

Fiscal Foundations: A Guide to Navigating Fiscal Policies and Requirements

Toolbox Series Video Transcript

Hello. Good afternoon everyone. Thank you for joining us for our Lunch and Learn series again.

It's great to see everybody here in person. We do have, quite a bit of an audience online as well.

So thank you all for being here. As you're getting settled in, I would like to do some introductions.

Right before we get started, because I do want to give this awesome team, all of the time that they need to do their presentation.

For those of you who don't know me, and I think most of you do.

I'm Debbie Lammers, I'm the assistant vice chancellor of learning and development out of the central team, and we get the great pleasure of helping to support this particular series that we do the fourth Wednesday of every month.

So, so today what I'd like to do is I'd like to introduce, the individuals from the financial services team.

They're here to present some information on fiscal foundations.

The financial services unit comprises of several teams, including fiscal compliance, in which Carolyn is the assistant director and Holly is the senior fiscal compliance auditor.

They are going to be your presenters today. This is your go to team for all fiscal type questions and processes.

In addition, Amy Gannon, the associate vice chancellor of financial Services controller, is attending today and is available for questions.

So she is actually sitting right here. So, Amy, if you would please raise your hand.

So she's going to help field some questions for us today. and as fiscal foundation spans a lot of topics, the team will focus on each area at a high level and share opportunities for further detail training in their new training series.

And at the end, they're going to allow for some questions. Now, we do have a fun little gizmo today that we got introduced to Kaitlin.

Can you hold that up? We have this this, chat box.

It actually includes a microphone. we can actually toss it at people, and we've heard it's very sturdy.

Now, we're a little skeptical on how well we're going to toss this at people, so we might just come and hand it to you.

But if you are willing and you have you have really good catching abilities, we let us know.

And, we will try to toss it at you. But with no further ado, I am going to turn it over to Carolyn and to Holly. Thank you both so much for being here with us today.

Testing. Okay, perfect. Hi, everyone. Good afternoon.

Hope you're enjoying your lunch. As Debbie kind of alluded to today, we're going to be going over fiscal foundations.

And so, if you are familiar with fiscal policies, there's quite a lot of them.

And so today we're going to be going over several of the policies at a high level, to just make sure that we can really cover a pretty broad scope of the policies, make everyone familiar with it, and highlight the key facts, and criteria that are important to know in your day to day operations.

The agenda, if I don't mind. Thank you.

We'll start with the policies set that foundation, then we do have a portion at the end of the presentation that is going to highlight some of the key impacts on procurement.

And so we really want to highlight the real life examples there.

And then we're just going to put up a few contacts for you at the end.

And then leave some time for questions ideally. And so what we have heard though, although our presentation today is at a high level, we have heard you and we understand that there is also a desire and a need to be able to have a presentation on some of the more detailed aspects of these policies, of our procedures that go along with them.

And so in response to that, we haven't forgotten, and we've heard you we have some upcoming new trainings that we're designing.

So we just want to put that pitch in your mind at the beginning so that you know that although today won't be focused on that within the our time frame, we have the four bullets that you see there are the topics that will be launching, later this year.

And so some more details to come on the modality and the timing and the exact launch dates.

We will absolutely socialize those with everyone and the broader campus communities.

Once we have those details finalized. They're in different stages of development and review currently.

But these are the four topics will be starting with. So I emphasize starting because there's a lot of areas that we wish to cover.

And so it'll just take some time and resources to do so. But we want to be able to provide those deeper dives for you.

And that's what this will be. It'll be those real life examples that folks were looking for, redacting out that personal information.

But things we've truly seen, both in some exercises we'll walk you through, as well as some situations that will ask for some more engagement.

So it'll be a little less lecture style and some more engaging, type of training as well.

So more to come on that, but wanted to give a quick preview of what is out there, what will be coming before today.

When we start with high level, we've got to understand really what is the entire policy environment.

And so the graphic that you see in front of you is our policy hierarchy.

And so the first thing that you really want to think about when you're thinking about the policies is certainly we have our internal, but there are a lot of external factors that impact us in our day to day operations and what influences how our policies were even written.

And so the three circles at the top of this picture, here are the key external factors.

