork at home and return it to HR the following business day. However, when she went to the instructed webpage, she could not distinguish between the links and the text. Amy was not able to print out the paperwork, causing her to spend the entire day in Human Resources being processed. Was the webpage accessible or inaccessible?

A. Yes
B. No
So, now what?

Check out the website webaim.org

Ask questions

Contact CTL for training at itstrainers@memphis.edu
Have Questions?
Please ask.
Employee (HR) or Independent Contractor (AP)

Terrice Watson, Assistant Controller
Employee or Independent Contractor

Categories That Determine Classification

• **Behavior Control** – The individual does not receive extensive instructions on how work is to be done. *Examples:* how, when, or where to do the work; what tools or equipment to use; what assistants to hire; where to purchase supplies and services.

• **Financial Control** – The individual has significant control of the business part of the work. *Examples:* purchases supplies to perform the work and the individual incurs a profit or loss on the work.

• **Relationship of the Parties** – The individual does not receive/expect any benefits from the University.
## Employee or Independent Contractor Checklist

<table>
<thead>
<tr>
<th><strong>EMPLOYEE</strong></th>
<th><strong>INDEPENDENT CONTRACTOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Directed and controlled by the University</td>
<td>____ Independent</td>
</tr>
<tr>
<td>____ Does tasks in the manner the University requests</td>
<td>____ Does tasks in his/her own way</td>
</tr>
<tr>
<td>____ Does not have a financial investment in the work they are providing for the University</td>
<td>____ Assumes the costs associated with doing the work for the University</td>
</tr>
<tr>
<td>____ The University provides tools, equipment, and skills training</td>
<td>____ Comes to the job with required tools, equipment, skills</td>
</tr>
<tr>
<td>____ The individual works under University’s business license</td>
<td>____ The individual obtains his or her own business license</td>
</tr>
<tr>
<td>____ Often receives benefits beyond payment for service (retirement and health plans)</td>
<td>____ Receives only payment for service</td>
</tr>
<tr>
<td>____ Receives a net check. The University withholds income tax and FICA taxes.</td>
<td>____ Receives a gross amount check. Pays own taxes</td>
</tr>
<tr>
<td>____ Works at the University’s place of business</td>
<td>____ Works at his/her own office or home</td>
</tr>
<tr>
<td>____ Works the hours set by the University</td>
<td>____ Sets his/her own hours</td>
</tr>
<tr>
<td>____ Does not advertise services</td>
<td>____ Provides services to multiple entities</td>
</tr>
<tr>
<td>____ Eligible for workers’ compensation benefits</td>
<td>____ Has customers as a result of advertising and being known by the public as a business</td>
</tr>
<tr>
<td>____ Has some rights prior to termination</td>
<td>____ Not covered by the University’s workers’ compensation</td>
</tr>
<tr>
<td>____ Covered by minimum wage and overtime laws</td>
<td>____ No rights prior to termination unless contracted</td>
</tr>
<tr>
<td>____ Paid as contracted; no overtime</td>
<td>____ Paid as contracted; no overtime</td>
</tr>
</tbody>
</table>
Employee or Independent Contractor

- **Employee**
  - Contact Human Resources – Workforce Management (901) 678-3573.

- **Independent Contractor**
  - Contracts of $5,000 or more require the approval of the Director of Procurement and Contract Services. *(Single or Aggregate total in a Calendar Year.)*

  - **Required Documents:**
    1. Tigerbuy PO
    2. Contract/Agreement Routing Form
    3. Agreement for Personal, Professional & Consulting Service

  - Contracts less that $5,000 can be completed with the Request for Payment to Individual or Contractor form. *(All construction and renovation agreements require approval through Procurement & Contract Services.)*
Request for Payment to Individual or Contractor

INSTRUCTIONS: Give two copies to Contractor. Contractor must sign and return one copy. Complete all sections of Part I. Send original to the Accounting Office.

This authorization may be used in lieu of a written contract if, and only if, the total compensation to the individual or contractor is less than $5,000.00. Payments to the same individual or contractor for $5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through the Procurement and Contract Services. This form is sent to the Accounting Office any time a payment is requested to be made to an individual regardless of the amount. A form must be completed for each individual to be paid. The form is prepared by the requesting department and is used to secure approval of the authorization and to process the payment. Payments cannot be made to any University or State employee (which includes full or part-time faculty, staff) under this procedure.

