

Juarez, Mary

From: Boltz, Roger
Sent: Wednesday, December 03, 2008 3:50 PM
To: Faculty; Graduate Students; STAFF
Subject: University Protocol reminder
Attachments: University Protocol reminder.doc

Please see the attached memo regarding adherence to University protocols. It's my annual nagging about what needs to be done.

MEMORANDUM

Date: December 3, 2008

To: Faculty, Graduate Students, Staff

From: Dr. Roger Boltz
Associate Dean

RE: University Protocols

FY09 Travel Tips

When traveling on UH business, please remember to submit a travel request PRIOR to your trip. If you are not expecting reimbursement, check off the box "Insurance Only", but submit one nevertheless.

Please note that we need you to submit all university travel receipts within 30 days of your travel date so we can process and submit for reimbursement. The allowable number of days for reimbursement is 60 days so this will allow the business office an additional 30 days to process. Thirty days for processing may seem excessive, but there are numerous occasions when Mary Guzman goes back and forth with travelers for specific or additional documentation and we need the cushion to complete our business processing. We also need the additional days when we have numerous travel documents to process especially during ARVO and Academy season.

If travelers are sharing expenses, please speak to Mary Guzman in the business office prior to your trip so she can address specific issues for needed paperwork.

If travelers are using credit cards in names other than you own, speak to Mary Guzman for the additional paperwork needed in order to process your travel documents.

Other Reimbursements

In addition, for all other expenses, we need to process reimbursements within 60 days of expense date.

The university is no longer allowing exceptions to reimbursements past 60 days. In the past, we would accept and request approval for late reimbursement, but this is no longer the case effective today.

Please bear this in mind for IDEA reimbursements as well.

Purchases > \$5,000

A reminder that all purchases over \$5,000, whether services, equipment, materials, furniture, animals, service agreements, etc. require purchase requisitions/orders placed by the university's purchasing agents. Also, Dell and Apple computer orders should be routed to our business office for purchase requisitions placed by the purchasing agents as well. Do not use a P-card for computer purchases as the University needs to follow HUB practices for these and submission of a purchase requisition is the only way to do this.

When you receive your equipment, materials, furniture, orders, etc., please be sure to sign your packing slips, invoices, etc. and submit this documentation to our business office for our records.

Employee Training

You likely received an e-mail in the last month or so regarding online training requirements. Yes, it feels like you just did the training yesterday, however, this is a yearly endeavor that we must all participate in and we are now in a new fiscal year. Some require more training than others, such as P-card,, cash handling,, credit card training, etc. however the majority of us will be required to complete the four basic training sessions; FERPA, Fraud Awareness, Code of Ethics and Secure Our Systems.

Checks, Cash & Other Revenue

If you receive any checks, cash or other types of revenue on behalf of UH, UHCO or FERV, submit to our business office within 24 hours for processing and deposit. You will be issued a receipt and the business office is required to deposit within 24 hrs by university policy. This includes any type of fees, payments, gifts, revenue, reimbursements, etc. on behalf of any UHCO program or department.

In addition, any employee who accepts checks, cash, credit cards or credit card information is required to take the cash handling and/or credit card training. So if you are not signed up for the training when training time comes around, please let me know so we can abide by our university's policy and have you take the appropriate training.

Telephone Long Distance Reports

A reminder that anyone who is issued a university long distance code is obligated to submit their signed report with a log or notations with vital info regarding the long distance calls. Do not use the university code for personal long distance calls. Also, we are obligated to close out each month's reports so do avoid multiple notifications, emails, threats of disconnects, bodily harm, etc., by reviewing your calls and submitting your reports within 5 business days to our business office. Any questions, email Cris Sugar.

Telephone Work Orders- if you need any telephone, phone password resets, phone line, fax line, Ethernet connections or general telecommunications work performed, checked, reviewed, etc. send Mary Guzman an email and we will process with the appropriate information and university department.

Contracts

All contracts, whether financial or academic, may require an official UH contract in place so please speak to me first before contractually obligating UH and Optometry. Only the following have the authority to sign a contract or agreement on behalf of this college;

Mary Juarez
Roger Boltz
Earl Smith

And all contracts should be reviewed and approved by all parties and in place **PRIOR** to contract start date. If you have any questions related to contracts, please direct them to me at 3-1883.

If you have any questions on any of the above, please give me or appropriate business office member a call.

Time Sheets

All monthly paid employees must turn in their timesheets as soon as you receive. Record your vacation/sick/jury duty, etc. leave and submit to Sawsan's office.