

## **Finance/Accounting Outline for New Employee Orientation**

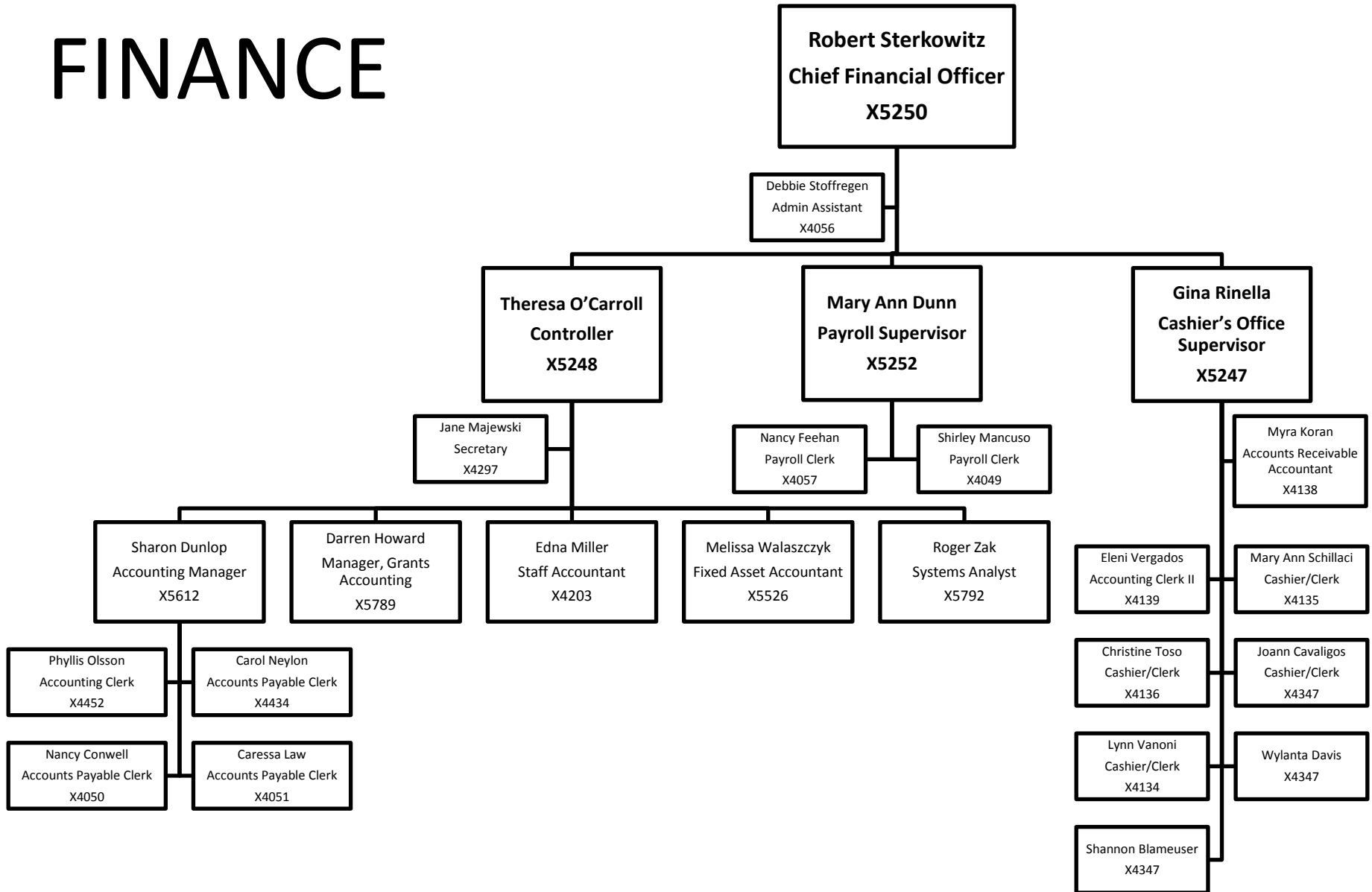
*All information available in the PDF Portfolio of important college resources at:*

<http://www.morainevalley.edu/CTL/professionalDevelopment/manual.htm>.

near the bottom of list of items under **Finance/Accounting**

- Organization Chart
- Accounting Policies and Procedures
  - Invoice Processing
  - Board Checks
  - Payment Authorization/Check Request Form (sample)
  - Tax Exemption
  - Fixed Assets
- Expense Object Codes List (most current sample)
  - Periodically updated – most current on MVConnect Resources Tab
- Travel Policies and Procedures Guidelines
  - Including Meal Reimbursement Addendum
  - Travel Authorization Request and Expense Report Form (included in packet)
- Payroll Information
  - Hours
  - Direct Deposit
  - Forms under MVConnect Resources Tab
- Cashier's Office Information
- List of documents available under MVConnect Resources Tab included in packet

# FINANCE



**MORAINE VALLEY COMMUNITY COLLEGE  
FINANCE/ACCOUNTING DEPARTMENT**

**MISSION**

The combined units of Business Affairs focus on effective financial management so that students, faculty and staff can focus on their participation in a compelling learning experience.

**FINANCE DEPARTMENT**

- Compile quarterly management financial reports
- Provide accounting decision support
- Support fiscal year end closing process for all campus departments
- Communicate current accounting affairs information
- Provide quality assurance review and internal control certifications

**ACCOUNTS PAYABLE**

- Process payments to Moraine Valley vendors
- Enhance internal control on invoice presentment and payment
- Facilitate purchasing cycle from purchase requisitions to invoice payments

**INVOICE PROCESSING**

The Accounts Payable department is responsible for processing payments to Moraine Valley vendors. MVCC purchase order number should be on all vendor invoices. Accounts Payable personnel will match invoices with purchase orders. To avoid the possibility of duplicate payment, Accounts Payable must have the **original invoice**, along with proper authorized signatures and budget codes before issuing payment. *No checks will be issued from statements or faxed copies of invoices.*

The most current listing of the Chart of Accounts is always available on MVConnect Resources tab, Intranet Forms, Finance, Accounts Payable. Also available at this location on MVConnect are the most current Expense Object Codes and Revenue Object Codes lists.

**BOARD CHECKS**

Board checks are checks which must be approved by the Board of Trustees at the Board of Trustees meeting prior to release. Most invoice payments are made by board checks. Board checks are printed once a month. Board of Trustees meetings are usually held the third Tuesday of every month. Checks are released the day after the Board meeting.

The Accounts Payable cut off dates for board checks for the entire calendar year are listed on the MVConnect Resources tab, Intranet Forms, Finance, Accounts Payable, and then click Board Check Submission Due Dates FY11.

For example, in order for a check to be issued for approval at the December Board meeting, **ALL** documentation and authorizations must be received in the Accounts Payable Department by November 22<sup>nd</sup>. Any invoices received after the cutoff date will be held for the next Board Meeting (in this example that would be the January Board meeting).

### **BOARD CHECKS (continued)**

Occasionally, a vendor requires that a payment be made in advance for services and/or goods. The words "Payment enclosed" should be indicated on the purchase order to identify these vendors. The Director of Purchasing or the Controller approves these items on an individual basis.

### **PAYMENT AUTHORIZATION/CHECK REQUEST FORM**

The Accounting Department realizes instances may occur when goods are needed immediately. In these cases, using a purchase order may not be considered timely or favorable for a purchase. **This option should only be used on an occasional basis.** If proper planning has been utilized, departments should be able to predict their needs early enough to use purchase orders for all purposes. **Payment authorizations are not to be used to bypass the Purchasing process.** By avoiding the Purchasing process, the institution misses out on valuable discounts. Extenuating circumstances are taken into consideration

When a purchase order has not been utilized, a requestor must fill out a Payment Authorization/Check Request Form to request a check. This form is available as a Microsoft Word document on MVConnect Resources tab, Intranet Forms, Finance, Accounts Payable. Payment Authorization/Check Request Forms should be printed out on "salmon" paper, which can be obtained from the Finance Department (Ext. 4056) or the Bookstore. Pre-printed forms are also available from the Finance Department.

Payment Authorization Forms are used when an employee has obligated the College without using a purchase order and the vendor has sent an invoice, or when payment is requested when no formal invoice is available (i.e. employee reimbursements, professional dues, etc.). However, sufficient documentation is still required for these check requests (e.g., travel reimbursement form, copy of advertisement for a product, proper receipts, etc.).