I. GENERAL INFORMATION
(This information is necessary to complete IRS Form 1099-MISC)

1. Name of Payee: 

2. (a) U.S. Social Security Number: 
   OR (b) Federal Tax ID Number: 

3. Local Address: 
   Address
   City
   ST
   Zip+4

4. Permanent Address: 
   Address
   City
   ST
   Zip+4

5. Telephone Number: 

6. Fax Number: 

7. E-mail Address: 

8. Is payee a U of M student? Yes ☐ No ☐

9. U.S. Citizen? YES ☐ If not, state country of citizenship 
   (If payee is not a U.S. citizen, withholding may be required. Please complete IRS Form 8233 if individual is not claiming residence in U.S. or IRS Form W-9 if individual is claiming residence in U.S.)

10. Total Amount $ 

11. Index Number/Acct Code 

12. Purchase Order 
   (If none, Section II below must be completed.)

13. Are services being performed? Yes ☐ No ☐
   (If "Yes," complete Section A. If "No," complete Section B.)
SECTION A : Describe the services being performed

<table>
<thead>
<tr>
<th>Date Rendered</th>
<th>Units of Service (Hours/Days)</th>
<th>Brief Description of Services Provided (Be Specific)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Department Head/Higher Authority
   This is to certify that the payee identified above was authorized to perform services in accordance with U of M Operating Procedure Number 2D:03:07B and services were rendered in accordance with a contract dated [__] or the Section II, "Authorization to Contractor" and payment for services should now be made.

   Dept Head/Higher Authority Signature __________________________ Date ____________

   Department Name: __________________________

2. (Complete only if check is requested in advance of services.)
   I hereby request the check to be prepared in advance to give to the contractor upon completion of services. I certify that the check will not be released until services have been completed in accordance with the above-identified contract of Section II on the reverse hereof. (Attach statement explaining the reason the check is needed in advance.)

   Dept Head/Higher Authority Signature __________________________ Date ____________

SECTION B : Describe the purpose of the payment

[Blank space]

This is to certify that the payee identified above was authorized to receive payment.

   Dept Head/Higher Authority Signature __________________________ Date ____________

   Department Name: __________________________
II. AUTHORIZATION TO CONTRACTOR

(This authorization may be used in lieu of a written contract, if and only if, the total compensation to the individual or contractor during a calendar year is less than $5,000.)

1. This is to authorize (Contractor’s Name) _______ to perform the following services:
   (Enter detailed description, including type, scope, duration, form, quality, place, size, time, purpose, and identification of concerned University department.)

2. Contractor shall be compensated (Rate of Compensation: hourly, daily, etc.) _______ for services rendered. Payment will be made only after services have been performed. In no event shall the liability of the University under this authorization exceed $ _______.

3. The Contractor within the past six months has not been and during the term of this Authorization will not become an employee of the State of Tennessee which includes full or part-time faculty, staff, student employees or graduate assistants. The Contractor shall not directly or indirectly pay any of the compensation to any officer or employee of the University or the State of Tennessee.

4. No person on the grounds of disability, race, color, religion, sex, veteran status, creed, age, or national origin will be excluded from participation in, or be denied benefits of, or be otherwise subject to discrimination in the performance of this Authorization, or in the employment practices of the Contractor.

5. The Contractor, being an independent Contractor and not an employee of the University, agrees to protect and hold harmless the University from any and all liability not specifically provided for in this Authorization.

6. The term of this Authorization is from _______ to _______.

7. This Authorization may be terminated by either party by giving written notice to the other, at least _______ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

   Requester/Initiator Signature ____________________________ Date _______

   Dept Head/Higher Authority Signature ____________________________ Date _______

8. I agree and accept the terms of this contract and any attached addendum. (Required if fee over $100.00)

   Contractor Signature ____________________________ Date _______
CONTRACTOR INFORMATION FOR NON-U.S. CITIZENS:
For non-US citizens, this section must be completed in its entirety.

