

The February 24, 2009 Business Managers Meeting included presentations on the E-requisition initiative, new direct pay and travel reimbursement forms, a review of the staff separation process, and a review of 2nd quarter financials.

Bob Demory, Controller, started the meeting by asking new attendees to introduce themselves. Matt Summers, a newly hired staff auditor in the Internal Audit, introduced himself.

Jennifer Pastorek, Director of Purchasing Services, used a PowerPoint presentation to discuss how to go about buying goods and services, [E-req initiative.ppt](#). The annual competitive bid thresholds are \$25,000 for goods and \$50,000 for services. For sole source, economic or emergent situations, a department can complete a competitive bid waiver form that's found on the Purchasing web site. Dr. Jacobs holds final approval for competitive bid waivers. Competitive bids are not required when Group Purchasing Organizations (GPO's) are in place for their members – UT belongs to several GPO's. Primary procurement tools, to be used before making any purchase, are the P-card and the e-Requisition in lieu of paper forms. Jen explained a few reasons for the E-requisition initiative and how to gain access to E-req for both new users and existing users with updating account units/indexes. The forms are on the Purchasing web site. A new online requisition form is in place for a few types of requisitions that require special processing, until a process can be found to process these electronically. Effective May 1, 2009, paper requisitions for Purchase Orders will be disallowed – Purchasing will send back paper requisitions to departments. Weekly training sessions will be held on the Scott Park campus for new and existing users.

Linda Chany, Accounts Payable Manager, talked about two new forms: the direct pay form, [DirectPayForm.pdf](#) and the travel reimbursement form, [2 Employee Travel and Reimbursement Form 02212009.xls](#), which are located on the Accounts Payable web site. Use these forms, not their predecessors, effective April 1, 2009. An Order Number is created each time a form is created. To facilitate timely processing, please provide Accounts Payable with complete information of the form – type or print names along with original full signatures of requestor and approver, provide complete index and account numbers, state business purpose and list of attendees for applicable purchases, and attach the vendor's original invoice. There is a box on this form to check if the vendor does not accept credit cards or charges a fee for credit card payment.

Linda also discussed the new employee travel and reimbursement form. It's divided into two sections, Purchasing Card and reimbursables/out-of-pocket. The form contains many cell notes. Same as in the past, required information includes index (es) and account(s), signatures of the employee and his/her approver (complete signatures, not initials), and complete dates, locations, and times for all travel. Correct index/account distribution will show that it "reconciles." If

incorrect, it will show “Does not equal reimbursement or Purchase Card amount!” and will need to be corrected before printing and submitting to Accounts Payable. A new travel policy is awaiting approval.

Linda also distributed copies of several Lawson screens that departments may use to look up the status of payments that have been submitted to Accounts Payable, [Lawson vendor screens.doc](#).

Linda also mentioned getting away from departments creating their own voucher forms, unless their needs are specific.

The new direct pay and Employee Travel and Reimbursement Forms will be online shortly.

Connie Michalak, Interim Compensation Manager, Human Resources, discussed a PowerPoint presentation, [Separation Process.ppt](#) and distributed three handouts about voluntary staff employee separations. One handout details the department’s and separating employee’s exit procedure responsibilities, http://www.utoledo.edu/depts/hr/main/pdf/Separation_Process.pdf. The separating employee must provide written notice; currently an e-mail is sufficient. Connie distributed a handout of the exit clearance procedures for all University employees, http://www.utoledo.edu/depts/hr/main/pdf/Exit_Checklist.pdf, which details the responsibilities of the separating employee, his/her immediate supervisor (or designee), HR and Payroll. This checklist includes paying outstanding debts (outstanding debts cannot be withheld from a payout), returning University property, keys, and parking permit, submitting all leave forms, and removing personal items. The supervisor’s responsibilities include obtaining written notification of resignation and sending a clearance contact e-mail. Connie distributed a handout showing a sample staff clearance contact e-mail, [Sample Staff Clearance E-mail.PDF](#). Please put the separating employee’s name and campus in the subject line of the e-mail. All information on this form is public record. For staff separations, use the # Staff Clearance contact list on Outlook. For not-staff separations, use the # Clearance Contacts distribution list on Outlook. Contact Connie if you think a contact should be added to the clearance list.

An appointed authority of the University must accept an employee’s resignation. For staff positions, an HR representative signs a letter accepting the resignation. HR will complete the Removal from payroll form. For both campuses, Payroll calculates sick and/or vacation payouts and processes within 30 days of separation. HR now completes the removal form; the departmental signatures are not required.

Bob Demory discussed a few highlights of select 2nd quarter financial statements for the period ending December 31, 2008, [2nd Quarter Financial Stmtns.ppt](#). He made brief remarks on the Combined Academic and Clinical Enterprise Income

Statement – Budget to Actual Comparison, Academic Enterprise Income Statement – Budget to Actual Comparison, and Clinical Enterprise Income Statement – Budget to Actual.

As an aside, Connie Michalak asked that when departments update their organizational charts, an electronic copy be sent to HR.

The next Business Managers Meeting is scheduled for Tuesday, March 17 from 3:30 to 5:00 pm in Room 103 of the Health Education Building on HSC. A few potential topics are in the works.