

College/Division Administrator Meeting Minutes
August 14, 2014

Gretta McClain, Assistant Director, Accounting Services

New e-Payment Procedures

- Effective September 1, 2014, UH departments will follow new procedures for payments received electronically (direct deposits and wire transfers).
- When an e-payment is expected, departments will complete the Notification of Pending Transactions form and email it to Treasury and Bank Reconciliations to help identify the payment when it is received. For recurring payments, it is only necessary to send the form one time.
- Treasury or Bank Reconciliations will notify the department when the e-payment is received.
- Bank Reconciliations will create and process deposit journals for departments that receive less than 25 e-payments per month (minor activity departments) based on the information in the Notification of Pending Transactions form.
- Departments that receive more than 25 e-payments per month (major activity departments) will create their own deposit journals.
- Detailed instructions and the Notification of Pending Transactions form are posted on the Finance References page under Cash Handling:
<http://www.uh.edu/finance/pages/References.htm>

Mark Yzaguirre, Associate General Counsel (with additional information regarding POs, accounts, and related logistics provided in these Minutes by Mike Glisson, Controller)

RFPs and Standard Purchasing Agreements

- All RFPs that include the Standard Purchasing Agreement (SPA) as an attachment indicate that any resulting contract will be in the form of the SPA. Therefore, vendors that submit proposals are essentially agreeing to use the SPA as the contract.
- When the awarded vendor presents their own contract document, the department should remind the vendor that the SPA was included in the RFP and is the University's preferred contract document and ask them to use the SPA.
- If the vendor disagrees with some of the terms and conditions in the SPA, the department should ask the vendor to provide a redlined copy of the SPA with their suggested edits, which the department can send to Contracts Administration for their review. It is better to modify the SPA than to utilize the vendor's contract.
- If the vendor still insists on using their contract, notify Contracts Administration that the vendor insisted, despite attempts to persuade them to use the SPA, when the contract is submitted to Contracts Administration for review.

Procurement Process for Contracts, Including Academic Contracts

- The procurement process must be completed and documented for all contracts that will exceed \$5,000, including fees and expenses, prior to contract execution.
- Contracts that will be \$5,000 to \$25,000 can use the informal bidding process (obtain at least three quotes) or the Sole Source Justification form, if appropriate.

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- Contracts over \$25,000 can use the formal bidding process (post a RFP or similar document on the Comptroller’s website and notify vendors in the State’s Centralized Master Bidders List) or the Sole Source Justification form, if appropriate.
- Academic contracts (short-term lecturers, guest speakers, etc.) are now and should continue to be normally documented by completing a Sole Source Justification form that indicates their qualifications for the contract.
- Purchasing is the final authority on the procurement process and final approver on the Sole Source Justification form, including academic contracts. Sole source forms can be emailed to the appropriate Buyer in Purchasing.
- All contracts over \$10,000 must be encumbered on a PO. The department creates a requisition in CN730 or CN783 (for non-research and non-facilities contracts), attaches the fully executed contract as backup, and sends it to Purchasing. Payments on the contract are made using a PO voucher.
- Contracts on research grants are encumbered on a requisition/PO using RC730 or RC783 and routed to the Office of Contracts and Grants for approval.
- Plant Operations creates POs in FP730 and FP783 to encumber Facilities contracts.

Major Consulting Contracts (over \$25K)

- State law requires additional notification and justification for consulting contracts (regardless of funds) that will be over \$25K, including any amendments or extensions, prior to signing the contract.
- One of the requirements is to post a notice in the Texas Register about the planned contract for 30 days before the contract is signed.
- The procurement process for consulting contracts over \$25K normally includes posting a RFP on the Comptroller’s website as well.
- Therefore, departments who are planning to enter into a consulting agreement that will be over \$25K must notify Contracts Administration several weeks in advance, so that the required notices and justifications can be prepared.
- The definition of a consultant is someone who studies a situation and advises the University on the best course of action. Mixed contracts that involve both consulting and other work (e.g., programming, writing procedures, etc.) will be determined to be consulting contracts based on the context of a given contract.
- Consulting expense accounts are as follows:

Type of Consulting Service	Fees for Services	Receipted Expenses
Consulting - Information Systems	52114	52116
Consulting – Other	52115	52117

Professional Services Contracts over \$14K

- State law requires state agencies and universities to notify the Legislative Budget Board (LBB) no more than 10 days after a professional services contract over \$14K is fully executed (i.e., signed by both parties), regardless of funding source. Only physician and optometrist services are exempt from the reporting requirement.

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- Departments with professional services contracts over \$14K must email Contracts Administration a copy of the contract ASAP after it is signed by both parties, so Contracts Administration can notify the LBB before the deadline.
- Professional services include the following type of services, all of which require a state license or certificate:

Type of Professional Service	Fees for Services	Received Expenses
Accountant	52013	52110
Architect	52106	52111
Engineer	52107	52112
Landscape Architect	52104	52105
Land Surveyor	52206	52207
Nurse	52203	52204
Optometrist *	52101	52102
Physician/Surgeon *	52109	52118
Real Estate Appraiser	52201	52202

*Note: Optometrist and physician/surgeon contracts over \$14K are exempt from LBB reporting and don't have to be sent to Contracts Administration.