The Controller will determine if these items will be issued by fast check or board check on an individual basis.

### **FAST CHECKS**

The College recognizes that some items need to be paid more expeditiously than once a month. For these purposes, the College utilizes "fast checks". If proper planning has been utilized, departments should be able to predict their needs early enough to use the purchasing department for all purposes. Fast checks are printed every Thursday evening and are released every Friday after 1:00 p.m. Requests received by Wednesday at 3:00 p.m. will be processed the same week. Requests received after the deadline will be processed for payment the following week. Items to be paid by Payment Authorizations or by Fast Checks are:

**Requests Approved to be Paid as Fast Check processed on a Payment Authorization (P/A)/Check Request Form (salmon colored paper)**

- Athletics – advances and referees
- Cashier’s Office – petty cash reimbursement, tuition refunds
- Financial Aid
- Expenses reimbursed on behalf of students (grants)
- Employee reimbursements – travel and other
- Airline/Travel Agents
- Conference registrations (completed copies should be made prior to processing and mailed with the check)
- Payroll deductions – adjustments
- Credit cards (American Express, Sam’s Club, Sears, BP)
- Postage
- *Courier services (UPS, FED EX, Overnite Freight System)*
- *Special book orders from the Bookstore*
- Tuition reimbursements
- Nurse Aid Testing
- PELL grant re-issues
- In-School/Out-of-School
- International Student Agencies
- Housing refunds to International students
- Other requests with permission from Chief Financial Officer, Controller, or Accounting Manager

**Requests Approved to be Paid as Fast Check requiring a Purchase Order to be processed**

- Various insurance and employee benefit payments-Stipulate “Hold Vendor Copy”
- Utilities-Stipulate “Hold Vendor Copy”
- Albertsons/Jewel-Stipulate “Hold Vendor Copy”
- College Activities
- Membership dues (copies should be made prior to processing and mailed with the check)
- Newspaper subscriptions (in the absence of a tear-off stub, copies should be made prior to processing and mailed with the check)

Membership dues and renewals for magazine/periodical subscriptions will go board unless there are conflicting dates.

All other fast check requests will be approved or disapproved on an individual basis. Please contact the Finance Department for further instruction.

## **TAX EXEMPTION**

The College is exempt from paying sales taxes.

## **TRAVEL POLICY**

The official Moraine Valley Community College Travel Policies and Procedures Guidelines are available on the Moraine Valley Community College intranet site (<http://intranet.morainevalley.edu/>) by scrolling down to the Travel folder on the left of your screen, and then click Travel Policy, or by calling the Purchasing Department at Ext. 5514. It is important to read the policy carefully before planning any trip on behalf of the College. Proper authorization and signatures must be obtained **prior to** having any travel arrangements made.

## **INDEPENDENT CONTRACTOR PROCEDURES**

Prior to entering into contractual agreements with an independent contractor, you must first determine if that individual is actually an independent contractor or instead should be classified as an employee of the College. This serves two purposes; (1) it protects the College from undue liability, and (2) it lessens the risk of a tax liability for not classifying employees correctly. The College, including all departments, has a responsibility and is legally obligated to correctly identify workers as employees or independent contractors. Human Resources is responsible for making the final determination as to whether an individual should be classified as an employee or Independent Contractor.

Documentation on steps to determine independent contractor status and all forms needed are available on MVConnect Resources tab, Intranet Forms, Finance, Accounts Payable or by calling the Finance Department at Ext. 4056.

## **FIXED ASSETS**

All assets either purchased by or donated to Moraine Valley Community College with a unit cost greater than \$500 are required to be inventoried and tracked on the college's fixed asset system.

Assets can be categorized as follows:

1. Capital Assets - Assets having a value of \$10,000 or greater and an estimated useful life of more than one year. These assets must be capitalized, depreciated, and tagged for inventory control. Assets in this category include but are not limited to furniture, fixtures, equipment, vehicles, etc. Software is included in this category as long as the value is greater than \$25,000.
2. Controlled Assets – Assets valued at \$500 to \$9,999 and with an estimated useful life of more than one year. These assets are tagged for inventory control, but are not capitalized, nor depreciated.

## **FIXED ASSETS (Continued)**

3. Real Property – Assets such as land, buildings, improvements to land or buildings, or infrastructure. Capitalization of land improvements, infrastructure, or building improvements shall include costs that are above the capitalization threshold and extend the useful life, increase the capacity and/or the efficiency or adapt to a new use. General maintenance and repair projects shall not be capitalized. The following thresholds are to be used for real property:

Land	\$25,000
Land Improvements	\$20,000
Street Network	\$50,000
Buildings	\$50,000
Building Improvements	\$25,000
Infrastructure	By individual network listed above.

Infrastructure will include such assets as roads, sidewalks, drainage systems, water systems and sewer systems. Also included in this category will be subsystems and networks of these systems. For example, streetlights would be a subsystem of a street network.

Land improvements are the depreciable costs and betterments affixed to land that generally add to its value and functionality. Examples include temporary structures, access roads, parking lots, fencing, lighting (lights in parking lots, lights along walkways), tunnels that connect buildings, gas, and electricity.

4. Consumable Items – Items purchased with a value less than \$500 and an estimated life of less than one year. These items are expensed, but are not capitalized or depreciated.

Equipment items included in the fixed asset inventory will be tagged with a Moraine Valley Community College Asset Tag Number. Land and buildings will not be tagged but will be described in detail in the Fixed Asset System. Tagging is important to:

- provide an accurate method of identifying individual assets;
- aid in the periodic inventory (control the location of all physical assets);
- aid in the maintenance of fixed assets; and
- provide a common ground of communication for both the Accounting department and the assets' users.

In accordance with GAAP, fixed assets will be recorded at historical cost or estimated historical cost. If the asset is donated, the cost of the asset is the fair market value on the date donated.

## **FIXED ASSETS (Continued)**

The following object codes should be utilized when making fixed asset purchases.

5401001/5401002	Office/Instructional Supplies – Used for supplies/equipment with a unit cost less than \$500.
5401101/5401102	Office/Instructional Equipment < 10,000 – Used for equipment with a unit cost between \$500 and \$9,999.
5404002	Computer Software – Used for the purchase of software and software licenses.
5801000	Site Acquisition – Used for land acquisitions with a value greater than \$25,000
5802000	Site Improvement – Used for land improvements with a value greater than \$20,000, or Street Network greater than \$50,000.
5803000	New Building & Additions – Used for building acquisitions or construction with a value greater than \$50,000
5804000	Building Remodeling – Used for building improvements with a value greater than 25,000
5805000	Equipment Office – Used for office equipment with a unit cost greater than \$10,000
5806000	Equipment Instruction – Used for instructional equipment with a unit cost greater than \$10,000
5807000	Equipment Service – Used for service equipment with a unit cost greater than \$10,000
5809000	Equipment Replacement – Used for equipment with a unit cost greater than \$10,000

When determining which object code to use for a purchase you need to take into consideration the amount paid for the asset plus all costs associated with placing the asset in service. This may include engineering fees, architectural fees, site preparation, freight etc. You will also need to determine if the purchase is a stand alone item or is it to be combined with other pieces to create one piece of equipment. An example would be a work station, each part of the work station would have a cost less than \$500, but could not be used separately. The value of the work station would be the price of all the items that are combined to create the work station.

### **Inventory**

Semi-annually the Finance Department will send an inventory listing to each department. This list will include the asset number, a description of the asset, location, purchase date, serial/model number, and the purchase price of all assets for the department. Each department is responsible for all equipment under its custody as shown on the report. Each department will be responsible for verifying that all assets listed are currently under the department's control. Any discrepancies from this list must be researched and resolved. Any changes in location or status must be sent to the Finance Department using the Request for Disposal/Relocation of Fixed Asset Form.

Annually, each department is required to sign off on the inventory listing signifying that they have verified that all assets in the department are accounted for on the inventory list.



## **FIXED ASSETS (Continued)**

### **Disposal of Assets**

Disposal of any asset must be reported in detail to the Finance Department prior to the disposal of the asset. The requesting department must complete the Request for Disposal/Relocation of Fixed Asset Form. The department must supply a description of the asset, inventory tag number, model number, serial number, the reason for disposal, and the location of the asset. The completed form should be sent to Roger Zak in room L157.

Finance will review the request for disposal to determine if board approval is needed. If board approval is needed, Finance will inform the requesting department that the asset cannot be disposed of until the board has approved the disposal. Finance will contact the department once the board approval is received. If board approval is not needed, Finance will contact the department with the okay to dispose of the asset.