Certainly as a state institution, state of Colorado laws and amendments and whatnot impact how we need to operate as an institution.

From compliance standpoint. Just to give a little context, when we see a lot to the compliance email is amendment 41 questions about the gift ban.

And so what can we, as you employees, receive as a gift from an external vendor entity or whatnot?

And so that's just one example state of Colorado laws. But obviously there's a very wide gamut there.

The middle section, there are sponsor policies and guidelines. So if you're working under a grant, an award, a contract, there could be stipulations and things that you really need to consider when you're doing something that perhaps our policies don't touch on or we do touch on, but they're a little bit more generous than what your sponsor might be requiring.

So making sure you understand those as well as if you're working with any type of federal government entity, the laws and policies, they are those that just impact us as a whole from a constitutional level, but also, from the sponsor side with, especially on the Anschutz campus.

So those are your external influences.

The below little rectangles there kind of get the hierarchy of what our policies look like internally for the CU system, starting out with the laws and the policies of the Regents. I kind of think of these as a duet.

So the laws cover not just fiscal but administration, operational type of policy, type of guidance, and then the policies work on how to execute and move forward with the the guidance within the law.

So those go hand-in-hand together and would be found at the CU dot edu website.

So that's system level.

The administrative policy statements or APS, they typically they would have a four digit number at the end of it to identify, what policy it is and then its title, those also set at the systems level again and apply to to all campuses.

We will actually touch base on two of these today that are fiscal related.

So you'll see those coming up soon. the next grouping, we've put these together because they are still at the system level, but.

Within separate offices, the first one being the PSC procedural statements or PPS is what you'll see them as.

And then you have your finance procedural statements.

These are not newer policies, but they have been rebranded in the past few years to finance procedural statements.

They're housed under the Office of University Controller of UC. So both of these a lot is really work in tandem with each other.

If it's more finance based, that is typically in that space.

And if it's procurement related, think procurement card, policy, travel card, those kind of things; it might be in that procedural statement for that PSC. Then finally we make our way to the campus policies.

And so at this point, we've been talking about everything at the system. Now we have our campus policies.

So these policies when it comes to fiscal topics, could be things that either another policy hasn't touched on or that we want to provide some more

guidance and background on how we, as a campus, have decided to move forward with that type of activity and operation.

And so those campus policies are listed there. for us, they could be shared between CU Anschutz and Denver.

And in some cases they might just be unique to one one particular location. Then at the very end, and you certainly don't want to forget about this bottom group, although listed at the bottom it is.

Last but not least would be your school, college, or unit policies.

Most of the time this is an area where a school. Maybe they have decided they would prefer to be a little bit more restrictive, or they have some process procedural pieces that they want to make sure that their area is following.

That's where that kind of guidance would be housed there.

That is not something that's something that Holly and I would necessarily always be aware of.

So when we provide guidance, we will always give you that level of the campus in a university system wide level.

But please make sure that you're checking with the administrators in your area to see if there is any additional information that you need at that school, college or unit level so that you're following that.

We often see maybe there's a lower threshold for certain types of purchases that a school or college has put in place, or an additional process flow that outside of the campus approvals, you actually need some unit approvals as well.

So those are just some examples of what you might find in that last level of policies there.

At times two or more of these policies might conflict with each other. What is allowable in one may not be allowable in another. Always defer to the more restrictive of the policies.

So, alcohol is a really good example because it sits at an APS.

It has a procedural statement at the PSC. It also has a finance procedural statement.

And we've got a campus policy. So, make sure you're well versed.

It's not the only topic that goes across several levels, but just be aware of that and make sure that you're searching both the kudu as well as on this you Anschutz audio or UC Denver websites.

So what are we going to cover today? the boxes up here are the policies we're going to touch on today.

Again, can't go into quite a deep dive, but this is just to give you an idea.

We're going to start off with the APS level, and then we're going to work our way into the financial procedural statement level just to give a touch base.

And then Holly will actually talk about some of the campus requirements and specific requirements that might be at the system level as well.

So to jump right in, we're going to start with fiscal rules and responsibilities.

And we want to highlight these two. The next one is propriety of expenses.

And so a little teaser there.

But we want to highlight these two because this sets the foundation for everything else that you do.

It is really important to understand where you and your role fall in this triangle up above.