Country of citizenship: ___________________ Passport number: ___________________ Exp. Date: ____________
Type of Visa: ___________________ Dates at U of M: From ____________ to ____________

Any prior visits to the U.S.? Yes ☐ No ☐
If Yes, please list entry & exit dates, immigration status/Visa type, and primary purpose on separate sheet. Each visit should be listed.

Is the activity to receive the honorarium to last more than nine (9) days? Yes ☐ No ☐

Have you received honorariums from more than five (5) organizations in the last six (6) months? Yes ☐ No ☐

U.S. Social Security #: ____________ or Federal Tax ID #: ____________

Permanent Address: ___________________

Non-U.S. citizens may be subject to 30% withholding.
QUESTIONS?

accounting@memphis.edu
901-678-3831
Vendor Setup

Ed Antoniak, Senior Procurement Specialist
Vendor Setup

• **Accounts Payable (Aggregate less than $5,000)**
  • US Citizens - IRS W-9 Form and a copy of State/Federal Issued ID.
  • Non-US Citizens - IRS W-8BEN and a copy of Passport.

• **Procurement & Contract Services (Aggregate greater than $5,000)**
  • **Individual**
    • US Citizens - IRS W-9 Form and a copy of State/Federal Issued ID.
    • Non-US Citizens - IRS W-8BEN and a copy of Passport
    • Minority/Ethnicity Form
  • **Business**
    • US Business - IRS W-9 Form
    • Non-US Business - IRS W-8BENE
    • Minority/Ethnicity Form
    • Sales & Use Tax Verification
In order to comply with reporting regulations as required by the State of Tennessee and the United States federal income tax laws, it is necessary that the following information be provided prior to the issuance of any University contract.

<table>
<thead>
<tr>
<th>Name of Contractor:</th>
<th>Is Contractor a US citizen?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal ID / Social Security Number:</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

Excluded from Federal Procurement or Nonprocurement Programs?

- Yes
- No

If yes, include an authorized W-9.

If no, enter country of citizenship:

(If not a US Citizen, please include a copy of Visa and W-8 with this form.)

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Line 1)</td>
</tr>
<tr>
<td>(Line 2)</td>
</tr>
<tr>
<td>(City)</td>
</tr>
<tr>
<td>(State, Zip)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
</tr>
<tr>
<td>Fax number:</td>
</tr>
<tr>
<td>E-mail address:</td>
</tr>
</tbody>
</table>
Kind of Ownership (Select one):
- Govt. (GO)
- Agency of the State of Tennessee (SA)
- Non-Profit (NO)
- Majority (MJ)
- Minority* (see reverse side for definition)
- Women (WO)** (see reverse side for definition)
- Small (SM)** (see reverse side for definition)
- Service-Disabled Veteran (DV)** (see reverse side for definition)

Minority/Ethnicity Code (Select one):
- African-American (MA)
- Native American (MN)
- Hispanic American (MH)
- Asian American (MS)

Preference for reporting purposes: (Note: If Contractor qualifies in multiple categories as small, woman-owned and/or minority, Contractor is to specify in which category he/she is to be considered for reporting and classification purposes.)
- Small
- Minority
- Woman Owned
- Service-Disabled Veteran

Certification: I certify that all the information as completed above is accurate and true.

Name (Printed):
Título:

Signature ___________________________ Date ___________________________

[Button] Create & Print the form [Button] Reset
Spring Budget – Key Dates

Deborah Keeney
Spring Budget – Key Dates

• Revenue Projections ~ Due Friday, March 3, 2017
  o Email with instructions was sent out Friday February 24, 2017
  o Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab

• Capital/R&R/Facility Projects ~ Due Monday, March 27, 2017
  o If a Summer project is planned, submit by Spring deadline

• Expenditure & Position Paper Budget Revisions ~ Due Monday, March 27, 2017
  o If a position needs to be transferred for Fall, submit the transfer BR before deadline
  o Remember: no base budget revisions will be entered between the deadline and the opening of FY18

• BD4 Online Budget Revisions ~ Due Friday, March 31, 2017
  o Remember to align department budgets for the remainder of FY17
  o No functional changes after deadline
What are Functional Totals?
Budget & Expenditure totals in a specific range of program codes