Once approval has been received, the department should contact either Shipping and Receiving or Campus Operations to have the assets removed. Finance will update the Fixed Assets system so that the asset is no longer part of the college's inventory.

### **Relocation of Assets**

When an asset is being moved from one room to another, the owning department must fill out the Request for Disposal/Relocation of Fixed Asset Form. They must supply a description of the asset, inventory tag number, model number, serial number, location, and new location. The completed form should be sent to Roger Zak in room L157. Finance will then update the fixed asset system with the new location.

### **Theft of an Asset**

If a fixed asset is stolen, the theft must be reported to the Colleges' Police Department immediately (Ext. 5555).

### **Asset Forms**

Complete procedures and all forms needed to add, relocate, dispose or report lost or missing fixed assets are available on MVConnect Resources tab, Intranet Forms, Fixed Assets or by calling the Finance Department at Ext. 4056.



**Moraine Valley Community College**

Object Codes - Expenses

Updated 11/18/2010

DESCRIPTION		DESCRIPTION		DESCRIPTION	
<b>51XXXXX</b>	<b>Salaries</b>	5205000	Medicare	5500203	In-District Other Staff-Grant use only
5101001	Administrative Staff - FT	5206000	FICA	5501000	Catering Charges
5101002	Administrative Staff - PT	5207000	Tuition Reimbursement - Credit	5502000	Travel-In State
5101003	Administrative Staff - Temporary	5209000	Other Employee Benefits	5503000	Travel--Out of State
5101004	Administrative Staff - Supplemental	5209001	Employer Surs-Fed or Trust Fund	5504000	Employee Recruitment
5101005	Dept. Chair/Release Time	5209002	Employer Surs Health	5509000	Other Conference & Meeting Expense
5102001	Professional Staff - FT				
5102002	Professional Staff - Part Time	<b>53XXXXX</b>	<b>Contractual Services</b>	<b>56XXXXX</b>	<b>Fixed Charges</b>
5102003	Professional Staff - Temporary	5301000	Audit Services	5601000	Rental of Facility
5103001	Instructional Staff - FT Base	5302000	Consultants	5602000	Rental of Equipment
5103002	Instructional Staff - Part Time	5303000	Architectural & Eng Services	5603000	Debt Principal Retirement
5103003	Instructional Staff - Temporary	5304000	Maintenance Services	5604000	Interest
5103004	Instructional Staff - Overload	5305000	Legal Services	5605000	General Insurance
5103005	Instructional Staff - Supplemental	5306000	Office Services	5606000	Installment Pymts for Lease/Purchase
5103006	Instructional Staff - Stipends	5306001	Bank Charges	5607000	Building Insurance
5104001	Supervisory Staff - FT	5308000	Instructional Services Contracts	5609006	Equipment Depreciation
5104002	Supervisory Staff - PT	5309001	Child Care Payments		
5104004	Supervisory Staff - Overtime	5309002	Student Recruitment	<b>57XXXXX</b>	<b>Utilities</b>
5105001	Academic Support - FT	5309003	Other Contract Services	5701000	Gas
5105002	Academic Support - PT	5309004	Contractual Flo-Thru	5702000	Oil
5105003	Academic Support - Temporary			5703000	Electricity
5105004	Academic Support - Overload	<b>54XXXXX</b>	<b>General Materials and Supplies</b>	5704000	Water & Sewerage
5105005	Academic Support - Supplemental	5401001	Office Supplies	5705000	Telephone
5105006	Academic Support - Overtime	5401002	Instructional Supplies (\$1 - \$500)	5706000	Telecommunications
5105007	Academic Support - Stipend	5401003	Library Supplies	5707000	Refuse Disposal
5106001	Office Staff - FT	5401004	Maintenance Supplies		
5106002	Office Staff - PT	5401005	Vehicle Expense	<b>58XXXXX</b>	<b>Capital Outlay</b>
5106003	Office Staff - Temporary	5401006	Child Care Center Supplies	5801000	Site Acquisition
5106004	Office Staff - Overtime	5401009	Other Materials & Supplies	5802000	Site Improvement
5107001	Service Staff FT	5401010	Supply Recharges	5803000	New Building & Additions
5107002	Service Staff - PT	5401101	Equipment-Office (\$501-\$10,000)	5804000	Building Remodeling
5107003	Service Staff - Temporary	5401102	Equipment-Instruction (\$501-\$10,000)	5805000	Equipment - Office (>\$10,000)
5107004	Service Staff - Overtime	5401104	Equipment Maintenance (\$501-\$10,000)	5806000	Equipment - Instructional (>\$10,000)
5108000	Student Employees	5402000	Printing	5807000	Equipment - Service (>\$10,000)
5108001	Work/Study Cost	5402001	Reprographic Recharges	5809000	Equipment - Replacement
5109000	Other Salaries	5404001	Audio & Visual Materials		
5109004	Other Salaries - Overtime	5404002	Computer Software	<b>59XXXXX</b>	<b>Other Expenditures</b>
		5404003	Postage	5901003	Institutional Waivers
<b>52XXXXX</b>	<b>Benefits</b>	5404004	Repair Materials & Supplies	5902000	Student Grants & Scholarships
5201000	Group Med/Life Insurance	5404010	Postage Recharges	5903000	Tuition Chargeback
5201001	Medical Insurance	5405000	Books & Binding	5904000	Finance Charges & Adjustments
5201002	Dental	5406000	Publications & Dues	5904200	Bond Issuance Expense
5201003	Vision	5406001	Electronic Subscriptions	5904201	Discount on Bond Issuance
5201004	Group Perm Life	5407000	Advertising	5904202	Amortization of Bond Issue Costs
5201005	Disability Insurance	5408000	Purchase for Resale	5904203	Amortization of Bond Discount Costs
5201006	Supplemental Life			5905000	Facilities Charges
5201007	Medical Insurance-Employee Contributions	<b>55XXXXX</b>	<b>Client Transportation</b>	5909000	Other
5201008	Dental/Vision-Employee Contribution	5500000	Client Transportation - Grant use only	5909001	Indirect Cost Reimbursement
5201009	Flex Spending-Employee Contribution	5500201	In-District Instructional Staff-Grant use only		
5201010	Group Med/Life Department Charges	5500202	In-District Administrative Staff-Grant use only		
5202000	Workman's Comp Insurance				
5204000	Unemployment Insurance				

**MORAIN VALLEY COMMUNITY COLLEGE**  
**TRAVEL POLICIES AND PROCEDURES GUIDELINES**

**PHILOSOPHY**

**The college acknowledges, first and foremost, that professional development for employees is consistent with our learning college philosophy and recognizes that those who participate in such activities have both an opportunity and a responsibility to share knowledge learned with other staff.**

The college believes that employee claims for reimbursement are made in good faith. The college believes that travel benefits not only the individual, but also impacts the student directly and with such focus intends to encourage travel when warranted. The college also intends to utilize cost saving measures when booking travel to maximize staff's budget.

**POLICY**

It is the policy of the college to reimburse employees for reasonable and approved expenses incurred by them in performance of their duties provided the proper procedures are followed. Official college travel includes all trips in connection with college business by MVCC employees as authorized by the president or his designees. College business includes necessary travel that improves the quality of the college or contributes to an on-going program of the college.

All travel shall be by the most economical mode of transportation available, considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.

Travel for personal consulting is not considered college business.

Expenses will qualify for reimbursement only if they are ordinary and reasonable. An excessive premium paid for lavish or extravagant accommodations, air flights or meals will not be honored and will be considered a personal expense. The final determination of ordinary and reasonable shall be within the reasonable discretion of the travel coordinator.

- Normally a college employee will be limited to one National conference per year. Each employee's respective vice-president will authorize attendance.
- All conference presenters must have their travel authorized by their vice-president, prior to submittal of proposals to out of state conference sponsors. A memo signed by the vice-president must be attached to Travel Authorization before being forwarded to the president's office.
- Additionally, all requests made by faculty and staff to give a presentation or to attend any of the League of Innovations Conference's (Innovations and Conference on Information Technology, CIT and Learning Conferences, etc.) must be submitted to the college's League representative for approval prior to submission.

- Normally no more than 3 travelers, college wide are authorized to any one conference without president approval prior to submittal of Travel Authorization.

