



CALS Business Services

COLLEGE OF AGRICULTURE & LIFE SCIENCES

Issue 5 FY18

CALS Business Services Newsletter

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The Bank of Hard Knocks

By Lynda Silvain

I made a special trip to the bank on a Sunday to deposit a check. The check had to be posted the next day as my car payment was due. I went to the night deposit box and found a sign that indicated the box was permanently closed, but I could download the bank's app and make the deposit electronically. I was completely offended that the bank, the pinnacle of customer service, had shut me out. And, I had made a special trip on a Sunday to conduct business. I was angry, thinking I would have to take time off of work to make the deposit during business hours on the next day. They were going to get an earful! I went home in a huff, and decided to look up this "app". I decided to download it, just to prove how inadequate it was next to the tried-and-true night deposit box. Within minutes I made my way through the electronic check deposit function with the app. I simply took a picture of my check and, voilà! The deposit was instantly posted to my account! Best day ever! I then downloaded the apps for my other financial institutions. I may never go to the bank again, and certainly will not make a special trip on a Sunday (especially now that football has started).



I am sure many of you have been making electronic deposits using apps for a long time now. For me to embrace the change, I had to be permanently denied the deposit box option. Change is hard, and the world is changing around us at warp speed. **Our thinking is hard-wired.** We operate on auto-pilot much of the time, but we might be overlooking a great opportunity that is right at our fingertips. I was speaking with Camille Anderson, the Career and Academics lead for processing scholarships, and she said of the system she uses, the Scholarship Universe, "It is 95% wonderful, and 5% a pain". I want to be able to make a statement like that about all of the enterprise systems I use at the U of A. I want to be constantly butting up against the 5% that the systems will not do for me. If I do, I will know that I am making them work hard for me. **Sometimes change is a smooth transition, other times it can be painful, but progress is impossible without it.**

Hear Ye! Hear Ye!

Announcing the UAccess Financials Upgrade!

Changes are expected to go into effect in February 2018. More information to come!





A shout out to the AZ Vet Diagnostic Lab team!

Technical Expertise & Teamwork

A big shout out to Dr. Sharon Dial, Dr. Greg Bradley, and Darcy Kennedy for their work on completing a rate study for the Arizona Veterinary Diagnostic Laboratory.

The rate study was an intricate process that required precise data and calculations. The team at the AZVDL showed that they have the expertise to run the center efficiently and are dedicated to the quality of the services they provide. The AZVDL is CALS proud!

Submitted by Lynda Silvain



Recent Policy/Procedures Changes and Updates

Contracting Services – Request for Bids ([Policy 4.5](#)). Changes made to aggregate dollar thresholds:

- Purchases exceeding **\$10,000** and not exceeding **\$100,000** require an informal competitive solicitation.
- Purchases exceeding **\$100,000** require a formal sealed competitive solicitation.
- To comply with Office of Management and Budget (OMB) guidance, informal quotes or a sole source justification will be required for federal fund purchases between **\$3,000 and \$100,000**.



NEW: PCard Hotel enhancement:

- Only for UA Employees on Travel Status
- Room + tax only.
- Other allowable charges if justified by the department:



- Internet access (wired or wireless)
 - Vehicle Parking
 - Shuttle Services to/from Hotel for UA Business
- PCard Hotel Enhancement Code: 960
 - See PCard [Policy 6.3 Hotel Enhancement](#)



TRAVEL: Meal reimbursements

- Meal reimbursements for single-day travel with no overnight stay ([FSM 14.13](#), #17):
 - **\$13**, if their travel exceeds **6 hours or more but fewer than 12** consecutive hours
 - **\$20**, if in travel status **12 or more consecutive hours**
 - limits apply **regardless of destination and time of day** the meals are purchased/consumed
 - reimbursement is considered **taxable income**
- Meal reimbursements involving an overnight stay ([FSM 14.13](#), #13):
 - For days of departure and return involving an overnight stay, the meal and incidental reimbursement limitation is **75% of the full day rate** of the night's destination, regardless of the time the traveler departed or returned.



Employee Expense and Travel Reimbursements

Employees are now able to sign/approve their reimbursements electronically:

- Reimbursements may be Ad-hoc routed to the employee to approve via UAccess Financials instead of signing paper documents. Click [here](#) for instructions.