And I know there's it looks a little smaller up there than it did one on our screen, but, it this kind of gives the hierarchy and based on your well where do you fall within that?

So to very quickly go over the little triangle there, you've got your president at the very top, your chancellors vice president, secretary all the way through to the deans of each school and college, that group, those first two tiers there are considered the officer level.

That is really important when you have certain approvals that require officer approval, knowing who you roll to, and who has the authority to make a final decision on certain things is really critical.

The middle level in the purple there, that could be your fiscal principal.

So principal investigators, chairs of departments, directors equivalents, you know, titles can change a little bit, between units.

But that level there is your fiscal principals. So they might not be doing the day to day activity, but they are responsible for all the activity that is happening within their scope of responsibility.

And they should have an awareness of what is going on the next level. Down in the blue there is your department administrator. So these are your fiscal managers.

So this group really needs to understand the activity and operations that are happening much more on that day to day level, making sure that proper approvals are being obtained, making sure that what is rolling through their financial statements, that those are being reviewed, that they're being reviewed at a time frame where if there are errors, because we're all human, we make mistakes sometimes that corrections can be made, and having a really good pulse on what is going on under the area that they supervise.

And then the final, the the big level there is fiscal staff and then even non fiscal employees.

And so as an employee of the university you have a fiscal responsibility. You could easily make a purchase and request a reimbursement and therefore impact our finances.

Right, you can have a procurement card or have been issued a travel card for the university.

Again, fiscal impact. You've got everybody above that tier that should be helping you work through what policies and guidance you need to be aware of, before going through that. But just understanding that as an employee, you innately have an ability to impact the fiscal environment of your area in your unit and to really be mindful of what with the correct kind of responsibly, the correct actions are not necessarily even just policy, but the culture around how we set that tone at the university.

And so the bullets on the left, I'm not going to kind of read through those, but those are really just kind of what the actual policy establishes. providing clarification.

The only thing I really want to hit on is that last piece there that employees really need to understand and more importantly, stay current on the guidance. So things change.

And so making sure that just because you were told that five years ago doesn't mean it's the correct answer today.

And making sure you're fact checking and going back to the websites and seeing if anything has been updated as you move forward, if it's not something you do frequently, the next one is propriety of expenses.

And so within the full policy statement.

The key takeaway out of this policy is the eight tests, the propriety.

And so those are the, numbered right there on the left hand side of this picture.

And so first one there is it for university business.

Seems like that should be a simple hand. Of course it is. But you'd be surprised.

So make sure that you're really considering that best interest of the university.

And I won't read through all of these, but make sure it's reasonable. What is reasonable to me may be different than what you deem as reasonable.

So it be what is reasonable for the university, the activity you're doing, and the resources that you have available to do that.

Obviously making sure you have appropriate approvals, that you're compliant with all that hierarchy that we already went through.

Some additional considerations over on the left hand side, just to kind of keep in the back of your mind.

So would a university outsider consider the expenditure to be reasonable as a state entity or subject to some public scrutiny?

And so regardless of what type of funding source you use, they don't know that and they don't care.

They just know that you hosted a big blowout and had alcohol and it looked like a really great party to attend, but they weren't invited to.

And so making sure that you really can substantiate the rationale for why you're hosting that activity, making sure that, it to an outsider is.

They view, it seems that it would be reasonable. Is the expense allowable under the award agreement?

And is it in the budget? In the budget period? So, related specifically to awards, please make sure that you're asking yourselves those questions.

And then would you want others. The newspaper, would be the newspaper test.

But we don't have those paper as, as much these days.

So if you were scrolling, would you want to pop up on your phone as a headline?

But would you want them to know, about the activity?

If you wouldn't want that to ever hit the headline, then you probably should take a pause and reconsider.

Next. So the next one is now we're moving on to financial procedural statements so that the oh you see.

So the first one we want to touch on is sensitive expenses. And there's a long list of sensitive expenses.

I say this every time I talk about the policy, but it's one of my favorites because it's just very easy to read.

It's not in paragraph format, but it's in one large chart alphabetically listed. What the university has defined as a sensitive expense doesn't mean you

can't do it, just means you have to think a little harder before you move forward.