### **TRAVEL AUTHORIZATION**

Any employee who is traveling on college business must complete and have approved a *Travel Authorization Form* prior to having any travel arrangement made. The purpose of the travel shall be indicated on the *Travel Authorization Form* with supporting documentation attached. **If a conference is being attended, the respective schedule must be attached.** Any travel arrangements are to be made by authorized personnel only. All air travel and car rental reservations are to be made only by the travel coordinator with required signatures or approvals.

**Any Travel Authorizations received without all documentation attached will be returned to the originator.** It is the responsibility of the employee's respective dean and director to verify that days of travel match the conference schedule.

The *Travel Authorization Form* shall include the dates and times of travel; the points of departure and destination; the mode of transportation; the cost of the transportation; lodging, meals, and any other expenses. If meals are not claimed, times of arrival and departure are not required.

*Travel Authorization Forms* shall be supported by receipts in all instances for all items, other than claims for mileage reimbursement for college use of a non-college vehicle. Copies of employee's automobile insurance card and driver's license must support mileage reimbursement claims.

- The individual incurring the expense, along with his/her supervisor and vice-president must sign *Travel Authorization Forms* for in-state travel. If overnight accommodations are required, the *Travel Authorization* form will be forwarded to travel coordinator for follow-up after approval.
- *Travel Authorization Forms* for out of state and international travel must be signed by the individual incurring the expense along with his/her supervisor, vice-president and the president. All *Travel Authorizations* with out-of-state and international travel will be forwarded to the travel coordinator for follow-up after approval.

*Travel Authorizations* for trips to present a paper or to attend a conference must have a letter of invitation, a printed program or other relevant material attached to authenticate the official nature of the trip. This is for the purpose of the college's internal audits.

*Travel Authorizations* should be submitted for reimbursement within 14 days of the employee's return from travel.

**Routing of Travel Authorization Form:** traveler to travel coordinator to dean/supervisor to vice-president to president (if necessary) and back to travel coordinator for flight booking.

### **TIMELINESS OF TRAVEL REQUESTS**

The *Travel Authorization Form* should be sent to the vice-president's office as much in advance as possible so that the best rates can be obtained. All requests should be submitted at least 60 days prior with 90 days prior being preferred, to the date of departure. All air travelers must obtain quotes from the travel coordinator in the Purchasing Department prior to submitting their request. **Requests submitted less than 30 days from departure will be subject to approval by respective vice-president and president, depending on additional costs incurred.**

Approval of all trips must be obtained from the employee's supervisor, such as the department head or dean and the appropriate vice president (or designee). Those employees who report to the president should advise the president of all travel plans. All out of state travel must be approved by the president.

### **TRAVEL EXPENSES**

It is the policy of the college to reimburse employees for actual out-of-pocket expenses incurred while away from home on an overnight business trip provided all of the applicable guidelines are adhered to.

**A supervisor's signature is required for all reimbursement requests. No one may approve their own payment authorization form. The Travel Authorization form is simply an approval to travel based on estimated expenses.**

### **Regarding international travel; US Department of State guidelines are to be followed for meal and incidental expenses.**

The college assumes the cost when an employee is required to travel in the performance of duties. Actual expenses must be reported on the *Travel Authorization Form* for accounting and reimbursement purposes. The original documentation, including boarding passes, fully itemized receipts and any other proof of expenses, must be submitted to the college for reimbursement, and the employee should retain a copy in the event that the Internal Revenue Service asks for justification for the expenses.

### **TRAVEL ADVANCE**

Travel advances are not available except in emergencies. Employees receiving such temporary travel advance are required to submit an expense report within one week following the completion of the business travel for which funds were requested.

## **NON-REIMBURSABLE EXPENSES**

Examples of non-reimbursable expenses are:

- Alcoholic beverages
- Coat check
- Entertainment
- Late check-out and room guarantee charges
- Parking tickets or other traffic tickets
- Changing flights for personal convenience
- Internet access unless approved prior to travel
- Spa facilities and services/work out facility charges

## **OTHER EXPENSES**

All other reasonable and necessary business expenses will be reimbursed provided proper documentation is supplied and proper procedures are followed. Proper documentation requires itemized receipts. The Accounting Office may audit all travel expenses.

## **RECEIPTS REQUIRED**

Receipts are required for any transportation, lodging, meals, tolls, or any other expense for which the employee is requesting reimbursement. Examples are as follows:

- Air Travel – Original Boarding Pass must be submitted with all other receipts
- Car Rental - Allowed only when alternative ground transportation is not available or when travel coordinator determines it more economical than using other transportation- receipt required.
- Cab fares, limousines, and porters - receipt required.
- Lodging - receipt required.
- Parking and Tolls - receipt required.
- Meals (including gratuities) – Fully itemized receipts are required.
- Business meeting expenses must include participants' names, affiliation, place of meeting and purpose.
- Valet charges for extended stays (more than seven days). Receipt required.
- Business supplies – fax's, office supplies, copying, etc. Itemized receipt required.
- Conference registration fee – If possible, secure any early registration discounts. If discount is not obtained, a note should be attached explaining why.

Copies of invoices, bills, receipts, etc. are not acceptable. Original documentation must be submitted to the college with the request for reimbursement.

## **LACK OF RECEIPTS**

**All efforts must be made by the traveler to obtain fully itemized receipts for all costs paid by cash or credit card.** If a receipt is not available or is lost, a written statement signed by the employee must be submitted, indicating the date, amount and type of incurred expense which is being requested for reimbursement.

## **MISCELLANEOUS RULES**

In no event shall an employee approve his/her own expense report. The president of the college must approve all out-of-state travel.

**Calls to the college should be made using the following number: 877-291-9919.** While this number is an '800' number, employees should be mindful that, while they will incur no charges, the college is charged whenever it is used.

The costs of business-related special expenses, if reasonable, shall be reimbursable. **Reimbursement for these expenses requires a fully itemized receipt to be reimbursed.**

Examples are:

- Hire of room, exhibit space, and set up, equipment rental and such for official business.
- Laundry and dry cleaning if on travel status for at least seven consecutive days.
- Storage and handling of baggage.
- Taxis, including reasonable tips.
- Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay/change of plans.
- Telephone calls to secure lodging.
- Business Expenses – copying, faxing, supplies, etc

College checks should be used to pay expenses whenever practical (i.e., registration). In the event that a personal check is used, reimbursement will not be made until copies of both the front and back of the canceled check are submitted as evidence of payment.

## **AIR TRAVEL**

In order to maximize the college's travel budget, MVCC encourages the use of the lowest convenient airfare. In order to facilitate both the need for the lowest airfare and data collection for accounting purposes, the travel coordinator must issue all air tickets that are needed.

**Reimbursement may be denied if air ticket is booked by employee.**

Because of increased security requirements and additional costs assigned by travel agencies for ticketing, all tickets issued will need to be placed on the employee's personal credit card. Electronic ticketing (e-tickets) will be used for all domestic travel. Post September 11<sup>th</sup> security guidelines mandate that the credit card of the traveler must be shown at check-in along with a valid government issued I.D.

Once the travel coordinator has received a signed *Travel Authorization*, air arrangements can be finalized and tickets issued. No reservations can be made prior to the receipt of a signed *Travel Authorization*.

If an employee chooses to book his/her own airfare for college related travel, he/she can be subject to disciplinary action and reimbursement may be denied.



The only exceptions are in-transit changes and last-minute "emergency" travel on weekends or holidays. All air travel will be purchased at the lowest available economy fare. If an employee is compelled to purchase an "emergency" first-class ticket because of the unavailability of an economy seat, a full written explanation shall be submitted to the vice-president by the second working day after completion of the trip. If an employee chooses to fly first-class, the cost differential will be at the employee's own expense.

Normally, no more than two college officers (president, CFO, vice-presidents) will fly on the same airplane.

All college business travel to which an additional leg of travel is added for personal reasons will result in the traveler paying the difference between the lowest available economy fare related to college business and the total amount of the three-way trip/additional travel.

**Cancellation and changes of air/hotel/registration reservations:** Penalties and charges resulting from the cancellation or change of airline reservations (or other travel/registration reservations) shall be the college's obligation if the employee's travel has been approved in advance and the cancellation/change is made at the direction of and the convenience of the college. If the cancellation/change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges.

However, in the event of accidents, serious illness or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the employee's department will be obligated to pay the penalties and charges.

## **LODGING**

Reservations for lodging will be placed by the employee with the assistance of the travel coordinator at the time the travel request and authorization form is approved. Factors that will be considered are: special college or conference rates, location of the appointment, car rental status, and employee preference and safety.