Pam Muscarello, Division Administrator, Research Division

HEAF Decentralization

- Effective September 1, 2014, departments should no longer use the Research HEAF workflow paths for vouchers or requisitions.
- The Research HEAF workflow paths allowed an intermediate approver in the Division of Research to review and approve vouchers and requisitions using HEAF funds that were distributed by the Division of Research before the vouchers and requisitions were sent to Accounts Payable and Purchasing, respectively.
- Pam distributed a HEAF Guide to help Department Approvers of vouchers and requisitions determine which purchases are eligible for HEAF cost centers. The HEAF Guide will be posted online and a link sent to the CDA listserv.
- The Division of Research will also provide training to departments on using HEAF prior to September 1.
- The Research HEAF approval paths will be removed from the voucher and requisition.

Annual Conflict of Interest Disclosures

- The Annual Certifications with the Policy on Conflict of Interest for Academic Staff (i.e., Conflict of Interest Forms) will be distributed to all employees in late August with a October 1, 2014 due date.
- Anyone who is an "investigator" on a research project is required to complete the Conflict of Interest Form. This includes all PIs, co-PIs, and others determined by the PI to be an investigator. An investigator is any person, regardless of title or position, responsible for the design, conduct, or reporting of research.

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- The forms will be updatable PDF documents, which can be printed, signed, scanned, and uploaded to RD2K. Alternatively, the forms can be signed with a signature pad and uploaded to RD2K. The process to request access to RD2K will be noted on the forms.
- Penny Maher in the Division of Research will monitor the process. DOR may suspend funding for PIs who do not complete the Conflict of Interest Form.
- Questions or requests for training can be emailed to coi@central.uh.edu

Maya Thornton, HUB Program Director

HUB Vendor Fair, October 8, University Center

- Maya recently joined UH as the HUB Program Director and will oversee all Historically Underutilized Business activities for the University of Houston and UH System Administration. She can be reached at mpthornton@uh.edu or 713-743-8269.
- UH will host a HUB Vendor Fair and Workshop on October 8 at the University Center from 9 AM to 1 PM.
- The Fair will include some familiar and some new HUB vendors. In addition to all UH faculty and staff, employees from other Houston-area state agencies, universities, and local government organizations (ISDs, etc.) will be invited to attend.
- In addition, a workshop will be provided for vendors who are interested in becoming a HUB.
- See the attached flyer for the HUB Vendor Fair. An email announcement will be sent closer to the event.

Mike Glisson, Controller

Travel Management System Implementation

- Pharmacy, TCSUH, Library and Honors began using Concur the week of August 4. The rest of the campus will be rolled out after the financial connector between Concur and the UH Finance System is completed and tested.
- Mike will send an email to all faculty and staff to let them know about the upcoming implementation of Concur.
- A “Travel Arranger” is someone who is permitted to book travel on behalf of someone else in Concur. There are two ways to become a Travel Arranger:
 - Department Travel Card custodians, who book travel for other people, can assign themselves as a Travel Arranger for other people. This is called self-assigning.
 - Employees can select one or more Travel Arrangers in their Concur Profile. Employees can also check a box in their Profile that will not allow someone else to self-assign themselves as their Travel Arranger.
- A “Delegate Creator” is someone who is permitted to create Travel Requests and Expense Reports for someone else in Concur. A Delegate Creator can only create Travel Requests and Expense Reports. They cannot submit them on behalf of the traveler into workflow, unless the traveler is a non-employee. Since non-employees will not be logging into Concur to submit their own Travel Requests and Expense Reports, the Delegate Creator must submit the Request/Report into workflow. There are two ways to become a Delegate Creator for someone:

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- An employee traveler can assign someone else to be their Delegate Creator.
- The department can request this access through Accounts Payable. AP will collect a list of Delegate Creators from the CDAs prior to implementation. After implementation, departments will complete and send AP a Concur Access setup form.
- A “Delegate Approver” is someone who is permitted to approve Travel Requests and Expense Reports for another approver in Concur. For example, a Department Chair (Unit Head in Concur) may delegate approval to a DBA to approve on his/her behalf if the Department Chair is not available to approve. The DBA can be a Delegate Approver because he is already an approver in Concur (as a Supervisor, Certifying Signatory, or Unit Head). There are two ways to delegate approval authority in Concur:
 - An approver can delegate temporary approval authority to someone else while the approver is on vacation or other leave. This is done by the approver in his/her Concur Profile.
 - The department can request this access through Accounts Payable for ongoing delegations of approval authority. AP will collect a list of Delegate Approvers from the CDAs prior to implementation. After implementation, departments will complete and send AP a Concur Access setup form.

Corporate Travel Planners (CTP) Training, August 20, Melcher Hall

- On August 20, Corporate Travel Planners will provide a preview of the Concur booking tool and answer any questions about making reservations in Concur or through CTP.
- Training sessions will be held in Melcher Hall, room 150, from 9 AM to 11 AM and from 2 PM to 4 PM. Registration is not required.
- Faculty and staff are welcome to attend but it is not required. Additional training on the booking tool, as well as other aspects of Concur, will be offered prior to implementation.

Year-End Calendar Q&A

- The FY14 and FY15 Key Dates Calendar for UH/UHS Departments is posted on the Finance website: <http://www.uh.edu/finance/pages/Calendar.htm>
- The Key Dates Calendar contains important year-end deadlines and reminders that all administrative staff should know about.
- Updates to the Calendar are announced through Finance Listserv.