



# CALS Business Services

COLLEGE OF AGRICULTURE & LIFE SCIENCES

Issue 2 FY17

## CALS Business Services Newsletter

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## A Message from CALS Business Services

The start of the New Year is a time of reflection and commitment to improvement. As we embark on this new journey that is the year 2017, let's take a moment to reflect on our goals as the great team that is the College of Agriculture and Life Sciences. Our path to success has been paved with the advent of the CALS Strategic Goals:

**1** *Be a leading economic development engine for Arizona.*

**2** *Produce employable graduates, who can do jobs that do not yet exist and create new jobs.*

**3** *Be the most sought-after place to be a part of.*

**4** *Be the most effective, efficient, responsive, flexible, and financially sustainable college on campus.*

## The Dos and Dont's of Submitting a "PCard Self-Reporting Violation Form"



**I know the rules but... mistakes happen! Get ahead of the game and show FSO you are on the ball!**

Here are some guidelines from [FSO – PCard Compliance](#) for addressing PCard violations:

**DO** Self-Report a PCard violation (whether overt or unintentional) for:

- Using a PCard for a personal purchase or
- Using a PCard for a hotel stay or
- Using a PCard for any other purpose which is against the University policy

**DON'T** Self-Report a PCard violation for the following

situations:

- The vendor issues a credit/refund for the charges. The reconciler must instead, cross-reference the transaction IDs on both eDocs (the eDoc on which the original purchase was reported and the eDoc on which the refund is reported)
- Pyramiding, not reconciled, transaction exceeds single established limit or unauthorized sharing of a PCard.  
**Contact PCard Administration** at 626-9091 for those violations.



The [Self-reporting Violation Form](#) comes with detailed instructions on how to complete the form.

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## Tip for PCard Use Form

It can be difficult to get a solid business purpose. The business office at the Safford Agricultural Center has found a way to get there. Instead of simply asking for a business purpose, the PCard use form asks the submitter to answer the following questions:

- What was purchased (very important if the receipt only includes item numbers)?
- Why was the purchase made?
- Who benefits from the purchase?



We recommend that you update your PCard use forms to include these three questions. The quality of the business purposes you see should improve greatly with this simple change!

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## Housekeeping Reminders and Recommendations



- Include a **business purpose** on all requisitions; this includes Shop Catalogs purchases. All UA financial transactions are a matter of public record. Each transaction must be treated as a stand-alone document and

must clearly indicate how the payment benefitted the University.



- Be careful not to attach **sensitive information** (credit card numbers, social security numbers, personal information, research subject data, etc.) to the Notes and Attachments tab in UAccess Financials.



- To **remove a document from the Notes and Attachments**: ad hoc documents to the 'UA FSO Attachment Compliance' group with a note on the document to remove the attachment.

Ad Hoc Group Requests:			
* Action Requested	Namespace Code	Name	Actions
FYI	KFS-FP	UA FSO Attac	add



- **Attach back up documents to Cash Receipts** (ensure that the documents don't contain confidential and security sensitive information).



- Any **donations/gifts/sponsorships** for the University of Arizona or the UA Foundation, regardless of the amount, must be processed through The Raiser's Edge (RE) database, per FSO policy [8.12 Gifts](#). Your CALS contacts for guidance on Foundation procedures are: Joanne Gonzalez-Eader (jmg@ag.arizona.edu, ph#520-626-3036) and Jennifer Rascon (jrascon1@email.arizona.edu, ph# 520-621-7190).



- **Match revenues with expenses!**

*What?* Revenue must be recorded in the account that was charged for the expense related to the service or merchandise, and correct [revenue object codes](#) must be used.

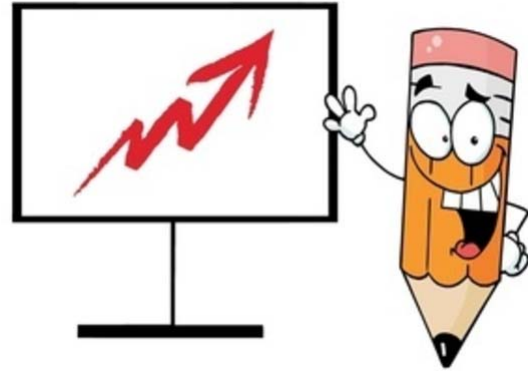
*Why?* Depositing funds in an account that does not match the related expenses creates misleading data in both the credit and debit accounts. In private industry, this practice is often used by those engaged in criminal activity as a means money laundering. The matching of revenue to expenses is an important internal control, and because of the risk of misleading data, intentional or not, matching is going to be a review point in any audit.

