Message from the Vice President...

The University, as you are aware, is operating under fiscal constraints due to the State’s Budget challenges. In order for SSU to do its part and exercise good fiscal management, the policies and procedures of the state and University have to be complied with. We are having a problem and I am going to take time to address some issues with this newsletter.

In our desire to achieve as much as we can, the University community has begun to utilize a process reserved for specific purchases as standard operating process. We have begun to use “check request” to pay for items that have been acquired or services performed for too many situations. Thus, within this newsletter I have provided “Request a Check Request For” as a guide for you.

To support the proper procurement of goods and services the following steps have been taken:

1. Every vendor that the University has utilized over the past three (3) years have been written and informed that SSU issues purchase orders and contracts to acquire good and services. Any item delivered or service performed without authorization will not be paid for by the University. Payment will have to be obtained from the individual that contracted the company.

2. We have highlighted on the Purchase Order (P.O.) the bill to address to ensure all invoices are mailed to the Accounts Payable office.

3. For ongoing/reoccurring items, develop a P.O. for the entire year, so that invoices can be paid when they are presented.

These measures will assist in the efficient, effective, and proper use of University funds.

Request a Check Request for...

- Registrations for workshops and/or conferences (If P-Card cannot be used)
- Team Entry fees
- Speakers/Honorariums
- Memberships, Dues...
- Subscriptions/Periodicals
- Renewal of annual maintenance agreements
- Hotel accommodations for employees traveling and cannot be reimbursed
- Team/Student Cash Advance for travel
- Emergency purchases and services

Inside this issue:

Budget Reduction 2
Fixed Inventory 2
Surplus Property 3
Travel Guideline Tips 3
Budget Reduction

The University has received notice from the University System of Georgia’s office that our state appropriation may be reduced by over 9% and the Governor’s Budget Proposal for next year includes a 9.5% reduction. The final reduction amount will be a permanent reduction in state funding to SSU. The amount lost to the University currently is approximately $1.9 million dollars. The President has worked with the System office and the University to respond to the current proposed reduction.

As the legislative process moves forward more information will be made available to the system office and the University. To put the University in position to successfully close the 2009 year the “Budget Close Out” process will begin in March this year verses April as in prior years. Be on the lookout for further instructions later this month.

Fixed Inventory

The President and I are committed to addressing a long standing audit finding citing deficiencies in SSU’s management and accounting for Fixed Assets. The University’s financial statements reflect equipment valued at $2.5 million. This equipment is disbursed throughout campus and entrusted to the care of Faculty and Staff. The only way we know that we still have these items is for you to assist us in locating them. Mr. David Atkins, Senior Accountant, will be leading a group of our students through a fixed asset inventory verification process. I enlist your assistance.

Each department will receive a letter and inventory listing generated from the fixed asset system that show the equipment items purchased from the department’s budget. Upon receipt of this listing, please indicate the following for each item:

- Item location
- If item cannot be located, provide either an inventory transfer form, or surplus property form

Please have all forms available to the staff that will be coming to verify inventory in your area. Please be kind to them and follow the instructions in order that the procedures can be completed. The process being followed is the same as that administered by the auditors, except they will search for all items verse a sample.

Again, this can only be accomplished with your assistance.

Auxiliary Services

ID Card Office

The ID Card Office has moved to Auxiliary Services. We are issuing new cards to students, faculty, and staff, so that only Banner-generated Student IDs and PeopleSoft-generated Employee IDs are encrypted on the cards. We are almost finished re-carding students, and will begin soon with faculty and staff by building. Please watch your e-mail for more information. This initial new card will be free; however, replacement cards cost $20.00.

Transportation and Parking

Please help us by reminding students to park only where their parking decals allow them to, and by letting your visitors know not to park in reserved spaces. If resources allow, we will be marking individual parking lots this semester to indicate specific spaces for commuters and faculty/staff.