And so they're listed alphabetically. Then they have a quick based on your scenario.

How would you use that food we'll touch on that has several different purposes.

Some are allowable, some are not. And so based on that situation a quick yes or no one allow ability.

And then the last column just covers what additional policies or guidance should you be referencing before you go forward with that.

And so what we've listed here, they're clear auditable areas as well.

So something if you know, internal audit where to knock on your door tomorrow, that might be something that they would be looking at to see if you've been purchasing it.

You want to make sure you're really clear in these areas with your documentation.

So please make sure you've got your seats. You've got a clear business purpose that to an outsider.

So if I were to step into your office and read your business purpose, what I understand what activity that was supporting and how it supported the university, or would the acronyms or abbreviations kind of get in the way of my understanding of that?

And then finally, little call out to the AOs and the approvers in the room that if you are reading it and you're questioning the expense, absolutely somebody else is going to. So please feel comfortable.

You are in that role to be able to push back and to ask questions again, it might just mean that the documentation needs updated.

It needs supported a little more. but it doesn't mean it's not an allowable.

It's how it's being presented needs to be clarified. So for that group, please feel comfortable doing that.

That's why you're in your role. Some common sensitive expenses we have bulleted here.

I'm actually going to touch on quite a few with these today. so I won't dive into them.

But this is just to give you a flavor. The list is much more extensive.

So official functions are going to start with this one Sam.

So officially the official function policy actually sets forth the guidance that you need around when you have to complete the official function form.

And so official function, the form itself needs completed when you have food and beverage or alcohol involved in your.

But you could have an event and it could be, you know, bring your own lunch like today.

Or it could be even something much larger than at a training event where those items are not being provided.

The form would not be triggered in that case. Official functions as we're talking today, that could be student functions.

That could be training functions. See, you sponsored conferences are involved in that as well.

Recognition events. Staff appreciation is a great example.

Those are all considered official functions. So there's the different categories.

The policy itself will actually bullet out all the different types.

And it's pretty extensive as to what it could be. when we need the form though.

Middle section of this slide gives you the three bullet points of when the form is triggered.

First one is if alcohol is being purchased regardless of dollar amount. The second one is if the total cost. And this is where people trip up.

We see the total cost of your food and beverage and any associated tax or tip along with that.

If it exceeds \$500 and then the third is on the per person level.

So if the per person cost of food beverage associated tax in tip is greater than \$115, you would need to complete the form.

And so depending on if you heard additional thresholds like over \$10,000 that needs officer approval.

Alcohol includes the alcohol advisory committee.

There's a separate form for that. We'll touch on that later. But those are the areas where the four meets can be completed.

And the total dollars and what that estimate should include your check, your room reservation fee, that kind of stuff does not need to be included in those totals.

Okay, we talked about when it's not required, but there are.

However, at the very bottom of this goes back to when I said that your department school college unit may be more restrictive.

They may require you to complete the official function form as just a way of gathering that information for themselves when you may not meet all of these thresholds.

So again, please check with your department administrators on what they require, because we're absolutely aware that there are some schools and

colleges that would require that in addition, to what the three bullet points are in the middle of this line.

And then finally, with all of that being said, I really just want to emphasize the part in the orange over here that we are all stewards of the university's finances and money.

And so to be good stewards, we really need to think about what is reasonable.

And so although there was an increase from 85 to 115 a couple years ago now, we don't expect anyone to be hitting that regularly the majority of the time.

You should be well below that threshold. There are instances where that might be necessary.

And again, that's where we'd want to see a lot of documentation and support as to why that's the best way and most effective way to accomplish our mission.

Food and related consumable. So we talked about the official functions and triggered when food.

So this is a great segue into when can we purchase food.

I think there's a common myth that like, oh, we can never have food. As we sit here in a room with lunch provided.

Right. sorry to those on the zoom.

But, we absolutely, there's a right time and place to be able to purchase food and consumables on the left hand side these are just the common examples of when is it allowable?

So certainly when it's to maintain the cleanliness of your breakroom space within your offices on campus.

We give an example of paper towels here. Beverage service available to the public.

So if you have a waiting room in your clinic, for patients, if there's, open area for, for students to wait for counseling service, something like that.