If a member of the family accompanies the employee, the college will pay for the employee's cost only. Any increase in rate and/or tax because of multiple accommodations becomes a personal expense.

**Additional charges for late check out are not reimbursable expenses.**

## **CONFERENCE LODGING**

**The college will pay only for hotel stays within the days listed on final conference schedule.**

Additional days must include a rationale (attending pre-conference, involvement in conference planning or oversight committee, early morning or night meetings, transportation unavailability on day conference begins/ends, etc) and must have prior approval by the vice-president. Any employee attending a conference or seminar in the course of college business, must stay in accommodations arranged by conference/seminar organizations or the lowest priced room available at or near the hotel in which the conference or seminar is located and shall be reimbursed for actual lodging expenses.

### **LOCAL CITY STAYS**

If conference is within 50 miles of employee's home, an overnight stay must be approved by vice president. Exceptions to this are as follows:

- \*Staying on site is required by conference/seminar,
- \*If traveler is a member of a planning team or oversight committee,
- \*If the conference is being hosted by MVCC and staff member's presence is needed on site.

### **CONFERENCE REGISTRATION**

It is the policy of the college that all registrations be submitted in time for any applicable early registration discounts. The college strongly encourages this, but if early discounts are unable to be secured, a note explaining why should be attached for review by vice-president and president.

### **MEALS**

The college expects that all charges for meals will be reasonable. The maximum daily allowance is \$30.00 unless listed on the standard meal allowance schedule. If you are unsure about the daily allowance, please contact the travel coordinator. **A fully itemized detailed personal credit card or cash receipt is required for all meal reimbursements. Please remember that the college does not pay for alcohol.** If itemized credit card receipts are not provided reimbursement's can be delayed or denied.

### **LIMOUSINES**

Scheduled limousine service, car-pooling, or other reasonable means should be taken to get to and from the airports. Long-distance taxi rides and private limousines should be avoided whenever possible. These expenses will be reimbursed at a reasonable and customary rate.

### **CAR RENTAL**

All travel should utilize public transportation, hotel shuttles and other forms of inexpensive transportation. Only in extenuating circumstances will a rental car be approved. All car rental reservations **must** be placed through the travel coordinator at the time that travel arrangements are made. Economy class (or smaller) automobiles must be utilized at all times. **All travelers should be sure that they have collision coverage on rental vehicles through their own personal car insurance policy.** If you have collision on your personal policy it is not necessary to purchase additional insurance thru the rental agency. It is not necessary to purchase general liability coverage.

### **EMPLOYEE VEHICLES**

Travel in privately owned automobiles will be reimbursed at the current IRS rate when traveling on official business. MVCC reimbursement rates for mileage are based on IRS recommendations and are adjusted accordingly. The stated mileage rate is a full and complete reimbursement for all automobile operating expenses.

Any employee driving a privately owned vehicle is not covered by MVCC vehicle liability

insurance. MVCC is not responsible for damages to privately owned vehicles used on college business. No employee may be reimbursed for expenses on the mileage basis unless motor vehicle liability insurance is carried in the minimum amount required by the State of Illinois. A copy of insurance card demonstrating limits of coverage and a copy of the employee's valid driver's license should be attached to the *Travel Authorization*.

Complete starting address and ending address should be included on mileage reimbursements requests along with the purpose of the travel. Employees are encouraged to attached meeting agendas (if provided) to the reimbursement. Parking and tolls will be reimbursed with proper documentation. (*You can get a print out of tolls paid thru an IPASS on the Illinois Tollway Website: <http://www.illinoistollway.com>* ) No additional payment will be made for gasoline, automobile expenses, parking or traffic tickets.

### **MILEAGE REIMBURSEMENT**

Everyday commuting between home and work is not classified as business travel and is not eligible for reimbursement.

If an employee customarily works in two locations in one day, mileage between location one and location two is reimbursable. When traveling on business for the College, reimbursement is only allowed for mileage that is over the employee's normal daily commute, Monday through Friday. When starting from and/or returning to employee's home, normal commuting distance between home and the College must be deducted from reimbursable mileage. However, if distance from home to destination is shorter than from the College to destination, the shorter distance must be used for reimbursement (see examples below). Employee traveling on business for the College on Saturday and/or Sunday will be reimbursed for mileage from home to destination.

**Example 1:** Mary is attending a conference in Chicago. Mary is traveling from her home to Chicago then from Chicago to her home upon completion of the conference. The mileage between Mary's home and MVCC is 5 miles one way, 10 miles round trip. The distance from her home to Chicago is 25 miles one way, 50 miles round trip. Mileage would be calculated as:  $50 - 10 = 40$  miles x cost per mile.

**Example 2:** Sue is attending a conference in Oak Lawn. Sue lives in Orland Park. Sue arrives at work for an hour. Sue travels from MVCC to Oak Lawn then from Oak Lawn to her home. The mileage between MVCC and Oak Lawn is 7 miles one way. The mileage between Sue's home in Orland and MVCC is 10 miles one way. The mileage between Oak Lawn and Sue's home is 16 miles. Mileage would be calculated as:  $16 - 10 = 6 + 7 = 13$  miles x cost per mile.

**Example 3:** John is attending a conference in Lockport. John lives in Lemont. John travels from his home Lemont to Lockport and from Lockport to his home in Lemont upon completion of the conference. The distance is 7 miles one way, 14 miles round trip. The distance between Lemont and MVCC is 11 miles one way and 22 miles round trip. John would calculate mileage from Lemont to Lockport and not from MVCC because the distance to his destination is shorter from his home than from MVCC. Mileage would be calculated as:  $7 + 7 = 14$  miles x cost per mile.

**Example 4:** Linda started her workday at MVCC. During the course of the day Linda needs to

travel to the Blue Island campus. The distance to Blue Island from MVCC is 10 miles each way, 20 miles round trip. If she returned to the MVCC campus she would be reimbursed for 20 miles. If she left the Blue Island campus and traveled directly home, she still could only claim 10 miles.

### **COLLEGE VEHICLES**

Employees utilizing college vehicles are required to have on file, in the Office of Human Resources a signed copy of a Motor Vehicle Report Authorization. **All scheduling and verification of driver's license will be through the MVCC Police Department.**

### **GROUP CHARTERED TRAVEL**

Chartered aircraft, boats, trains, buses, or other such conveyance shall be used only as a last resort or if proven to be the most economical for the circumstances. A full written explanation for the use of such transportation must accompany the request for reimbursement.

**A detailed itinerary and full list of participants must be submitted with Travel Authorization form for approval prior to booking of transportation for group travel.**

### **FAMILY MEMBERS' TRAVEL**

Expenses incurred because of a family member accompanying the employee on a business trip are not reimbursable by the college.

### **CREDIT CARDS**

Use of personal credit cards while on college business is considered a matter of personal convenience, except in the case of meals, as previously mentioned. Employees using such cards will be reimbursed in the normal manner, and no obligation by the college to the credit card company is recognized. **The original detailed and itemized credit card receipt must be submitted to the college as documentation supporting the request for reimbursement.** If a detailed and itemized receipt is not provided, reimbursement will be at Accounting's discretion.

### **ITEMS DIRECTLY BILLED**

Employees will not be reimbursed for items billed directly to the college (i.e., airfare). Such direct-billed items shall be indicated on the travel voucher along with all reimbursable items. All columns of the *Travel Authorization Form* are to be totaled and cross-footed. The direct-billed total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee. In all such cases, supporting documentation should be attached. For lodging expenses billed directly, room, tax, hotel parking, business phone calls, and meals shall be accepted. Charges for business phone calls must be noted as such on the Travel Authorization Form. Any charges for room service in excess of limits described, personal telephone calls, and other expenses shall be paid by the traveler upon check-out.

### **MOBILE PHONE AVAILABILITY**

On occasion, should there be a short-term need (1-7 days) for a cellular phone in conjunction with college business travel; Telephone Services has a limited number of cell phones available for check-out.

