



**Council of the University of Idaho Business Officers**  
**Summary Notes**  
**March 10, 2016**

**Shred Box Control – Linda Shepard**

Reminded the group that the contents of shred boxes were considered property of the University of Idaho until the time Iron Mountain, the contracted company hired to take care of shredding needs, emptied the receptacles. If documents are stolen while they are still the property of the University of Idaho, it is the university's responsibility to cover all risk or damages caused by a breach of information. It is also important to contact Records Management if a change in location of the receptacle or the department contact is changed. This can be done by contacting Linda Shepard at [records@uidaho.edu](mailto:records@uidaho.edu) or calling 208-885-2580. Additional information about records management and retention can be found at the Office of Records Management's website, <https://www.uidaho.edu/records-management>.

**Restricted Gift Funds – Kim Salisbury**

Kim Salisbury provided direction and instruction on Verifying Restricted Gift Funds in Vandal Web. Attached is a guide outlining the how to process these funds. All verifications should be completed by April 1, 2016 and should be done using Firefox or Chrome browsers. These will be done for N budgets only and information on endowments can be found by contacting the University of Idaho Foundation at [gifts@uidaho.edu](mailto:gifts@uidaho.edu) or 208-885-6796.

**Purchasing Card Charges Over 90 Days – Linda Keeney**

Linda Keeney discussed the recent creation of a report in Argos that will show Travel Purchasing Card charges that are over 90 days old. For various reasons there have been travel charges on the purchasing cards that have not been moved off of a traveler's A/R account. After the charges reach a certain age with no action taken on them Accounts Payable moves them to the traveler's personal A/R account. When the purchases are for approved travel expenses this can cause an issue as they should have been processed and paid for. To assist departments and Accounts Payable manage these charges Ron Town created a report in Argos called "Travel Purchasing Card Receivables by area." Anyone can have access to this report and if they need to request access they can contact [finaccess@uidaho.edu](mailto:finaccess@uidaho.edu) for assistance.

**Enterprise Car Rental – Linda Keeney**

Attachment details contract numbers and information regarding refueling considerations.

**Budget Office – Trina Mahoney, Janice Todish**

**Trina Mahoney:**

Announced that Kim Salisbury would be joining the budget office effective Monday, March 14<sup>th</sup> as the new Academic Budget Officer.

Continued the conversation about the CEC. All employees with at least a meets expectations will receive 2%. Some employees will receive additional increases for promotion (faculty), years of service (staff) and extraordinary merit (faculty and staff). If a previously requested raise was denied because it was out of “cycle” it will be considered at this time. All requests are due by **Friday, April 22<sup>nd</sup>, 2016**.

**Deadline Reminders:**

All FY2017 permanent support fund (operating, travel, TH, capital outlay) changes for General Education and Centrally Allocated budgets as well as ALL permanently budgeted PCN changes, regardless of fund type, are due to **Jill by April 1, 2016**.

All permanent support fund (operating, travel, TH, capital outlay) changes for non-General Education/non-Centrally Allocated budgets are due to **Janice by May 13, 2016**.

As part of the FY2017 Consolidated Fringe Rate proposal we have included a new lower rate for Temporary Help. We have not yet received approval for the FY2017 rates but anticipate that approval will be in time for implementation at the start of the new fiscal year.

**Janice Todish:**

Reminder that when creating a Travel claim or Non-travel purchasing card claim in Vandal Web (VW), the forms do not indicate if the budget you are using is NSF (like Claim Vouchers and purchasing card statements do)...so it's very important to check FGIBAVL and make the appropriate transfers into the necessary PE codes before you create the document. When a VW document is NSF, it will go to a VW NSF queue that is monitored by the Budget Office and OSP. Your BAVL balance does not reflect the NSF document until that document is fed into Banner and is approved again in the Banner NSF queue. So you could have multiple NSF documents that were created in VW, hit Banner and your BAVL balance will not reflect any of them until they are approved through the NSF queue. NSF documents will not show up FWIBAKO either.

It is also essential to review documents in your approval queue daily...whether you do this in the Finance Tab in VW or FOAUAPP in Banner.

Janice will also be sending an email out to all fiscal officers outlining the process for Fiscal Year end budget cleanup and generating budget projections on income generating accounts for FY17. These are due to **Janice Todish by Friday, May 13, 2016**. Colleges may request a meeting, as some have done in the past, to go over all this information with their units.