



CENTRAL
CONNECTICUT STATE UNIVERSITY

Central Connecticut State University

2022-2023 New Year Kickoff

Fiscal Affairs

BUDGET

The Budget Office is responsible for budget development, execution, administration, reporting and monitoring budgets. In addition, the Budget Office provides training, guidance and support to the staff and faculty members of the CCSU community.

- Budget-Related Entries

- Adjust your department's budget based on priorities, funding, and spending to your Discretionary Personal Services (DPS) or Other Expenses (OE).

- Budget and Transaction Detail Reports

- Monthly reports emailed from WebFocus.

- Available Balance and Open Encumbrance Reports

- Reports sent every Friday.
- Available Balance Report shows your departments remaining balance which is available for purchases.
- Open Encumbrance Report is a detailed report that shows any open commitments to a transaction.

BUDGET

– Banner Training

- Access to Banner can be requested by clicking on Account Requests, found on the IT Department webpage.
- Once access is received, contact the budget staff for a detailed walkthrough of the Banner Financial System.

– PaperCut (formerly Copy Center)

- For access to PaperCut, click on New User Authorization found on the Copy Center web page.
- Once your access is approved, the Budget Office will add you to the appropriate index in the system.

Budget Staff

Ann Contrata – x22505
Alyssa Volpicella – x22501

PURCHASING

Before you get too far along in making a purchase, please think about...

- **What type of good or service am I trying to purchase?**

What you are buying impacts how you should purchase the item

- P-Card
- Disbursement Form/Honorarium
- Purchase Order
- Personal Service Agreement

- **How much is it going to cost?**

Purchase costs may require additional steps before purchase can be made

- Less than \$2,500 – May be able to be purchased on P-Card (must confirm that it is an “Approved Purchase” first)
- Less than \$5,000 – May be able to be paid for via Disbursement Form/Honorarium (if it is for a personal/professional service)
- Less than \$ \$10,000 – May require a Purchase Requisition
- \$10,000 - \$50,000 – Requires either Sole Source Justification, Price Comparison, or a Contract
- \$50,000 or higher – Requires either Sole Source Justification, Completed RFP, or a Contract

PURCHASING

– **What are the risks involved with this purchase?**

- Are there liability risks? e.g., breach of contract issues, claims, warranty problems, terminations, intellectual property infringement charges, alleged confidentiality disclosures, disputes, and litigation
- Are there business risks? e.g., poor relationships, failure to obtain objectives, bad public relations, declining morale, instability, weakening of brand integrity, loss of goodwill, and reduced revenue or profits.
- Purchases that have these potential risks should include additional terms and conditions to help protect the University.

Purchasing Staff

David McGraw – x22534

Sedina Begic - x22537

Julie Laude – x22535

Charles Zsebik – x20041

PURCHASING CARD

The Purchasing Card simplifies procurement by facilitating point-of-demand purchases

- To request a p-card, fill out a Purchasing Card Application Form and submit it to purchasingcard@ccsu.edu.
 - If budget authority is cardholder, application must be signed by cardholder's supervisor.
- If you need to move a charge to a different index than where assigned, fill out a Purchasing Card Reallocation Form and submit it to the above email.
 - The Allocation Form must be signed by the budget authority of the index to be charged.
- Above-mentioned forms can be found on the Purchasing Card web page in the Forms link.
- To request an increase of the single-transaction limit, send an email request with the p-card's last four digits, along with an invoice or quote for the goods or services to the above email.
- Audits are now done in real time via review of the campus-wide, monthly statement.

PURCHASING CARD

- P-card statements and receipts must be retained until records disposal notification is sent.
- If fraudulent activity is suspected, call the 800 number on back of the p-card.
- If card is declined, contact a p-card administrator for assistance.

P-Card Administrators

Sedina Begic - x22537

Julie Laude – x22535

Accounts Payable

The Accounts Payable Office monitors, controls, and processes all non-salary and non-employee expense transactions of the University.

- Disbursement Form
 - Invoices paid on a disbursement form can be no more than \$5,000.
 - A W9 and invoice must be included with the form.
 - Invoices paid with grant funding must include a signature from the Grant's Office.
- All invoices must include a purchase order (PO) or personal service agreement (PSA) number, except the invoices paid on a disbursement form.
- Unless otherwise stated, invoices will be processed within 30 days.

Accounts Payable

- All invoices having a PO or PSA number and disbursements along with a W9 and invoice must be sent to ap@ccsu.edu.
- Approving invoices:
 - Invoices must be approved through OnBase, which replaced WebNow.
 - A tutorial can be found on the Accounts Payable webpage.

Accounts Payable Staff

Darlene Goethie – x22506
Michael Clancy – x22508
Catherine Michaud – x22509
Keqi Song – x22511

Travel

The Travel Office is responsible for processing expenses related to University-sponsored travel and serves as a reference point for Travel Authorizations and Expense Reports, as well as providing guidance on travel policies and procedures.

- Travel Authorizations and Expense Reports are processed through SAP Concur, a web-based travel and expense system found on the Travel webpage.
- Travel requests must be approved before departing on your trip.
 - This includes virtual conferences and workshops.
- Requests and expense reports have separate deadlines.
 - May be required to provide multiple justification forms for late submissions.
- Select the lowest-cost option, without preference to airlines, routes, or seating.

Travel

- Hotels will be reimbursed at the GSA rate.
 - Conference attendees can book conference hotels up to the negotiated conference rate.
- All expenses require documentation and/or original receipts.
- When in doubt, please reach out!

Travel Administrator

Margaret Nowicki – x22549

margaret.Nowicki@ccsu.edu

Accounting

The Accounting Department is responsible for the university's financial reporting, financial ledgers, oversight of journal entries, maintenance of the chart of accounts, reconciliation of university bank accounts, recording of prepaid expenses, and other financial functions. Additionally, the department provides guidance and advice regarding financial regulations, methods, and practices.

- For Journal Entry and Check Reissue Request forms, visit the Accounting Department webpage and click on the Forms link.

Accounting Staff

Brian Wood – x 22541

Brian Vanderoef – x20160

Kaylene Sylvester – x22543

FISCAL AFFAIRS

WWW.CCSU.EDU/FISCALAFFAIRS

Budget

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Purchasing

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Purchasing Card

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Accounts Payable

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Travel

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Accounting

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