Approved ELT 3/1/95  
Revised ELT 12/12/97  
Revised ELT 12 /13/00  
Revised ELT 01/21/03  
Revised ELT 08/13/04  
Revised ELT 06/12/07

**MORAIN VALLEY COMMUNITY COLLEGE**  
**TRAVEL POLICY AND PROCEDURES**  
**ADDENDUM-MEAL REIMBURSEMENT**

Per IRS rules, reimbursable amounts paid to employees for meal expenses may be taxable income to the employee. Meal reimbursements for one day trips are taxable income and must be reported on an employee's W-2. In order for travel meal reimbursements to be excluded from taxation:

1. Employees must be traveling away from home **which involves an overnight stay**.
2. The meal must be provided during a meeting while conducting college business. Meals eaten alone are not tax exempt unless an overnight stay is included. If the meal is part of a college business meeting, the reimbursement paperwork must include the following support:
  - In-state travel reimbursement form (located on Finance intranet site)
  - Payment authorization form
  - Original receipts that include the total amount
  - Time, place and agenda of business meeting
  - Description (meal, refreshments, reception, etc.)
  - Business purpose for the meal
  - Name of each participant and their business relationship to the college

Beginning January 1, 2008, all food reimbursements must go to the Accounts Payable department in order to determine if there is a tax liability. The Cashier's Office will no longer be reimbursing employees for food purchases. Employees will receive the reimbursement in the form of an accounts payable check. W-2's and payroll checks will be adjusted with the proper income tax withholding for taxable reimbursements.

**MORAIN VALLEY COMMUNITY COLLEGE**  
**TRAVEL POLICIES AND PROCEDURES GUIDELINES**  
**SHORT VERSION**

*Following is a synopsis of MVCC Travel Policies  
Please read the full version for more in-depth information*

**Travel Authorization**

- \*All employees traveling on college business must complete and have all appropriate signatures on the Travel Authorization Form prior to making any travel arrangements.
- \*Supporting documentation must be attached. This includes a full conference schedule.
- \*If air travel is required, a quote from travel coordinator on estimated fare should be included.
- \*Once the Travel Authorization Form is completed, employee must send it on to the travel coordinator for review. Once it has been reviewed, the travel coordinator will forward the Form to the correct dean/supervisor for approval. Complete routing is: travel coordinator to dean/supervisor to vice-president to president (if necessary) and back to travel coordinator for flight booking.

**Air Travel**

- \*The travel coordinator must make all air travel reservations once the signed Travel Authorization is received. The lowest convenient airfare will be used.
- \*Due to September 11<sup>th</sup> airport security requirements, all air travel will be billed to employee's credit card of choice. This will also enable the college to take advantage of online fares and to avoid surcharges by a travel agency.

**Lodging**

- \*Travel coordinator can assist employee with hotel reservations for conferences at the time the Travel Authorization is approved.
- \*If conference/convention lodging is needed the employee must reserve the lowest priced room available at or near the hotel in which the conference is hosted.

**Car Rental**

- \*Car rental will be approved only in extenuating circumstances and requires pre-trip approval.
- \*Once approved, the reservation of an economy class car, must be made by travel coordinator.
- \*If multiple employees are traveling together, car rental will be approved if the cost is less than the costs of alternate transportation (cabs, shuttles).

**Employee Vehicles**

- \*Valid driver's license and proof of adequate insurance must be on file in Human Resources.
- \*Reimbursement based on current IRS rate, using actual miles driven. No additional costs will be reimbursed.

**Meals**

- \*\$30.00 maximum daily allowance unless listed on the standard meal allowance schedule.

**Reimbursement of Travel**

- \*Original fully itemized receipts are required for any transportation, lodging, meals, tolls, etc. Copies are not acceptable.
- \*All Travel Authorizations must be submitted within 14 days of travel completion for reimbursement.
- \*Failure to follow guidelines as outlined in MVCC Travel Policies and Procedures may result in a denial of reimbursement.

## TRAVEL AUTHORIZATION REQUEST AND EXPENSE REPORT FORM

Fill out top portion and estimated amounts and forward intact to supervisor.

Upon return fill out areas screened in gray and forward to appropriate supervisor for approval, along with a properly filled out and approved payment authorization form for processing in the Accounting Office. Forward all receipts with this form.

### THE REPORT BELOW IS CORRECT, AND EXPENSES INCURRED WERE IN THE INTEREST OF THE COLLEGE

NAME OF REQUESTER		OFFICE LOCATION		DATE	
NAME OF CONFERENCE, MEETING, ETC.				16-DIGIT BUDGET CODE	
LOCATION OF CONFERENCE (NAME OF INSTITUTION OR HOTEL, ETC.)				CITY AND STATE	
DATES		SPONSORING INSTITUTION/ORGANIZATION			
FROM	TO				
PURPOSE FOR ATTENDING					
PROVISIONS FOR INSTITUTIONAL RESPONSIBILITY DURING ABSENCE					
EXPENSES	ESTIMATED AMOUNT	AMOUNT AUTHORIZED	COMMENTS	ACTUAL EXPENDITURES	
AIR FARE (INCLUDING TAXES)					
PERSONAL CAR MILEAGE ( _____ MILES AT _____ PER MILE)					
TAXI/CAR RENTAL/BUS ETC.					
ROOM DAYS/COST PER DAY					
MEALS (INCLUDING TIPS)					
TELEPHONE (BUSINESS ONLY)					
REGISTRATION (EXCLUDING MEMBERSHIP FEES)					
BANQUET TICKETS					
OTHER (PLEASE EXPLAIN)					
	TOTAL REQUESTED	TOTAL AUTHORIZED		TOTAL EXPENDITURES	
EMPLOYEE'S SIGNATURE		AMOUNT ADVANCED	DIRECTOR'S, DEAN'S SIGNATURE		FUNDS ADVANCED
V.P./C.F.O.'S SIGNATURE			PRESIDENT'S SIGNATURE		AMOUNT DUE OR RETURNED
TRAVEL COORDINATOR'S SIGNATURE	COMMENTS:				



## **PAYROLL**

- Partner with HR and departments in setting up employee pay and benefits
- Process and deliver payroll services to employees
- Maintain payroll system to meet operational and regulatory requirements
- Manage transfer of pay data to support monthly financial analysis

Payroll office hours are:

8:30 a.m. – 4:30 p.m. Monday through Friday

Summer Office Hours:

8:30 a.m. – 4:30 p.m. Monday through Thursday

8:30 a.m. – noon Friday

## **Direct Deposit**

Signing up for Direct Deposit is fast and easy. Eligibility includes all Moraine Valley employees with the exception of Student Employees. Be advised it takes up to 2 pay periods to process and activate a direct deposit request. The first pay period is a pre-notification, and the direct deposit will take effect the second pay period.

## **Payroll Forms**

The following forms are available for downloading from MVConnect Resources tab, Finance, Payroll, or by calling the Payroll Department at Ext. 4057:

Direct Deposit	W-4 (Federal)
Overtime Authorization	W-4 (State)
Retro Pay Form	Request for Duplicate W-2
Paycheck Distribution Form	

There is also a Payroll Calendar available at this location listing payday dates for the entire calendar year.

## **CASHIER'S OFFICE**

- Process student payments and all deposits for departments and auxiliaries
- Disburse financial aid refunds
- Cash small balance reimbursements to employees for Moraine Valley approved transactions
- Provide support on credit card and web-based payment processes
- Offer training on cash handling practices and efficient workflow for cash transact

## **Documents Available on the MVConnect**

### **Accounts Payable**

- Accounts Payable Procedures
- Board Check Submission Due Dates FY11
- Budget Transfer Request Form
- Cash Request Form (petty cash)
- Chart of Accounts NEW FY11 -- by FY10 Account Number
- Chart of Accounts NEWW FY11 -- by FY11 Account Number
- Colleague Sort Codes
- Colleague Interactive Training Materials
- Contractual Agreement
- FY10 Comprehensive Annual Financial Report
- GL Account Listing (Finance Only)
- Guest Speaker Honorarium (2 pages)
- Independent Contractor Agreement
- Independent Contractor Employee Determination Form
- Independent Contractor Status
- Interdepartmental Chargeback Form
- **Meal and Food Reimbursement**
- Object Code Listing Expense with Detail
- Object Code Listing Assets Only
- Object Code Listing Expense Only
- Object Code Listing Fund Balance Only
- Object Code Listing Liabilities Only
- Object Code Listing Revenue Only
- Object Code Listing Transfers Only
- Payment Authorization / Check Request (MS Format)
- Purchasing Procedures
- Request for Payment Form
- Restricted Purpose Fund Authorization
- W-9 MVCC - Request for Taxpayer Identification Number and Certification
- W-9 Blank Request for Taxpayer Identification Number and Certification