Employee Recognition - policy updates ([FSM 9.11](#)):

- Retiree farewell (10 years continuous service) expenditures increased to **\$25 per person**
- College level flexibility to celebrate non-retiree employee farewells:



Must provide memo of justification to include the exceptional contributions by the employee along with the University business purpose



Updates to [object code listings and definitions](#) on the FSO Website:

- Listing has been **organized** into more detailed groups and is now much more **user friendly!**
- Creation of new object code: **3880 - Shipping & Handling** - for the taxable costs associated with shipping and handling charges assessed by vendors. NOTE: This object code should NOT be used for nontaxable postage & mailing, express shipping, or freight charges.
- Downloadable **PDF versions** are now available of the listings with names and definitions:
 - [Balance Sheet](#) Object Codes
 - [Revenue](#) Object Codes
 - [Expenditures](#) Object Codes
- For **questions** about object code listings and updates contact Cody Watts with the FSO chart team at 520-621-9196 or email cwatts614@email.arizona.edu.



PCard Purchases from international merchants

- Purchases to an international merchant have now an additional PCDO transaction come through as Merchant Name '**International Transaction**', this is a 1.5% fee.
- Be sure to mark this as **Tax Exempt**.
- **Cross-reference original purchase eDoc #** in the Notes/attachments section; likewise, notate the International transaction edoc # in the original purchase eDoc.




A shout out to Paige Jacobson!

Leadership

Paige has undertaken a skills assessment of her team members and has been active in her development of her employees and the team as a whole. Team development is a step above personal growth and requires the application of different but complementary skills. Paige has led the team through the Tuckman theoretical stages of Forming, Storming, Norming and Performing. Read more [here](#).

Paige's team is the first shared business center in CALS, which provides business support to three very diverse academic departments: Family Consumer Sciences, Ag Resource Economics, and Ag Education. My congrats to Paige and her team: Kelly Keyser, Amanda Zaman, and David Reeves. Their continued success means mission fulfillment for three academic units in the college.

Submitted by Jeff Ratje



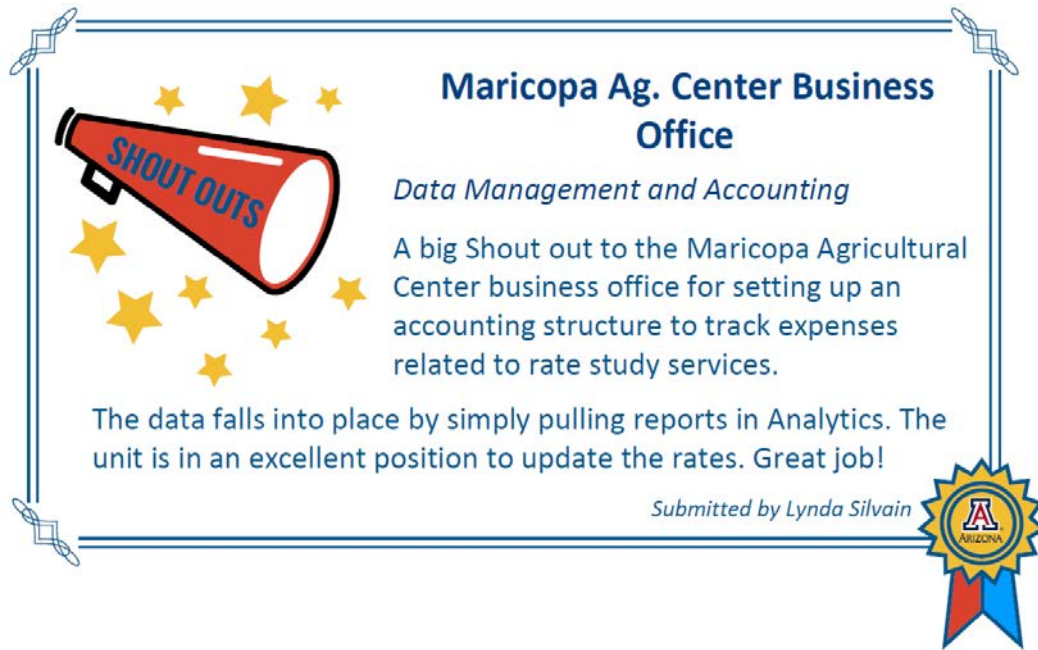
A Message from Jeff Ratje

Read the newspaper and you're likely to see topics like science, medicine, water, the environment, education, and the global economy. Agriculture is not often "above the fold," as they say. However, look deeper, CALS actually plays an incredibly important role in all of the hot areas.

Agriculture and life sciences is a foundation to our economy and society. [Arizona agriculture](#) contributes more than \$17 billion to the economy and is a fundamental creator of jobs, especially in rural parts of the state. We are STEM. We are significant contributors to the [bioeconomy](#), food safety, and technological innovations. We provide education to K-12 and post-secondary students. We offer key insights to the future of water management and the environment in Arizona. We are uniquely positioned to be leaders in [One Health](#), nutrition, precision medicine, preventing the spread of disease, and cancer prevention and research. We support strong families, personal financial literacy, and commerce.



