College/Division Administrator Meeting
Skype
September 10, 2020 - 9 AM to 11 AM

Minutes

Esmeralda Valdez, Executive Director University Services

Copy and Print Services Update
- Copy and Print Services is celebrating 70 years of serving the University and the System
- One stop shopping – print services, graphic design, bulk mailing
- No need for competitive bids, regardless of dollar amounts
  - With very unique and specialized jobs, the print shop has an internal practice of getting quotes themselves to make sure that the best pricing is offered
- Will meet budget needs, and will price match to make sure that they do so. Due to their volume, they can often negotiate a better price
- For unique jobs, the Print Shop has a job order program where the contract with HUB vendors to get preferred pricing for the University
  - Helps to attain University's HUB goals
  - Work is already done for bidding and getting the best price
- Copy and Print Services works closely with UH Marketing for brand requirement compliance (ex: color calibration, fonts in keeping with style guide, etc), and will handle branding approvals for their customers
- Award winning print shop, has won several awards every year, however, in 2019 was awarded one of the top national awards "The Benny" in the industry from Printing Industries of America, Best of Category.
- Key benefits:
  - Cost savings – price matching, jobs pre-bid
  - Time savings – here to serve the University, handles approvals
  - Quality services – brand protection, graphic design services, sustainable business practices
- Welcomes thoughts and feedback on improvements and needs so can best support the University. CPS is forming a work group to provide information on what the University needs. Please feel free to call or email Esmeralda with ideas or if interested – evaldez@uh.edu, 832-842-9010, and is also in the UH directory.
  - CPS can also provide promotional items such as plaques, standing awards, giveaways, etc. Additionally, our graphic team can design any program/project needs such as certificates, diplomas, programs, brochures, etc.

Elyse Davis, Division Administrator Division of Research

Faculty Start Up Update
- Faculty start up distributions are complete
- Budgets are set in PS Grants
- Equity is still being processed
- If you believe that you should have a Faculty Start UP cost center, notify Elyse Davis

Internal Awards Update on COVID19 and Racism
- Awards are being set up and the cost centers should be ready by 9/15 which is the start date

Samantha Yurus, Assistant Controller

AP Vendor ID Red Flag Handout FY2021

- Security summary of vendor set up
- Vendors must fax information directly to Vendor ID
    o Must have directly from vendor and by fax provides assurance that information received is accurate and secure
    o This will change with PaymentWorks – Vendors will use the online registration page
- Vendor Verification Processes
    o AP manually reviews all red flag items
        ▪ Frequent bank account changes
        ▪ TIN not the same across the forms
        ▪ Contact information that does not contain the company name
    o Done by manual contacts, very labor intensive
    o Necessary to maintain the integrity of the vendor file
- How can departments help
    o Have vendors fax information directly to Vendor ID
    o Know common types of fraud:
        ▪ trying to change banking information or address information
        ▪ sending fake purchase orders to other companies from the Universities
    o Vendors look to us to help them through social engineering
        ▪ Watch out for unusual request such as historical information of past payments, or protected information that they should know
        ▪ Look for email addresses that don't make sense – misspelled, not the right company
        ▪ Requests to override business processes
        ▪ Trying to rush you
        ▪ Pretending to be someone at UH that normally would not make requests for vendor information

Vendor Management System Update
- Will change how security and validation is managed
    o Bank Account and name confirmation
    o TINS confirmation to IRS information
- Extensive testing is required, but has started this week
- We are still refining some items, but current go-live for implementation Phase 1 is October 26th which will have the online enrollment for vendors.
- Phase II is the automation of information feed, this will affect vendor ID processes, not the end users.
- AP will provide training materials on the website and will notify the campuses
- AP needs input regarding access in PaymentWorks to invite vendors:
    o How it works
        ▪ Employees would be able to login to PaymentWorks and can send invitation to vendor to fill out their vendor forms. Students cannot send invitations.
        ▪ Vendors will go and register in PaymentWorks
        ▪ Dept employees can look at the status of the vendor for submitting information and being approved

- The access is based on EMPLID and job title; it is unlikely that CDAs will have the ability to see which vendors were invited by the College/Department
  - Input on who should have the ability to invite a vendor
    - There are various reasons why this should or should not be done.
    - Accounts Payable will provide information on the access process, and Academic Affairs will work with the CBA meeting to identify Academic Affairs preferences

Karin Livingston, AVC/AVP Finance
- Due to the changes in inventory for FY2020, we will not do a Missing/Lost Report for the year. We will do a report in FY021.
- Change in CDA Meeting management

Other items from the group
- Amazon Business Prime update – last meetings are being held to figure out how HUB vendors can be identified.