### **Budget Planning Forms**

- FY11 Budget Instructions
- FY11 Objectives

## **Fixed Assets**

- Fixed Asset Addition
- Fixed Asset Procedures
- Missing Asset
- Off Campus Equipment
- Request for Disposal / Relocation of Fixed Assets

## **Grant Accounting**

- Grant Budget Preparation Procedure
- Grant Budget Transfer Form
- Grant Cost Transfer Procedure
- Single Audit Report FY2010
- Suspended or Debarred Procedure

## **Payroll**

- 2010 Payroll Calendar
- Direct Deposit
- Direct Deposit Information Sheet
- Overtime Authorization Form
- Retro Pay Form
- W-4 (Federal)
- W-4 (State)
- Request for Duplicate W2
- Paycheck Distribution Form

## **Record Retention**

- Record Disposal Information

## **Travel Reimbursements**

- Travel Authorization Request and Expense Report
- Travel Policy Abbreviated Version
- Travel Policy Complete
- IRS Per Diem Rate Tables ([link to website](#))
- In-State Travel Reimbursement Request Form
- Meal and Food Reimbursement Policy

## **PURCHASING**

The Purchasing Department holds special training sessions four times per year on how to use Colleague to create purchase requisitions/purchase orders. The College strongly encourages you to take advantage of this training opportunity. You will find a complete copy of the Purchasing Procedures available on MVConnect Resources tab, Intranet Forms, Finance, Accounts Payable, or by calling the Purchasing Department at Ext. 5703 or 4055.

## **PURCHASING**

The Purchasing Department holds special training sessions four times per year on how to use ProBooks™ to create purchase requisitions/purchase orders. The College strongly encourages you to take advantage of this training opportunity. The following two pages contain helpful information on using ProBooks™, the software program MVCC uses to create and track purchase requisitions and purchase orders. You will find a complete copy of the Purchasing Procedures available on the Moraine Valley Community College intranet site (<http://intranet.morainevalley.edu/>) by clicking the Purchasing folder on the left of your screen, and then click Procedures on the left of the screen, or by calling the Purchasing Department at Ext. 5703 or 4055.



## Purchasing

Welcome

Shipping and Receiving

Staff

Disposal of Assets

Forms

Procedures

## *Purchasing Procedures and Guidelines (2008)*

[Click here to download this document.](#)

This document defines the College's Purchasing Procedures in accordance with the statutes compiled for institutions of higher education by the State of Illinois, Office of Management and Budget Circular A-100, and Moraine Valley Community College Board of Trustees Policy. It specifies the structure of the purchasing operation established by Moraine Valley to implement the procedures and stipulate the conditions and instruction as to which Moraine Valley will conduct business with respect to the procurement of all goods and services. These procedures will be amended as changes become necessary.

## *Instructions for Requesting New Vendors/W-9*

Periodically, new vendors need to be added to the financial system (ProBooks). In this process, W-9 information must be obtained for IRS compliancy. Therefore a combined Substitute W-9/Vendor Authorization Form has been created. This form needs to be completed prior to any requisition being converted to purchase order.

If your requisition requires a vendor to be added to ProBooks, the following process must be followed:

- Requesting department must inform purchasing via email of the request
- Purchasing will send form to vendor
- Vendor must return completed form to Purchasing Department; return information is located at the bottom of the form. Please note: a faxed copy of signed and completed form is permissible.
- Purchase Orders will not be created from Requisitions until Purchasing receives a signed and completed Substitute W-9/Vendor Authorization Form.
- Requesting departments can assist in expediting process by obtaining copy of form from the finance or purchasing intranet sites and forwarding form to vendor for completion.

## *Fast Check Listing*

Approved as Fast Check processed on a Payment Authorization New vendors will still need to submit substitute W-9 & vendor authorization form

- Athletics – advances and referees
- Cashier's Office – petty cash reimbursement
- All student reimbursements (tuition, grants, financial aid, housing refunds)
- International Student Recruitment Agencies
- Employee reimbursements (travel, tuition)
- MVCC credit accounts
- Airline/Travel Agents
- Conference registrations-must have copy of approved travel authorization if

- out of town.
- Payroll deductions
- Postage Meter Replenishment
- Courier services (UPS, FED EX, Roadway Express, Yellow Transportation, Over-nite Freight System)
- Special book orders from the Bookstore
- Nurse Aid Testing
- Honorariums
- Membership dues
- Newspaper subscriptions
- Membership dues and renewals for magazine/periodical subscriptions will go board unless there are conflicting dates.
- Student Club Accounts

**Approved for Fast Check requiring a Purchase Order to be processed**

- Various insurance and employee benefit payments-Stipulate "Hold Vendor Copy"
- Utilities-Stipulate "Hold Vendor Copy"
- Albertsons/Jewel-Stipulate "Hold Vendor Copy"
- Other requests with permission from Chief Financial Officer, Controller, or Accounting Manager
- Purchase requisitions should be entered when purchasing any goods and services on behalf of the College. The only exceptions are listed above. If you do not know exactly how much you will spend on the goods or service during the fiscal year, you should still open a purchase order for the estimated amount. Invoices will be applied to the open purchase order until the encumbrance is exhausted. These are usually referred to as "open purchase orders". Open purchase orders are used for on going small purchases needed throughout the year from one vendor without knowing the exact items needed or amounts (example-maintenance supplies for campus operations from ace hardware). You should indicate the personnel authorized to purchase under the open purchase order on the requisition.

If you have any questions or need assistance, contact the Purchasing Department.

<b>RETURN TO MVCC</b>	<b>MORaine VALLEY COMMUNITY COLLEGE</b> SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM	<b>DO NOT SEND TO IRS</b>
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Foreign persons who are non-residents for US Tax purposes do not complete the MVCC Substitute W-9 form. Instead, complete IRS Form W-8 BEN available at <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

▶ Taxpayer Identification Number (TIN)	<input type="checkbox"/> Employer ID Number (EIN)	<input type="checkbox"/> Social Security Number (SSN)
--	---	---

▶ LEGAL NAME: <small>(must match TIN above)</small>	
--	--

**DOING BUSINESS AS (DBA):**

ADDRESS:	
----------	--

ADDRESS LINE 2:	
-----------------	--

CONTACT:	
----------	--

CITY:	ST:	ZIP:	
-------	-----	------	--

VENDOR PHONE:	VENDOR FAX:
---------------	-------------

▶ REMIT TO ADDRESS:	<input type="checkbox"/> Same as Legal Mailing Name and Address
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NAME:	
-------	--

ADDRESS:	
----------	--

ADDRESS LINE 2:	
-----------------	--

CITY:	ST:	ZIP:	
-------	-----	------	--

**▶ ENTITY TYPE (VENDOR USE ONLY)**

<input type="checkbox"/> Individual (not a business)	<input type="checkbox"/> Sole proprietor (individually owned business) or sole proprietor organized as LLC or PLLC	<input type="checkbox"/> Corporation (NOT providing health care, medical or legal services)	<input type="checkbox"/> Corporation (providing health care, medical or legal services)	<input type="checkbox"/> Partnership, LLP or partnership organized as LLC or PLLC
--	--	---	---	---

<input type="checkbox"/> The US or any of its political subdivisions or instrumentalities	<input type="checkbox"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities	<input type="checkbox"/> Tax-exempt organizations under IRC §501	<input type="checkbox"/> An international organization or any of its agencies or instrumentalities	<input type="checkbox"/> Exempt Payee
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**▶ CERTIFICATION (VENDOR USE ONLY)**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me I am no longer subject to backup withholding, and
3. I am a U.S. person (including a resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding**

Signature:	Date:
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RETURN TO: Moraine Valley Community College  
9000 W. College Parkway - L187  
Palos Hills, IL 60465  
Phone: (708) 974-5703 Fax: (708) 974 -5245



