



## Fiscal Year-End is Approaching Fast!

### Year-End Cut-Off Dates Reminder

Please verify you have sufficient appropriated budget in place before you send Payment Requests and P-Card allocations. Insufficient budgets may delay posting of budgets until FY2010. To process one-time budget transfers, please contact Kay Trotter at 426-1273. Request for Budget Transfer forms can be located at:

<http://finad.boisestate.edu/Budget/forms.html>.



Please submit the following no later than June 15<sup>th</sup>:

- Internal Payments – **Appropriated Department IDs.** Send internal payments to [APUploads@boisestate.edu](mailto:APUploads@boisestate.edu). Aaron Lunt, Accounts Payable, may be reached at 426-2916.
- Payment Request forms – **Appropriated Department ID's.** Peggy Davis, Accounts Payable, may be reached at 426-1589.
- Travel reimbursements – **Appropriated Department ID's.** JoAnn Northup, Accounts Payable, may be reached at 426-1539.

The above-mentioned deadlines help guarantee processing in the current fiscal year. Transactions from FY09 should be processed in the same fiscal year whenever possible.

For transactions related to Local and Grant Department ID's please refer to the year-end deadline grid information posted on the Administrative Accounting Office Website;

[http://www.boisestate.edu/finad/adminaccounting/aa\\_deadlines.shtml](http://www.boisestate.edu/finad/adminaccounting/aa_deadlines.shtml) .

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*"I love deadlines. I like  
the whooshing sound  
they make as they fly  
by."*

*--Douglas Adams*

TIP



Pathway to AP forms <http://finad.boisestate.edu/univforms.asp#resulttable>

## From the Desk of *Carol Joyce*

Welcome back to our newsletter, *Payables, Travel & Purchasing News (Plus!)*, where much has happened since our last newsletter in the summer of 2007. How quickly time passes. During this last year we have seen several changes, including new policies that brought new forms and changes in procedure and new staff that brought great ideas, enthusiasm and talent for improving efficiency. We survived—somehow everyone was ready for the new challenges. We hope our new staff structure works as well for you as it works for us.

Peggy Davis left her position as Travel Services Supervisor to accept the position of Assistant Manager that oversees the daily operations of Accounts Payable. I am delighted she is still part of our team. Peggy remains active in the travel work as a key leader in the design and implementation of the new automated Travel and Entertainment (T&E) module. The module will be rolled out to the campus community in July.

We are extremely pleased that JoAnn Northup moved back to Accounts Payable in the role of Assistant Manager that oversees Travel Services. JoAnn is quickly gaining ground on the travel work while learning her new role as the manager of an automated T&E process, overseeing the travel team.

In the next few months most of you will be attending some form of training on the new Travel and Entertainment system. Many hours of work have gone into the planning of this change during the last year. We are very excited about the efficiencies to be gained. The travel team is looking forward to helping our campus community in the transition from paper T-590 Forms to the T&E automated process. We would like to thank Dee Dee Forwood for her superb direction as leader of this project and for her never failing and always gentle push to keep “the herd of cats” focused.

The goal of our newsletter is to share information about our procedures, projects, timelines, events, and changes in staff. In this issue you will find articles from fresh perspective on our procedures. You will also find some tips that will help with processing your purchasing and payables requests. Many thanks to Celia Clemens who has accepted the role of editor for the newsletter.

As we move forward into Fiscal Year 2010, we thank all of you for your support and understanding with the changes that happened this year. Your feedback is encouraged and important to us. Please let us know what is not working well and any suggestions: and, let us know what is working well. Our contact information on the Accounts Payable Web Page is current:

<http://www.boisestate.edu/finad/accounts payable/>.

I hope we all have a relaxing, fun, and safe summer.



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### *From the Desk of Peggy Davis*

Greetings!

I am pleased to announce that I have moved to the new position of Assistant Manager in Accounts Payable overseeing daily operations. Amazing as it seems to me, this will be my 16<sup>th</sup> year in the Accounts Payable Department at Boise State University. In the past few years I have enjoyed the opportunity to assist the campus community with travel related procedures and reimbursements, including relocation for new hires.

My new duties will involve overseeing 1099 Reporting, Independent Contractor's, Gifts and Awards, and Vendor Records, assisted by experts Lori Kolasch and Nancy Knopf. I will also be responsible for overseeing technical processes that are now handled by our very capable A/P Technical Team, Aaron Lunt, Janet Eld and Lenore Weller. The technical processes include voucher uploads, vendor payments, internal payments, purchase orders, utility payments, and Finance System testing for PeopleSoft patch sets and upgrades. Randy Tucker, our Research Specialist and Finance System Pay Cycle Authority will also report to me. Please do not hesitate to contact me with any questions or concerns pertaining to the daily operation processes by phone at 6-1589 or by e-mail at [pdavis@boisestate.edu](mailto:pdavis@boisestate.edu).

My involvement with travel issues is limited to serving on the committee responsible for implementation of the automated Travel and Expense Module. Other Accounts Payable projects include documentation of all Accounts Payable procedures for the Policies and Procedures Manual, coding standards for vouchers, designing campus training program on policies and procedures, and utilizing flat file processing for utility payments.