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## Reminder for Service Centers: Cost Recovery Procedures for External Sales

If you process an external sale, you will need to process a matching cost transfer. Use these object codes for cost transfers associated with external sales to properly match revenues and expenses:

- > 0618 – Service Center Cost Recovery
- > 4218 – Service Center Cost

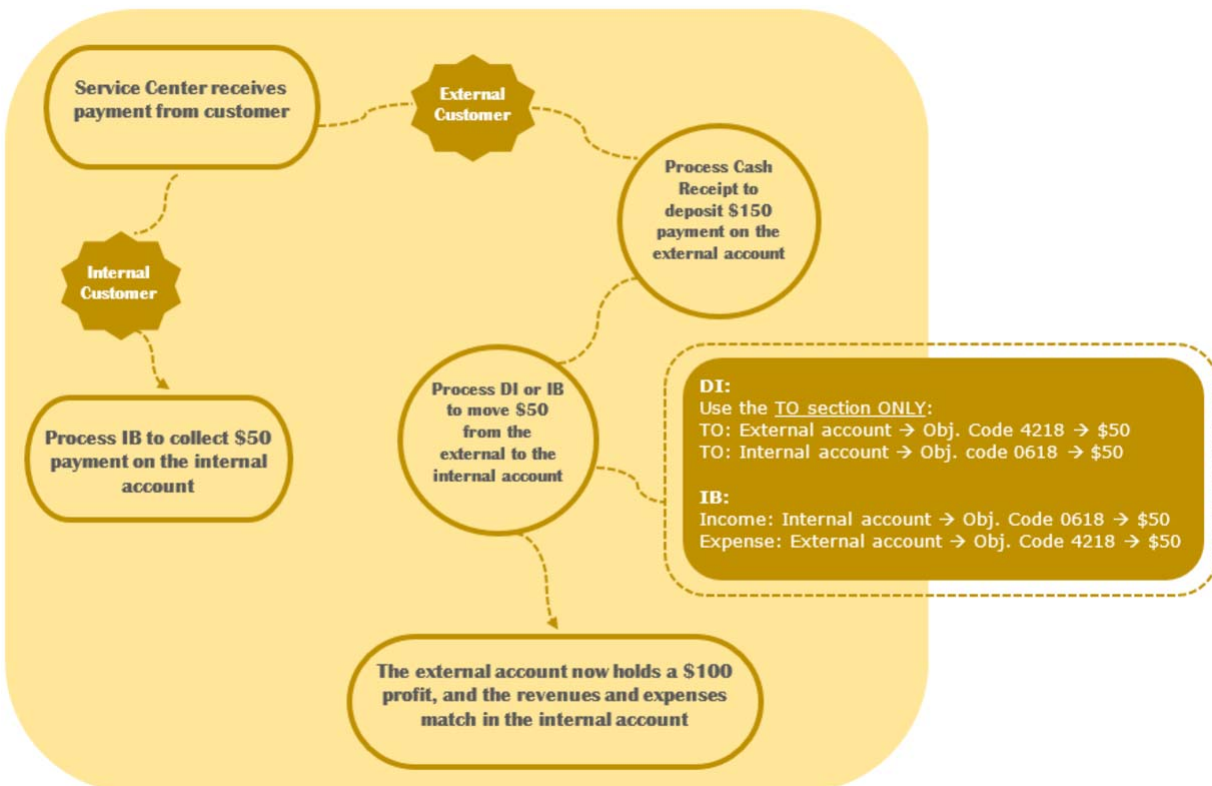


### Why?

Internal Service Center accounts are set up to be cost based, and this process will ensure that the internal account breaks-even at the end of the fiscal year.

Example:

The X Lab offers sample analysis services at a rate of \$50 per analysis for internal customers. The rate for external customers is \$150. To process payments the lab must follow these steps:



The object codes should always balance: the total for object code 0618 on the internal account should always match the total for object code 4218 on the external account. Make sure to cross-reference the e-doc numbers on all documents involved!

To subscribe to the Service Center Newsletters click [here](#).

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## Document Station: Recipe for Success

We are passing on a great “recipe” we learned from Lisa Elliott at the Pinal County Extension office for facilitating the submission of documents for your fellow co-workers:

- Clear a space in a common area
- Add all of the forms you use to process documents
- Add an “in box”
- Add pens, paper, tape, paper clips, and any other ingredients of your choice
- Add a sign reminding everyone what a good business purpose looks like
- Pick up your accurate and timely document submissions, and enjoy!



## Employee Climate Survey

A CALS-wide **Employee Climate Survey** will be coming out from our new Specialist, Organizational Development & Effectiveness, Heather Roberts-Wrenn. Please plan to provide your feedback via this anonymous survey to allow us to make dedicated improvements to our employee climate.