That would be those open areas where absolutely you could have water and provide that while they're in that waiting space.

Meals for employees and travel, of course. There's a whole travel policy about that and how to go about it.

And per diem and everything else. I'm not going to dive in all those topics today.

But we will cover them in our more detailed training for fiscal compliance and then finally official functions.

So again, you can have that can vary from luncheons to a gala with our best donors.

You know, that can be really wide. so those are the areas where food is allowable.

Also allowable for things like a staff appreciation luncheon.

And so we're going to touch on this in the recognition section of our presentation today.

So I won't I won't share what Holly will be give will be sharing with you. But those that would be another category where we could absolutely be able to provide food to show appreciation for all the hard work that everybody's doing day in and day out.

Some not allowable, just to remind you. Meals hosted virtually.

We didn't send a sub to everybody on the zoom call today.

So we also hosted virtually. You should not be providing food for that.

Foods or snacks for frequent staff meetings. That would be great.

I would love to snack on some chips at a weekly staff meeting, but I should bring them myself.

So it is fine to put money in a pot collectively that if you have a monthly staff meeting, something like that, and you want to rotate, who gets to bring the bagels and you all contribute, have a coffee club, something like that. Absolutely fine to do, but you shouldn't be doing it with university resources.

New hire welcome lunches. We all want to welcome new folks to our team.

That is fine. We just we all kind of, you know, chip in for that again as well.

And then a food or beverage placed in common spaces. So, we recently moved into our newly renovated space.

It's wonderful. And I brought in Keurig pods. I don't expect to be reimbursed for those, and I expect it for anybody to be able to share those when they come in and they need a little caffeine hit.

So those would be on the not allowable pieces here.

A little reminder we didn't mention it, but the little gears in the brain.

That is how financial compliance is kind of highlighting critical thinking moments.

And so for this slide and some in the past that we've already gone through. It's a normal workday event. We shouldn't be providing food for that normal workday meetings.

We should try to schedule when it's not our lunch time.

Honor that personal time that someone has to kind of step away from their computer and take a break.

And so work, try to work around scheduling, during those non-work times.

And then I'm going to pass it off to Holly. Let's test this out.

Okay. So Carolyn kind of touched on official functions.

An official function may have alcohol. as we have spoken about, this at the system level, is on purchasing and what allowable funding sources can cover the expense of the alcohol itself.

We want to just remind that departments hosting events with alcohol have a responsibility and, have some accountability for making sure that these events are managed, properly.

And the campus does have a request process that we will touch on, in a little bit later this morning, or this afternoon, I guess. I don't know right now, but, for allowable use and funding.

We start with just general official functions at the top, gift funds.

So our campus, both Denver and Anschutz are three types are beginning with six.

And then those next two digits are the fund type. So when we say a fund 34 we're talking about a six, three, four.

Not every fund 34 is allowed to have alcohol.

These are specially designated with the gift purpose code two, and it will list a Y.

So if you submit a request and it's a fund 34 that does not have that designation, it cannot be paying for the alcohol expenditure.

We also have conferences that are hosted, or events where a registration fee is collected.

And in those cases, if we are collecting a registration fee to pay for the alcohol at the event, that can be deposited into a fund 20 or 29, that is appropriate for that conference or registration event.

Again, the gift funds with that appropriate fund 30 for the Y designation for alcohol could be used for those conferences as well.

Development or advancement. Have fund 36 is that may be allowable for alcohol in those cases.

And again the fund 34 is kind of highlighting back to that.

And there may also be some research where alcohol is utilized not for consumption purposes.

So we're not drinking in the lab, but the alcohol is used for some piece of the research or the science, non consumption.

So that is another piece of liability there. in our critical thinking kind of peach color at the bottom.

Really considering thinking back to those tests of propriety that Caroline highlighted, is alcohol necessary for my event to be successful considering all of those eight tests of propriety?

Again, does the unit have the proper resources and controls to oversee an event that has alcohol?

How big is the event? Just thinking about, you know, Safeguard, stantions, drink tickets.

And those are all things that the Alcohol Advisory Committee talks about. When you submit your request. And then, did you leave enough time for required approvals?

Planning an event with alcohol takes a while, and especially bigger events. And we as a committee, the alcohol advisory committee, requests 30 days. It goes through leadership. It goes through your officer, it goes through risk management, police.