I am committed to maintaining a high standard of open and responsive customer service to support the efficient and timely processing of University payables and I am looking forward to working with the Accounts Payable team to achieve that goal.



### *From the Desk of JoAnn Northup*

As many of you are aware, Accounts Payable, along with our project leader, DeeDee Forwood, has been working with the OIT team on a new online travel and personal reimbursement expense system. This has been a bigger challenge than we initially thought, due to the fact that the travel process has so many variables. Plus, AP is learning that asking for changes that seem to be a simple request to us involves many hours or weeks of work for the programmers. However, I also believe the OIT team has a new appreciation for what we do in Accounts Payable.

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*We hope our new staff  
structure works as well for  
you as it does for us.*

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NEW

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*New on-line Travel  
and Expense (T&E)  
reimbursement  
system coming in  
July.*

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*JoAnn Northup Continued*

We are getting close to a finished product and are planning to go live in July. We began training the end users in May, with more sessions planned through September for those of you who are off during the summer, or were not able to attend an earlier session. Although the system should be complete by the end of June, we decided it was best to wait until the new fiscal year to begin using the T & E Module.

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*If you are getting low on T590 forms, you may want to see if another department is willing to share their supply before ordering more forms.*

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We have worked very hard to produce a user-friendly system that will provide updated and more efficient processing of these payments. We are very optimistic that once we all get past the learning curve the campus community should see an improvement in processing payments which will be beneficial for everyone.

Please keep in mind that starting in July, all travel authorizations and personal reimbursements to employees will be processed online. **No requests for these payments will be accepted on paper after June 15<sup>th</sup> for Appropriated funds, and June 22<sup>nd</sup> for Local and Grant funds.** Any paper requests that have been submitted prior to those dates will not have to be resubmitted, however, you will have to use an expense report to receive reimbursement when the trip has been completed.

If you are getting low on T590 forms, you may want to see if another department is willing to share their supply before ordering more forms as they will become obsolete after June 22<sup>nd</sup>.

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*Several training methods for the new process will be available. Please contact JoAnn Northup at 426-1539 for training dates.*

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Several methods of training will be available including: group hands-on classes, on-line tutorials, and a written step-by-step procedures manual. In addition, the Travel Services staff will be available to answer your questions as you learn the new system.

We encourage you to contact JoAnn Northup at 6-1539 or [jnorthup@boisestate.edu](mailto:jnorthup@boisestate.edu) to sign up for one of the group training sessions for travelers and first-line approvers located in SMITC room 209 during June.

Additional group trainings will be scheduled during the summer and fall.

*Pay Cycle Schedules by Randy Tucker*

Accounts Payable processes a pay cycle Monday and Thursday of each week. Checks are usually mailed the same day. An additional pay cycle is processed on the last day of every month.

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*Please allow five to seven (5-7) business days to process payment requests*

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Please allow five to seven (5-7) business days to process a payment. There will be processing delays if paperwork received from Boise State departments has missing information and/or does not have the required supporting documentation. If Grant review or Compliance review is necessary, please allow an additional three (3) working days for payment processing.

To ensure prompt payment, when processing a Payment Request, please keep this time-line in mind and provide all necessary information and documentation. We will be happy to assist you if you have any questions or concerns. Please contact Accounts Payable at 6-3434.

**Charter Bus Insurance Requirements by Terry Spinazza**

Boise State Risk Management has established a specific set of insurance coverage requirements for charter buses being hired by Boise State. This applies to any bus travel (local, out-of-Boise or out-of-state).

Frequently, additional communication is required between Boise State and the charter company prior to the service; therefore Certificates of Insurance must be received by Purchasing a minimum of 10 days prior to the scheduled charter.

Purchasing is working with Risk Management to obtain and review certificates of insurance from the most used charter companies. We will generate a listing of approved charter companies to be posted on the website for campus reference. In the meantime, please check with Terri Spinazza in Purchasing to ensure that the charter company you want to hire has a Certificate of Insurance on file with the required coverage.

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*Check with Purchasing to confirm charter bus service has required insurance coverage.*

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**IC Corner by Lori Kolasch**



Independent Contractor – How do I know?

- ☆ Independent - free from the control or direction of the contracting department, and does not look to the University as the source for benefits in case of illness or injury or when the contract terminates. (Control: the IC determines where, when and how the services are rendered, the University can only specify the end result of the services rendered.)
- ☆ Contractor - an individual (or firm) who provides a service to the University (not faculty, staff or student employee), and files taxes under a Social Security Number.

