

College/Division Administrator Meeting Minutes  
September 11, 2014

**Penny Maher, Program Coordinator 2, Division of Research**

Annual Conflict of Interest

- The annual Conflict of Interest for Academic Staff forms should be completed and uploaded to RD2K by October 1, 2014.
- See Penny's presentation on COI at:  
[http://www.uh.edu/research/compliance/coi/FY2015\\_COI\\_Presentation.pdf](http://www.uh.edu/research/compliance/coi/FY2015_COI_Presentation.pdf)
- Contact Penny at [plmaher@uh.edu](mailto:plmaher@uh.edu) or 713-743-9255 if you have any questions or would like her to present to a group.

**Georgeann Smith, Director, Business Services**

FY2015 Facilities Management Billing Rates

- Effective September 9, 2014, billing rates for services provided by Facilities Management were updated to align the cost of providing a particular service with the billing rate for that service.
- The cost of providing a service includes direct costs (salaries and fringe benefits of employees who provide the service plus parts and materials) and indirect costs (30% charge for uniforms, tools, vehicles, and other administrative costs that are not included in the direct billing).
- See the attached list of billing rates.
- Departments are not charged overtime rates, unless the department requests that the project be completed in the evening or on the weekend.
- Questions about FM bills can be emailed to [FAMBILL@uh.edu](mailto:FAMBILL@uh.edu).

FY2015 Annual Core Tech Fee

- In a few weeks, Georgeann will send an email to the college/division administrators with a list of cost centers to be charged for the FY15 annual core tech fee.
- The annual core tech fee is the amount paid to cover telecom services that are not billed individually during the year, such providing internet, phone, and long distance service, activating data jacks, providing a campus-wide Microsoft Office license, providing Telecom Help Desk assistance, etc.
- The amount charged for FY15 will be the same amount charged in FY14.
- CDAs will be asked to notify Georgeann of any change to the cost center to be charged. If Georgeann does not hear from a CDA by the deadline, she will charge the cost center indicated.
- For FY16, the plan is to reduce everyone's FY16 budget by the amount of the core tech fee during the budget planning process, so that we don't have to create a journal to record the expense.

**Mike Glisson, Controller**

Travel Management System Implementation

- The initial implementation groups (Library, Honors, Pharmacy, and TCSUH) have been using Concur since August 4, 2014.

College/Division Administrator Meeting Minutes  
September 11, 2014

- The rest of the campus will be implemented after the financial connector between Concur and UH is completed by Concur and UH IT. The financial connector will send approved transactions from Concur to UH PeopleSoft, so that vouchers and journals will be created automatically. UH AP is creating vouchers and journals manually for the groups currently implemented until the financial connector is completed.
- The financial connector should be ready for testing in a few weeks and we should be able to implement shortly thereafter. Until then, departments who are not using Concur should continue their current process.
- Beginning August 4 (September billing cycle for Travel Cards), Travel Card transactions do not need to be entered into GCMS (Citibank's program). Departments should hold Travel Card receipts for now and Mike will provide instructions at a later date on how to document those transactions.
- Mike has given Concur demos to the faculty and staff of several colleges and divisions and is available to give more demos upon request.

Post-Payment Audit Findings

- The Comptroller's Office recently completed a post-payment audit of the University of Houston and had a few recommendations for improvement related to Finance.
- Mike will send an email to the Finance Listserv and include an article in the September A&F Focus newsletter with the following reminders:
  - Orders for goods or services paid with state-appropriated funds must be documented by a purchase agreement (quote, PO, or contract), and the University may not pay more than the agreed upon amount unless the agreement is amended because the vendor will provide an additional benefit (i.e., more goods/services).
  - State-appropriated funds cannot be used to reimburse State of Texas sales tax and the University's Texas Sales and Use Tax Exemption Certification must be presented to Texas vendors before any purchases are made.
  - Any freight, shipping, or handling charges paid with state-appropriated funds must be included on the purchase agreement (quote, PO, or contract). If not included, the freight, shipping, or handling charges cannot be paid with state funds.
  - The voucher creator must enter the correct Invoice Receipt Date and Goods Receipt Date on the voucher, which determine when payment is due. (Payment is due 30 days after the later of the two dates.) State fund payments greater than \$5,000 are automatically scheduled to occur as late as possible without paying interest. Any change to the scheduled payment date on a state voucher must be supported by the University's purchasing agreement (PO or contract) with the vendor.
- Note that "spot purchases" do not require a quote, PO, or contract. A spot purchase is an over-the-counter purchase or any purchase where you pay for an item at the time the order is placed, such as when you charge your personal credit card or P-Card for an order placed over the phone or by internet. Spot purchases may not exceed \$5,000.

AP Accruals in Period 998

- Mike explained how the AP accrual process places expenses in FY14, period 998, for vouchers posted September 1-15 with a Goods Receipt Date prior to September 1.

College/Division Administrator Meeting Minutes  
September 11, 2014

- The accrual process is explained in the “AP Accrual Procedures” document on the Finance website under “Year End Procedures”:  
<http://www.uh.edu/finance/pages/References.htm>