There's a lot of different parties that are involved when we want to have alcohol, especially on campus, but also off campus, just, having alcohol at an event that's hosted by the university.

So really thinking ahead, if you did not leave time, maybe this event does not need to have alcohol because we didn't plan ahead.

And next time we'll think more ahead. and incorporate that.

Next we will be talking about, the recognition and training.

So Caroline kind of gave a little pre look into this, policy.

But this, policy has a nice little bread, that talks about the different recognition types.

So it could be cash. Cash like such as a gift card.

Non-cash, like a co-branded mug or t shirt, smaller kind of swag items.

And this policy just has that really nice grid. And we'll talk about this a little later as well.

But, the four recognition categories that this policy covers are length of service.

So we're typically talking about a retiree and recognizing someone who's retired from the university.

And there's some thresholds that are outlined in that policy, merit safety and then participation.

So that could be an employee. It could be employee.

And that policy highlights some of those areas. these could be awards, rewards prizes, staff appreciation meals.

Caroline kind of talked about food and what to think about, when considering that for your event, and recognition events as well.

And then at the bottom, we just put a reminder that a staff appreciation meal is really appreciation and not expected to occur more frequently than quarterly.

So it shouldn't be, you know, every single week we're having a big meal to appreciate our staff.

And this is typically that something that the org unit or, you know, the heads of your department are attending to help recognize, so now that we have.

Oh, nope. One more. Okay. So the next FPS is the business expense substantiation and tax implications.

And that is a very wordy title, so I'm going to kind of break it down for everyone.

But the university, in accordance with IRS regulations, has an accountable plan.

We are required. And when I say we, I mean University of Colorado.

So not me specifically. I just want to call that out.

It's not me.

We are required to, substantiate and submit business expenses within 90 days from the transaction date or 90 days from the trip end date.

So you as the cardholder, you as the person who made the transaction, and you're seeking reimbursement, submitting that within that 90 day time frame.

If you do not submit and substantiate your report within that time frame, the university is required to report that expenditure as additional income on your paycheck and you will be taxed at your tax rate.

So breaking that down, what does this mean? So if I had \$100 expense, it was an official business expense.

I either put on a procurement card, a travel card, a reimbursement request, any of those cash advance.

And I fail to submit that report within 90 days from the transaction date or trip end date if it's related to travel.

They will add that on to my paycheck and it will be taxed.

And so my paycheck will be deducted based on whatever my tax rate is.

What should you do if there were circumstances that prevented you or something out of your control, you know, or it was just missed and it was, you know, your first time and and you didn't understand the policy.

So, if you think there were circumstances, our team.

Caroline, me. Amy Evers compliance. We are here to help.

You can submit a request for exemption to our team.

And we will route that through the parties that need to review the request. We want to just put a pitch in here that we have a limited time frame from when your report is fully approved and paid to, when we can help before it will impact your paycheck.

So once you receive your tax bill expenses notification after your report has been paid fully approved, please reach out to us if you would like to seek an exception and we will start processing that.

That is the ideal method than seeing at the end of the month that your paycheck is short by a certain amount and not being able to pay your bills, and so just making sure ask questions, please reach out if you need help.

We are here to help. And then at the bottom we also wanted to highlight, what are we doing to help?

So Caroline and I are serving on a working group with the tax director. People from UCCS from CU Boulder. And we are looking at different ways that we can get this message out.

Because it is a big impact for people if they, you know, accidentally miss submitting their report.

We recently have started sending out a monthly aging report to our fiscal managers from the FSA compliance inbox. I think the one just went out yesterday.

So, they're very current.

We've been doing this for a few months, and we are asking for fiscal managers to please reach out and work with their department, individuals who have not submitted these expenses so that hopefully we can prevent them from being taxed.

Our aging report is sending out for, expenditures that have passed the 60 day mark.

So hopefully between 60 and 90 days, these reports can be submitted before it would ever be taxed.

There are some in the report that are already past 90 days.

And so again, rolling back to that, if you need an exception, please reach out and ask for help from our team. And then also the system does have auto generated reports, so we do not want to discount that.

Concur does send card holders procurement card, travel card holders, reminders of submitted reports and approving officials also receive reminders.