**The IRS is more likely to classify as an independent contractor a worker who:**

- ☆ can earn a profit or suffer a loss from the activity
- ☆ furnishes the tools and materials needed to do the job
- ☆ is paid by the job / not by the hour
- ☆ works for more than one client company at a time
- ☆ pays their own business and traveling expenses
- ☆ hires and pays assistants
- ☆ sets their own working hours
- ☆ cannot quit job without incurring liability
- ☆ decides how the work will be done
- ☆ services provided are not an integral part of the University's day-to-day operations
- ☆ has own insurance
- ☆ receives no training from hiring company




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*Please visit Accounts Payable Web Site, Independent Contractors for complete instructions*

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## Paying Foreign Visitors and Vendors *by Suzy White*

Recently the Internal Revenue Service has escalated the review of tax withholding associated with payments to, or on behalf of, all foreign individuals and entities to their highest level of review. The impact of this to Boise State is widespread as nearly all areas of campus conduct business with foreign vendors or individuals.

All payments to, or on behalf of, foreign students, visitors and vendors must comply with Internal Revenue Service and U.S. Citizenship and Immigration Service regulations. It is important that a compliance review is conducted **prior** to any payment being issued. A review should be conducted for all payments made directly to foreign vendors and individuals *as well as any payment made to a third party for the benefit of a foreign individual (i.e. direct vendor payments for travel and lodging, payments to U.S. promoters and managers of foreign performers).*

When tax withholding is required on a payment, it must be remitted to the IRS within three (3) days to avoid accruing penalties and interest. The department initiating payment will have to absorb the tax charge along with a tax-on-tax surcharge if the payment is not submitted for prior review. **This includes p-card payments.** The standard withholding rate for payments to foreign individuals and entities is 30%.

The university has purchased a tax software package (GLACIER) to assist with analyzing payments to foreign students and visitors. All foreign students and visitors who receive taxable travel payments, payments for services, or taxable scholarship / fellowship payments must complete a GLACIER tax record prior to any payment being issued.

The tax and immigration laws associated with payments to foreign taxpayers are complex. The Administrative Accounting staff will assist you with setting up Glacier records, analyzing payments, and identifying appropriate documentation needed to process payments. If you have a payment that involves a foreign visitor or vendor please contact Suzy White at extension 6-2543 or by email at [swhite@boisestate.edu](mailto:swhite@boisestate.edu).

## Foreign Vendor Payments *by Celia Clemens*

It is important to contact Suzy White, Senior Accountant, at 6-2543 **before** bringing a foreign individual to Boise State, if payment by Boise State is required. A W-8 form and/or other documentation may be required for payment to all foreign individuals and entities. If you need assistance in obtaining a W-8 form or other documentation from a foreign individual or business, please contact Celia Clemens, Foreign Vendor Specialist, at 426-2438.

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*If you have a payment that involves a foreign visitor or vendor please contact Suzy White at 426-2543 or by email at [swhite@boisestate.edu](mailto:swhite@boisestate.edu).*

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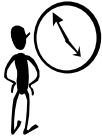
*It is important to know the residency status of your vendors and have the required forms (W-8) in place prior to making a payment.*

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## FREQUENTLY ASKED QUESTIONS...

**Q. How do I get an invoice paid?**

**A.** Go to <http://finad.boisestate.edu/univforms.asp> and select "Accounts Payable" from the "Department" drop down list. Scroll through the list of Accounts Payable forms to the "Payment Request Form". Read through the information in the top part of the form and select the type of payment that you need. Each type of payment has a check list of required back-up documentation that must accompany the Payment Request form. Additional forms that may be required will be located on the same site. Complete the information requested on the Payment Request form and attach the required back-up documentation. Make sure the Payment Request form is signed by someone in your department authorized to approve purchases. Forward the paperwork to Accounts Payable, Mail Stop 1248.

**Q. Are original receipts required for personal reimbursements?**

**A.** Yes. Internal and external auditors, as well as Idaho State policies require original receipts to verify proof-of-purchase and avoid duplicate reimbursements.

**Q. What is the best method of paying a vendor?**

**A.** If the transaction is less than \$2,000 and the purchase is *not* a payment for services and **not** a payment to a foreign vendor, use your P-Card. If the vendor does not accept credit cards you can use a Payment Request form.

Fill out a Requisition if vendor requires a Purchase Order or transaction is greater than \$2000. (See Purchasing Policy at <http://www2.boisestate.edu/purchasing/purpolicytoc.htm>)

**Q. When will my payment be processed?**

**A.** Pay cycles are processed on Monday and Thursday, between 8:00 a.m. and 10:00 a.m.

Please allow five to seven (5-7) business days, from the date A/P receives your request, for processing. Delays will result if the vendor identification number and/or original invoices for back-up documentation are not provided, information requested on the Payment Request form is incomplete or incorrect, or if the budget is not sufficient to process a voucher in the system. Requests that do not have a vendor number will be forwarded to the A/P Vendor Specialist. Requests that are over \$2,000.00 will be forwarded to Purchasing for review and approval. Payments charged to Grant funding will be forwarded to Office of Sponsored Programs (formally Sponsored Projects) for review and approval.

**Q. Where can I find the account code to use for my Payment Request Form?**

**A.** Go to <http://www.boisestate.edu/finad/adminaccounting/> and select "Expanded Account Code List" located on the left side of the page. When prompted, open the spreadsheet to obtain the "Expense Accounts by Category of Use."