Your feedback makes a difference!

Following the survey, Heather will be scheduling focused listening tours around the college to gain more in-depth feedback and insight and may be sending you a calendar invitation for a one-on-one meeting.

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## How Do I Identify and Dispose of Property? Let's drill down:

### If the acquisition cost is \$5,000 or greater:

For **University property** you will find a tag that start with the letter "A". These are commonly referred to as A-Tags.

For **Government and Sponsored Property** (acquired through Grants and Contracts), you will find a Tag that starts with "S", commonly called an S-Tag.

**The following categories of property with acquisition costs between \$1,000.00 and \$4,999.99 will also receive a tag:**

- Property required by a sponsored grant, contract or agreement
- Vehicles (of any value) for insurance and titling
- Computers for State reporting requirements
- Weapons and Firearms
- Optional – Equipment tagged at department request



In these cases, for University property, you will find a N-Tag. Government and Sponsored Property will have an S-Tag.

For property acquired through the [Federal Excess Property Program \(FEPP\)](#) please contact Madge Mock at (520) 621-1921 or via email at [mmock@email.arizona.edu](mailto:mmock@email.arizona.edu).

### How do I dispose of this property?

Disposal of this property must be through:

- The [Surplus Property program](#) for University owned property
- The [Sponsored Projects Services - Property Administrator](#) for government or sponsor owned property;
- Madge Mock at CALS Business Services for [Federal Excess Property \(FEPP\)](#).



### What if I can't find a tag or am not sure of how to dispose of the property???

Contact Madge Mock for direction on disposal of the property.

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## Welcome to the New Members in CALS Business Services

### Heather Roberts-Wrenn

Heather Roberts-Wrenn has joined the CALS Business Service team as the new Organizational Development & Effectiveness Specialist. She is new to the U of A, and higher education in general, and comes to us from Boeing in Auburn, Washington. She has experience with diversity and inclusion, leading change initiatives, and improving employee engagement. She earned her BA from Western Washington University, and will be working on her MBA here at the U of A. Please feel free to stop by and say hi, she has chocolate!



Heather can be reached at 520-621-7192 or via email at [hrobertswrenn@email.arizona.edu](mailto:hrobertswrenn@email.arizona.edu).

### Allison Ketterling



Allison Ketterling joined the CALS in November 2016 as a Business Analyst, Senior, Personnel. Her responsibilities include processing College level HR transactions, budget distributions, and management of the Red Green and Strategic Hire Plan. She is a Wildcat for Life! She knew in her Freshman year she wanted to work for the U of A and made that her mission. Allison graduated with a Bachelor of Arts degree in Psychology and minor in Spanish, and with a full time UA job! Her U of A career began as a student employee at Arizona Public Media, and she advanced to Office Specialist, Senior at the Department of Psychiatry in the



College of Medicine. She then moved back to main campus as the HR Coordinator for the College of Architecture, Planning, and Landscape Architecture.

Allison is originally from Wisconsin, but has lived in Tucson for 25 years and could never go back to the cold! She is married to Carlos, who also works at the UA, and they have three beautiful, rambunctious boys. Her passion is helping people and finding solutions to complex problems. She is very excited to join CALS and work at the most sought after place to be a part of, and she looks forward to working with such an amazing group of people. Stop by and say hello!

Allison can be reached at 520-621-1969 or via email at [allisonk@email.arizona.edu](mailto:allisonk@email.arizona.edu).

## Upcoming New Venue for Business Officer Meetings

The new location for Business Officers meetings starting January 2017, except for April, will be in the **ENR2 building, room S215**.

The room is located on the 2nd floor in the Southwest corner of the building (please note the April meeting will take place in Shantz 440). We will continue to have the Business Officer Meetings on the 4th Tuesday of the month. The times will remain the same, 9 am – 11 am, and they will continue to be broadcasted via webinar.



Here is the schedule:

- Tuesday, January 31, 2017 – ENR2, Room S215
- Tuesday, February 28, 2017 – ENR2, Room S215
- Tuesday, March 28, 2017 – ENR2, Room S215
- Tuesday, April 25, 2017 – SHANTZ, Room 440
- Tuesday, May 30, 2017 – ENR2, Room S215
- Tuesday, June 27, 2017 – ENR2, Room S215
- Tuesday, July 25, 2017 – ENR2, Room S215
- Tuesday, August 29, 2017 – ENR2, Room S215

For questions or concerns please contact Mary Carroll at 520-621-7195 or via email at [marymcarroll@email.arizona.edu](mailto:marymcarroll@email.arizona.edu).

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<http://cals.arizona.edu/cbs/rates-review>

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