We embrace our legacy of traditional agriculture but are not limited by it. We expand our fundamental reach through applied science and biotechnology. What we do as business officers is vital for the success and well running of our organization. We foster contagion if we falter or fail. We are a foundation to CALS. Our professionalism, leadership, competence, innovation, partnership serve as a backbone to the success of the entire organization. **We are Arizona Agriculture and Life Sciences.**



Travel Smart!

The state of arizona has negotiated contracts with several rental car companies to provide discounts and optional insurance to state employees traveling on business. Discounts include locked in rates (you can't be charged higher rates in a busy market), percentage discounts, and free days. Optional damage and liability insurance is included at no charge! For online reservations, you will need to set up an account or membership at no charge. For Enterprise, you can join the Emerald club and jump right to the front of the line.

Here are the E&I contract codes for participating vendor with links to their agreements information:



- [Dollar](#) E&I/CDP # TB7872
- [Enterprise](#) E&I # CNR01253 ([Rates and Information](#))
- [National](#) E&I # CNR01260
- [O'Reilly Auto Parts](#) E&I # CNR01214
- [Thrifty](#) E&I/CDP # 3046848

Take a picture of these contract numbers with your cell phone, and you will always have them at your fingertips!



Sign Up for the Fall Perspectives on Diversity & Inclusion Speaker Series!

The CALS Diversity & Inclusiveness Committee is pleased to bring back our **Perspectives on Diversity & Inclusion Speaker Series** for the Fall Semester!

Mark your calendars for **12pm-1pm on the first Wednesday of each month** (that's 10/4, 11/1, and 12/6) for each of our great speakers:

- 10/4: Ready, Set, Gay? Sexual and Gender Minority Prejudice in Collegiate Athletics - Dr. Russ Toomey
- 11/1: Difficult Dialogues in the Classroom - Dr. Jill Williams
- 12/6: Combating Impostor Syndrome in Academia - Dr. Laura Hunter



We will be providing **PIZZA and SODA** for in person attendees in **Forbes124A** (that's the basement), but it's on a first-come, first-served basis, so make sure you're there early! These sessions will also be made available via

webinar, so tune-in even if you can't be there in person! Click the link below to register for the webinar version of the series:

<https://attendee.gotowebinar.com/register/2757877913192794369>

If you missed any of the presentations from the Spring Series, feel free to catch up on all the recordings here:

[1/23/17: Demographic Make Up of CALS by Maria Marzinsky and Brian Berrellez](#)

[2/20/17: Addressing Implicit Bias in Health Care by Dr. Jeff Stone](#)

[3/20/2017: Reframing Disability by Dr. Amanda Kraus](#)

[4/3/17: Unconscious Bias & Microaggressions by Dr. Laura Hunter](#)

For questions please contact the CALS Diversity and Inclusiveness Committee at inclusive@cals.arizona.edu.



Monthly Business Officer Meetings Changing to Wednesdays

The monthly Business Officer meetings have changed from the last Tuesday of the month to the last **WEDNESDAY** of the month. The meetings will continue to take place in the ENR2 building, room S215, and can also be attended remotely via this [GoToWebinar](#) link.

Here is the new meeting schedule:

Wednesday, October 25th 2017 – ENR2 S215/[GoToWebinar](#)

Wednesday, November 29th 2017 - ENR2 S215/[GoToWebinar](#)

Wednesday, January 31st 2018 - ENR2 S215/[GoToWebinar](#)

Wednesday, February 28th 2018 - ENR2 S215/[GoToWebinar](#)

Wednesday, March 28th 2018 - ENR2 S215/[GoToWebinar](#)

Wednesday, April 25th 2018 - ENR2 S215/[GoToWebinar](#)

Wednesday, May 30th 2018 - ENR2 S215/[GoToWebinar](#)

Wednesday, June 27th, 2018 - ENR2 S215/[GoToWebinar](#)

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

October is our lucky month!

Visit the [Boyce Thompson Arboretum's](#) Fall Plant Sale! Anyone with a University of Arizona cat card can visit the BTA with their family for **FREE** and receive **10% off** on any plant purchases from October 13th to the 29th. Take advantage of this great opportunity! Also, check out their [special events](#). Even better, consider [becoming a member!](#)



Eat, talk and be scary!

Don't miss this year's [Halloween Pot Luck](#) brought to you by the [CALS Classified Staff Council](#):

- When: October 31, 2017 at 12:00 PM - 1:30 PM
- Where: Forbes Lobby

Please bring a dish to share - drinks will be provided. **Prizes** will be awarded for best costume!

Remember to get your flu shot!

It is that time of year again. Campus Flu Clinic Dates, Locations, and the Consent Form can be found at the UA [Life & Works Connections website](#).



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

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