A Message from
The Vice President of Fiscal Affairs

Good day Savannah State!

The 2008 fiscal year is coming to an end and the University, as in prior years, has to manage the process of closing out the 2008 procurements. Please review your February 2008 budget status reports, review your encumbrances, and submit your purchase request to successfully end the current year. (See Close Out deadlines, page 2).

The University, like all institutions within the University System of Georgia (USG) has undergone an audit of its P-Card program by the USG Office of Internal Audit. The University had no incidences of fraud or illegal transactions. However, there were identified transactions that could have been better documented. Fiscal Affairs will be presenting in a few weeks a program that presents the deficiencies and provides the enhanced documentation and reporting requirements. All P-Card holders will be contacted with the date and time. Within this newsletter are the most observed non-compliant transaction types identified by the system auditor. (See Purchasing, page 2).

Auxiliary Services

Effective 5/1/2008, the cost for one ounce of first class mail will be $.42, an increase of $.01. Please remember that Forever stamps purchased prior to 5/1/08 can be still be used. We will have an increased supply of Forever stamps starting 4/1/2008.

Also, the US Postal Service has advised us that, although our postal service is a Postal Contract Unit with USPS, our mailboxes on campus are not PO Boxes. Please make sure your department’s address is written as follows:

Savannah State University
Box _________
3219 College Street
Savannah, GA 31404

Special points of interest:
• The Office of Fiscal Affairs will be operating with a skeleton staff on April 14th thru April 15th, 2008 in order to attend the Fiscal 2008 Year-End Workshop being held in Athens, Georgia. This workshop is a requirement within the University System of Georgia. Please ensure that you submit all requisitions for which purchase orders and/or check requests will be needed the week prior to this mandatory travel for processing.
The University System of Georgia’s Office of Internal Audit has issued its report on the P-Card Audits for each institution. SSU had no incidence of fraud or violation of laws, however we did have situations of incomplete or inappropriate documentation and purchases that were valid goods and services for the University but should not have been made with a P-Card. A training program will be conducted in April to refresh P-Card holders on the regulations for P-Cards. Provided below are observations noted by the System’s Office of Internal Audit in their recent newsletter. Please review them and if you have a question contact Mrs. Alicia Williams at extension 3045.

- Poor documentation, including missing receipts and lack of explanation of purchase, including business purpose.
- Shared P-Cards.
- Gift Card purchases were not adequately documented and generally did not show why the gift card was purchased or who received the card. **Please note that P-Cards may no longer be used to purchase gift cards.**
- Corporate credit card, rather than P-Card was used for non-travel purchases.
- P-Card expenditures that include coaches’ or other employee travel expenses. These should be paid by the employee and submitted for reimbursement on a separate travel expense statement.

Overall, they concluded that there is a lack of understanding regarding allowable use of P-Cards; inadequate training for users and approvers of P-Cards; and an overall need for annual refresher training.

Again, Fiscal Affairs will be presenting in a few weeks a program that presents the deficiencies and provides the enhanced documentation and reporting requirements.

What’s New in Fiscal Affairs...

Mr. Gregory Jackson, who formerly served as Associate Athletic Director for Business & Finance, is now the Auxiliary Services Business Manager. In this position he retains some his responsibilities for Athletics budgeting, and also serves as the liaison between Athletics and Transportation, Dining, the Bookstore, and other Fiscal Affairs areas. In addition, he coordinates Athletic ticket sales and space rental, and is assisting with other Auxiliary contracts such as those for copiers and vending. Mr. Jackson is physically located in the office space between the two parts of Wilcox Wiley Gymnasium, and can be reached at 303-1795.

Also, the previously advertised position for a Payroll Support Analyst has been filled. Mrs. Carmela Hall-Green is our newest addition to the Fiscal Affairs family, replacing Dawn Cone as the Payroll Support Analyst.

Lastly, join us in extending congratulations to Mrs. Myisha Clemons for her recent promotion from the position of Senior Compliance Analyst to the position of Senior Accountant.

CLOSE OUT DEADLINES...

- **Thursday, April 10th, 2008** — Deadline to submit all requests for bid items to the purchasing department. Note: Purchases requiring competitive bids require additional time for processing.
- **Tuesday, April 15th, 2008** — All purchase requests for FY2007-2008 are due.
- **April 16, 2008** — **June 16, 2008**, emergency purchase orders will be issued against 2007-2008 budget and should be submitted directly to the Comptroller.
- All receipt of goods/services documentation and invoices inadvertently sent to your department must be forwarded to accounts payable by **June 13, 2008**.
- The accounts payable unit must receive all check requests and travel expense reports no later than **Monday, June 16, 2008**.
- For partial shipments, only those items invoiced and received **prior to June 30, 2008** will be charged to FY2007-2008 budgets.