Faculty and Staff Meal Plans

Meal plans are now available for faculty and staff at the same rate as commuter students. We can put the meals on your new ID card for convenience, and they can be paid for by payroll deduction. Please see the Auxiliary Services office in King-Frazier 127, or call 356-2771, for more details.
Surplus Property

The University System of Georgia has a policy that requires the University to maintain a database of all capital assets owned by the institution. When an individual has a piece of equipment or furniture that is damaged and requires disposal, please contact Mr. Evan Brown for proper disposal. Mr. Brown will prepare and provide the accounting staff the necessary information to update the University’s accounting records. In addition, in the event capital assets are relocated on campus, email or call Mr. Brown with the new location immediately. Further, the Property Transfer form must be completed and forwarded to Mr. Brown via campus mail or fax for proper recording. This form must indicate where the item is being moved from and where the item is being moved to.

This form is available online from the University’s main page by accessing “Forms Online”.

Handling the overflow of unneeded equipment items and/or items that are no longer usable.

Travel Guide Line Tips

With the implementation of PeopleSoft 8.9, many individuals will be preparing and entering their own expense reports into the financial information system. To assist in this effort and to not have your expense reports held up or significantly adjusted, the following refresher on travel regulations is provided. The information was obtained from the University System of Georgia Internal Audit Divisions Newsletter “The Straight and Narrow.”

The basic rationale underlying the travel regulations is to incur only reasonable and necessary expenses. Agencies such as the University System of Georgia are authorized to establish policies that provide more definitive (restrictive) limitations/guidelines than the Statewide Travel Regulations, but cannot set more lenient policies.

University System of Georgia travel regulations follow policies established by the State Accounting Office (SAO) and the Office of Planning and Budget (OPB). All employees are responsible for remaining current of travel regulations and procedures.

General Guidelines
• Be sure to include the “Purpose of Trip” on the Employee Travel Expense Statement.
• Both the traveler and approver must sign the form.
• Complete departure and arrival times for per diem claims.

The entire newsletter can be accessed at the following link: www.usg.edu/pubs/sn/sn_2008_sep.pdf. Please contact Katarah Harris at ext. 3034 with travel expense questions.

Need Assistance with eProcurement and Travel & Expenses

For assistance with eProcurement, contact Purchasing @ ext. 4954
For assistance with Travel & Expenses, contact Accounts Payable @ ext. 3034
For assistance with Workflow, contact Compliance @ ext. 3052
For general assistance, contact Compliance @ ext. 3052
The Division of Fiscal Affairs would like to extend heartfelt congratulations to Ms. Vivian Mitchell-Brannen on her retirement, effective January 30th, 2009, after 29 1/2 years of service to Savannah State University.

We are all very happy for Ms. Brannen and look forward to one-day being able to do the same. Ms. Brannen has been a faithful and loyal employee of Savannah State over the years.

So, Ms. Brannen, we pray for you many blessings, long life, and prosperity.

Thank you for you countless hours invested, the long night’s spent doing payroll, and for always being true to who you are.

We love you and we’ll miss you! But, enjoy your retirement — YOU’VE EARNED IT!

Losers visualize the penalties of failure.
Winners visualize the rewards of success.

Division of Fiscal Affairs

Office of Vice President: Myisha Clemons Shirley Miller
Edward Jolley Katina Stewart Carol Burnett
Diane Williams Janice Johnson

Purchasing & Receiving:
Front Desk: Alicia Williams Jean Caywood
Janet Salvaggio Pamela Fulwood Priscilla Bryan
Accounting: Evan Brown Antionette Drayton
Mary Loomis Walter Moore Alfred Brown
David Atkins Payroll: Carmela Hall Greg Jackson
Arisa Burgest

Accounts Payable: Compliance:
Katarah Harris Sheri Rouse Mainor Adrienne Brown
Jean Coleman Shirley Mackey-Crim Linda Morgan
McCall Singleton Budget: Winifred Mincey Terri Phillips

Restricted Accounting: Bursars:
Samantha Hutchinson Joy Thomas

Www.savannahstate.edu/fa/