<table>
<thead>
<tr>
<th>Program Code Range</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 - 2499</td>
<td>Instruction</td>
</tr>
<tr>
<td>2500 - 2699</td>
<td>Research</td>
</tr>
<tr>
<td>3000 - 3499</td>
<td>Public Service</td>
</tr>
<tr>
<td>3500 - 3999</td>
<td>Academic Support</td>
</tr>
<tr>
<td>4000 - 4499</td>
<td>Student Services</td>
</tr>
<tr>
<td>4500 - 4799</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>5000 - 5299</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>5500 - 5699</td>
<td>Scholarship / Fellowships</td>
</tr>
<tr>
<td>6000 - 6999</td>
<td>Transfers</td>
</tr>
<tr>
<td>7000 - 7999</td>
<td>Auxiliary</td>
</tr>
</tbody>
</table>

Source: FGRPRGH Program Hierarchy Report
Why are Functional Totals Frozen in April?

• The final current year budget is submitted as part of the Spring Budget
  o Departments realign budgets and anticipate purchases

• E&G control totals are compared against final year-end amounts

• Functional Expenditure exceed Estimated Budget – “Busting a Function”
Financial Planning Office:
Email:  budget@Memphis.edu
Phone:  901.678.2117
Website:  http://www.memphis.edu/budget/
Who Knew? / What’s New? / What’s Due?
**BURSAR**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Installment Fee Payment Deadline (4:30 p.m.) for students who utilized the Installment Payment Plan for the Spring 2017 semester</td>
<td>Thursday, March 30, 2017</td>
</tr>
<tr>
<td>Registration holds for Summer 2017 and Fall 2017 will be set for students who have an outstanding debt at that time. Students should check their accounts online through TigerXpress to ensure that they do not have charges that would prevent them from registering.</td>
<td>Friday, March 31, 2017</td>
</tr>
<tr>
<td>Registration for Summer 2017 and Fall 2017 begins</td>
<td>Monday, April 03, 2017</td>
</tr>
<tr>
<td>GA contracts due to Graduate School</td>
<td>Monday, May 01, 2017</td>
</tr>
<tr>
<td>First day State, UT and TBR employees, using State of Tennessee fee waivers may register for Summer courses. First day students using the Disabled or Senior Citizen Reduced Tuition/Tuition Waiver may register for Summer courses. NOTE: Students who register prior to this date will be denied the opportunity to use a space-available fee waiver program for this semester.</td>
<td>Tuesday, May 02, 2017</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td><strong>Deadline</strong></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Due to Financial Planning for Spring Budget:  
  • Capital, R&R and Facility Projects  
  • Expenditure Paper Budget Revisions  
  • Position Paper Budget Revisions | Monday, March 27, 2017 |
| All Online Budget Revisions (BD4)  
Completed by 4:30 | Friday, March 31, 2017 |
<p>| Inventory Confirmations | Friday, March 31, 2017 |</p>
<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Basics</td>
<td>Monday, April 03, 2017</td>
</tr>
<tr>
<td>UC - Senate Chamber Room 261</td>
<td>9:30 - 11:00 AM</td>
</tr>
<tr>
<td>Accounting Basics</td>
<td>Tuesday, April 04, 2017</td>
</tr>
<tr>
<td>UC - Senate Chamber Room 261</td>
<td>9:30 - 11:00 AM</td>
</tr>
<tr>
<td>Fixed Asset Workshop</td>
<td>Tuesday, March 21, 2017</td>
</tr>
<tr>
<td>UC - Senate Chamber Room 261</td>
<td>10:00 - 11:00 AM</td>
</tr>
<tr>
<td>Fixed Asset Workshop</td>
<td>Wednesday, March 29, 2017</td>
</tr>
<tr>
<td>UC - Senate Chamber Room 261</td>
<td>10:30 - 11:30 AM</td>
</tr>
</tbody>
</table>
Next Focus on Finance
April 20, 2017
1:30 - 3:00 PM
UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

Focus on Finance website:
http://memphis.edu/focusonfinance
THANK YOU!

www.memphis.edu/finance