## ProBooks Purchase Requisition Entry Procedures

Last Revised 10/04/06

1. General Rules
  - a. **\*\*\* PUT CAPS LOCK ON\*\*\*** -- All requisition data entry must be done in capital letters.
  - b. Only **1 fund/program** (account group) is allowed per purchase requisition.
    - i. Account groups are accounts w/the same first 9 digits. (e.g. 010004012...)
    - ii. Reason – Purchasing approval routes are set up by fund/program.
2. Entering a new requisition
  - a. Click on the **Requisitions** main menu option
  - b. Click on the **Create/Edit Requisitions** sub-menu option
  - c. Click on the **New** button at bottom of screen
  - d. Continue w/ Purchase Requisition Entry Fields (4. below).
3. Editing/Updating an existing requisition
  - a. Click on **Requisitions** main menu option
  - b. Click on **Create/Edit Requisitions** sub-menu option
  - c. Requisitions you created are displayed.
  - d. Requisitions with status “Incomplete” can be edited.
  - e. Click anywhere on the row displaying the requisition you wish to edit.
  - f. Continue w/ Purchase Requisition Entry Fields (4. below).
4. Purchase Requisition Entry Fields
  - a. **Vendor Info** File Tab
    - i. **Vendor Type** – always “Vendor”
    - ii. **Vendor ID/Name** - less is more.
      1. Type a few letters
      2. Press the Enter key
      3. Click on the vendor from the displayed list. \*\*\*Note: if your vendor is not listed, call the Purchasing department to add a vendor to the vendor master file.
    - iii. **Description** - should match the *English description* of the account.
      1. Examples: Office Supplies, Instructional Supplies.
      2. \*\*\*Note: When specifying more than one account, use the first account’s English description.
    - iv. **Requestor** – the person who requested the order
    - v. **Vendor Attn** – the contact person at the vendor/business
    - vi. **Shipto** – stays “Shipping and Receiving” except for Blue Island campus
    - vii. **Room #** - Important – room to which item(s) should be delivered
    - viii. **Shipto Attn** – Person to which shipment should be delivered
    - ix. **Ordered On** – date on which you complete the requisition and send it on for approval.

- x. **Required On** – date used in requisition history. The same as **Ordered On** date except in a rush/ASAP situation. Tomorrow’s date if a rush – be sure to enter an internal message with details of the rush situation.
- xi. **Internal Msg: & Add Msg** button – not used by MVCC
- xii. **External Msg: & Add Msg** button – not used by MVCC
- xiii. **Internal Comments** - for MVCC personnel to see - Purchasing department and your department. Examples:
  - 1. “We will pick up at vendor”,
  - 2. “Do not mail PO -- Hold vendor copy.”
  - 3. **\*\*Note: Do not type “Please fax PO to vendor.” message here. It must be entered in the **External Comments** area. (Please see explanation below.)**
- xiv. **External Comments** – these are printed with the PO for MVCC and Vendor personnel to see. Examples:
  - 1. “Attention Mary Smith – Sales Department”
  - 2. “We need your FAX number please.”
  - 3. **“Please Fax PO to vendor”**. This seems like an internal comment, but it needs to be printed on the PO.

b. **Line Items** File Tab

- i. **Item Code:** (not required for non-catalog items or services)
  - 1. Office supplies - use code from on-line catalog
  - 2. Other Supplies – use code from vendor, if available
- ii. **Description:** English description of item
  - 1. More is more -- be as descriptive as possible.
  - 2. Example: “Blue, 2-inch, 3-clasp plastic binders w/pockets”, not “Binders”
- iii. **Account/Alias:**
  - 1. Type in the first 9 digits of your fund/program and press **enter**. Choose the specific account from the displayed list.
- iv. **Order Quantity:** Amount of items per Unit of measure (next)
- v. **U/M:** Unit of Measure – click the drop-down box arrow for all options
- vi. **Unit Cost:** Cost per U/M, derived from on-line catalog (office supplies), or other price from vendor
- vii. **Total Cost:** Calculated for you by ProBooks software – Order Quantity multiplied by Unit Cost
- viii. **Disc% and Discounted Total:** Not Used by MVCC
  - 1. If your item has a discounted price, the unit cost, (see vi. above), should be the cost reflecting the discount. Type **“Discounted item – original cost \$nnn.nn”** in the item description (see ii above).
  - 2. Example: item X was discounted from \$50.00 to \$40.00. The unit cost = \$40.00. In the description is typed “Discounted item – original cost \$50.00.
- ix. **Service Item?** Not used by MVCC
- x. **Comments:** Any comments about the particular item
- xi. **Shopping Cart** Not used by MVCC

## 5. Saving your Requisition & Sending it Into the Approval Route

- a. **Save Incomplete** button
  - i. Saves your work, but does not send the requisition on for approval.
  - ii. You may edit/update the requisition.
- b. **Save Complete** button
  - i. Saves your work and sends the requisition to the first approver in the approval route. That person receives an email notifying them that the requisition is waiting for their approval.
  - ii. You may no longer edit or update the requisition.
    1. If the requisition must be updated/changed, the approver must **deny** the requisition, which will be sent back to the requisition creator, who may then update/edit the requisition and then send it on again.
- c. **Notes on the purchase requisition approval/denial process**
  - i. There are multiple approvers in an approval route.
    1. The Purchasing department is always the final approver.
    2. All approvers must approve the requisition for it to become a **PO**.
  - ii. Approval routes correspond to a fund/program (group of accounts).
  - iii. **Example Scenarios:** Three approvers, Approver 1 (A1), Approver 2 (A2), and Approver 3 (A3) are in a ProBooks requisition approval route.
    1. A1 approves, A2 approves, and A3 denies
      - a. The requisition is returned to the requisition creator, (who entered it), changes are made, and when re-sent for approval, the requisition goes straight to A3 for approval -- **it does not go back to the beginning of the approval route.**
    2. A1 approves, A2 denies
      - a. The requisition is returned to the requisition creator, (who entered it), changes are made, and when re-sent for approval, the requisition goes straight to A2 for approval and then to A3 -- **it does not go back to the beginning of the approval route.**
    3. A1 denies
      - a. The requisition is returned to the requisition creator, (who entered it), changes are made, and when re-sent for approval, the requisition goes back to A1, the beginning of the approval route.

## On-Line MVCC Pricing for Office Supplies

To get the current, correct, most up-to-date MVCC pricing for office supplies, we use the on-line catalog of the following vendors:

- Warehouse Direct
- Office Max

Important Notes:

- MVCC does not use pricing from a *printed/paper* catalog from **Warehouse Direct** or **Office Max**. Our current MVCC pricing is found only from the *on-line* catalog on the internet.
- MVCC staff does not *order* on-line, we only *browse* the on-line catalog for MVCC pricing and then enter this price into our purchase requisition via ProBooks.
- Please check **Warehouse Direct** pricing first. If your item cannot be found, use **Office Max**.
- Be sure to note **3 things**, to be entered in your ProBooks purchase requisition:
  1. The MVCC **price - \$\$**
  2. **Packaging** (e.g. unit of measure) – is it sold by the dozen, package, each, carton, etc.?
  3. **Product Code**

To find your best office supplies price, please do the following:

1. Access the internet via Internet Explorer, (the icon is on most desktops), or your preferred internet browser.
2. First, search the **Warehouse Direct** on-line catalog, following the steps below:
  - a. Type in the address **www.warehousedirect.com**
    - i. On the **Warehouse Direct** welcome/home screen, you'll find a log in area at the top, right corner. The following are MVCC's log-in parameters:
      1. Username: **moraine**
      2. Password: **browseonly**
    - ii. Click **OK** on any Security Alert(s) displayed.
    - iii. **Home Page** and **MORaine VALLEY COMMUNITY – DEMO-BROWSE ONLY** should be displayed. This is our MVCC home page.
    - iv. You may search the catalog in many ways. Here are some examples:
      1. Click on the words **Search Catalog**
      2. **Search for Products by Keyword(s)** – you may type in manufacturer, product code, (e.g. Avery or AVE30606), product name, etc.
      3. **Search by Category** – if you are looking for an item, but do not have a specific manufacturer/item in mind. Sub-categories narrow your search for you to find the items you need.

3. If you have not found your item, then search the **Office Max** on-line catalog:
  - a. Type in the address **www.officemaxsolutions.com**
    - i. On the **Office Max** welcome/home screen, you'll find a log in area in the middle, left side of the screen. The following are MVCC's log-in parameters:
      1. Username or PIN: **mvalley1**
      2. Password: **browse1**
    - ii. Click **OK** on any Security Alert(s) displayed.
    - iii. **Manage Orders** and **Hello, Moraine Valley Browser.** should be displayed. This is our MVCC home page.
    - iv. Click on the words **Browse Catalog Only** on the upper left side of the screen. (We only browse on-line, so the "Shopping" option is turned off.)
    - v. Click the **Continue** button.
    - vi. You may search the catalog in many ways. Here are some examples:
      1. **By Keyword or Product Code**
      2. **By Category** – very useful drop-down box lists categories
      3. **By Brand** – (e.g. Mead), also has useful drop-down list