

- 3 failed attempts to log on to PaymentNet will disable your log on. Please contact Justine to re-enable your log on.
- Does your receipt reference a past due amount or balance from a previous invoice? Make sure to include the invoice for the past due amount/previous invoice with your transaction documentation. (I.e. you paid for a past due February bill with the March billing, include February invoice.

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UAA ProCard News

April 2018

April 25, 2018

Gifts, Awards, Prizes...oh my!

Spring has finally sprung, I hope you are all enjoying the warmer weather and longer daylight hours! During this time of year many departments have increased spending that is related to Commencement and the end of the Spring Semester. Here are a few policy reminders for items that are purchased often this time of year:

Gifts/Awards (non-gift cards)- Per the BOR gifts policy, gifts represent voluntary transfers of money or property for which no consideration is received. Gifts include awards and tokens of appreciation or recognition to students, employees, dignitaries, community leaders, visitors, guests, and other associates, and may be based on achievement, service, traditions, or contributions to the mission, purposes or goals of the University or its community.

Gifts/Awards under \$25 may be purchased with a ProCard and applied to a non-representational account (4008/4018, depending on the funding source). The value of a gift/award includes all associated fees (item, personalization, shipping, etc.) You must obtain a department approved Rep/Non-Rep Form (RNR) before the purchase is made, keep the RNR with your transaction documentation. Recipients do not need to complete a Taxable Status Determination Form (TSDF). UA employee recipients do not need the gift reported to HR Payroll.

Gifts/Awards \$25 and over need to be approved through the ProCard Policy Waiver BEFORE they are purchased. When you submit a Waiver for approval you need to include a department approved RNR and the description of gifts/awards with values (an invoice/price quote is optimal). These gifts/awards need to be applied to a non-public funds and

account 8115. Non-employee recipients must complete a TSDF before receiving the gift/award. The Form must be sent to Accounts Payable (A/P). UA employee recipients must have the gift/award reported to HR Payroll because the gift/award may be taxable.

Please note, retirement gifts may not be purchased.



Prizes (non-gift cards)- Prizes are given for participation or a competition (i.e. random drawing for participation in a non-research survey, being the 20th person to enter an event, 1st place in a scavenger hunt). **Prizes need to be approved through the ProCard Policy Waiver BEFORE they are purchased.** When you submit a Waiver for approval you need to include a department approved RNR and a description and value of the prizes. Non-employee prizes are applied to account 8210. If the prize is \$25 and over, the recipient must complete a TSDF. The form must be sent to A/P. UA employee recipient prizes under \$25 are applied to account 8210. Prizes \$25 and over must be reported to HR Payroll and may be taxable.

Gifts/Awards/Prizes (gift cards-Visa, Amex, restaurants, dept stores, etc)- **Gift cards need to be approved through the ProCard Policy Waiver BEFORE they are purchased.** When you submit a Waiver for approval you need to

include a department approved RNR and the vendor, amount, and denomination information. Non-employee recipients must complete a TSDF and W9 before receiving the gift card. The forms must be sent to A/P. UA employee recipients must have the gift card reported to HR Payroll because it may be taxable.

Please submit ProCard Policy Waivers through the link on the [ProCard/Travel Card Forms and Links page](#). If you are sending the form via DocuSign, please send it to jlnelsonu@alaska.edu.

When in doubt, please do not hesitate to call or email me! I'd be happy to answer your questions and would much rather help you before the purchase is made than try to help fix it after.

Important Upcoming Dates

- May 5th: Graduate Hooding Ceremony
- May 6th: Spring 2018 Commencement
- May 10th: Deadline for April Statement of Accounts to be printed
- May 11th: Deadline for purchases requiring quotations (aggregate total of like items over \$10,000 < \$100,000, including requests for purchases subject to the availability of funding) to be submitted to Procurement Services
- May 15th: Deadline for Cardholder and Approving Official review and signature of March Statement of Account

DISPUTES VS. FRAUD

Transactions from known vendors (ones that you frequently purchase from or have in the past) that are billed more than once, billed for an incorrect amount, have unrecognized charges, etc. should be resolved with the vendor directly. If the vendor cannot resolve the transaction, it is appropriate to dispute the transaction within PaymentNet. Disputes can be made up to 60 days after the transaction date. Disputes should never be initiated for personal purchases or before trying to contact the vendor to resolve the transaction.

Unauthorized transactions with a lost, stolen, or counterfeit card/number are considered fraud. These types of transactions need to be reported to the bank immediately by calling the # on the back of your card. A replacement card will be issued for a card with fraudulent activity. Sometimes, the bank may contact you because of suspicious activity that could be fraudulent. Please promptly respond to their communication.

Disputes and fraud are handled by different departments within the bank, please do not make a dispute AND report fraudulent activity! Determine whether the transaction should be disputed or is fraudulent and proceed with the correct steps. In both cases, the bank may contact you for more information concerning the transaction in question. Please reply promptly to their requests.

\$EAWOLF \$PENDER \$HOUT OUT

Thank you to the departments involved in the first run of Visa ProCards to be used at Costco! I appreciate your patience during the implementation period and prompt submittal of information needed to start the Visa Card program!

Travel Tidbits

- Employee lodging for approved travel should not be paid by a Purchase Order. Employees should pay their lodging with a personal credit card or individual travel card then seek reimbursement through their expense report.
- Accounts Payable/Travel is hiring! They are looking for a full-time AP/Travel Technician and a temporary AP/Travel Clerk.

Visa ProCard for Costco Shopping Update

The implementation period for Visa ProCards is over! The departments involved in the first run of cards have purchased their memberships and many have made their first purchases at Costco.

Departments with a Visa ProCards are responsible for purchasing a Costco Business Membership (personal memberships cannot be used with the Department Visa ProCard) and creating Policies and Procedures for the Visa ProCard and Costco Membership Card.

Department Visa ProCards are issued for Costco shopping only and cannot be used with other vendors that accept Visa.

If your department is interested in obtaining a Department Visa ProCard, please contact Justine so she can send you an application and additional information.

Procurement Services Employee Highlight: Mary Beth Overturf



Mary Beth is the Director of Procurement Services. She is originally from Northern California and, after finishing her BA at UC Davis, came up to Alaska to visit, and never left. She worked for UAF Procurement Services from 1990-2001, the Fairbanks North Star Borough until 2011, then moved south to join UAA Procurement Services that same year. She received her Master of Public Administration from UAS in 2006 while living in Fairbanks (when distance learning was in its technological infancy) and is one of only a handful of procurement professionals in Alaska to have achieved the Certified Public Procurement Officer certification. Her time outside of work is spent building her house out in the Valley and being outside and with her rural Alaska rescue dog, Remi.

Contact her at 907-786-6508 or overturf@alaska.edu

Preliminary October Audit Findings

Sum of Transactions: \$697,446.54

Total Transactions: 2,694

Total Transactions Audited: 109/278

Number of Audited, Prohibited Transactions: 4

Gift \$25 or greater w/o approval: 3

Personal purchase: 1

GSS (including the Copy & Print Center) will close at 10am on May 17th. Please plan your print and copy jobs accordingly.