So please take those emails seriously. I know we get a lot of emails, ones that are about purchases and reconciling.

Your purchases are important, so please flag those.

Okay, so then now that we've kind of talked about some of those system policies, we're going to look at, some of the procurement impact from some of those policies at that higher level that Caroline talked about and some of the methodology for these.

So the next slide, some areas of sensitive expenditures that Caroline highlighted.

We have alcohol. So I touched on the funding sources earlier that are highlighted under that.

The campus has an alcohol authorization form. It is posted on our finance office website and, it is electronic through Qualtrics.

This should be submitted for any event where university funds are being used to support the event.

That does not mean just to pay for the alcohol.

That could be, you know, we're paying for the rental with university funds and there's going to be a cash bar, or for events on campus.

And again, it goes through many different parties and approvers.

So your officer or their delegate, the Alcohol Advisory Committee, which is made up of multiple people and potentially campus leadership.

Depending on the specifics of your event. So, just thinking ahead about timing and making sure that you've thought about getting your request in so that it can be reviewed and we can provide feedback and ensure that, we're meeting policies and more in line with, all of the safety and risk and all this guidance around alcohol.

Next in the green, we have recognition. so I kind of touched on that.

There's a very nice policy grid in this policy, that you should bookmark.

It will also talk about, tax reporting impact for the different groups.
This could be non employee versus if there were employee recognition.

And there are times when a recognition program authorization would be required or an RPA. Sometimes HR needs to sign off on that.

Sometimes you're officer sometimes you're a fiscal manager.

So thinking back to those, roles and responsibilities that Carolyn highlighted about who is my officer.

That's kind of how those intertwine there. gift cards, petty cash funds and change funds.

So there are two separate authorization requests for gift cards? It is at the system office level.

It's currently an Excel type form, and my team processes those requests.

So if you are trying to do anything with gift cards, whether that be recognition, study, subject participation, there is a prior approval process before you purchase or distribute gift cards.

So throwing that out there, and multiple approvers.

There's a custodian who's ultimately responsible for the funds, the gift cards, petty cash funds, change fund.

Your unit org., so somebody who's on the speed type with a fiscal role that says, yes, you can charge gift cards to the speed type.

And then our team fiscal compliance. and potentially the Office of Grants and Contracts, if you're trying to use a, 30, 31, 34, 35.

And then finally, we wanted to highlight donations and sponsorships as another sensitive expense area.

This is for outgoing donations and sponsorships, where we would like to give funds to donate to a nonprofit entity.

Generally, this is prohibited.

However, the policy outlines the way to request a waiver so that we can make these donations or sponsorships so they can be approved.

We have a campus request process, and it is an electronic, form stack. And your officer again will need to approve and then it will come through to our team FSP compliance.

And we will see campus leadership, to ensure that they are comfortable with, you know, that donation or that sponsorship to the nonprofit.

The next slide we are going to talk about is substantiation.

So Caroline kind of highlighted this earlier.

We as a campus are undergoing an internal audit right now for procurement card transactions.

And, substantiation is definitely an area for some improvements.

You know, making sure that we are just documenting things really well to an outside reviewer, because it might have made sense internally, but, you know, coming from an outside, your report should really stand alone. So making sure that that business purpose or comments are really clear about how there's a direct relationship to the official university business and that

good supply service, whatever it was. Grants, making sure there's a direct benefit to the award.

Documenting that particularly we wanted to highlight travel, in this section and then, sometimes you have you go on a conference and there is a business element and then a personal element, you go to conferences three days and then, you know, you stay an extra day for personal travel. Being really clear in those cases about what is business and what is personal and documenting that.

The university is paying for the official university business that meets all those tests of propriety and really connecting them to, policies and addressing the who, what the where, the why, the when, the how of the purchase all of those questions.

Again, Carolyn kind of mentioned this, but could an external reviewer take your report if you could tomorrow look it over and say, yes, I see how this met all those tests of Friday. I see what this was for.

I understand, you know, these acronyms. They spelled them out for me.

If there was, a comment, somebody asked a question, they answered the question in the report.

It wasn't, you know, they reached out and got their questions answered off line, and then we couldn't tell, you know, how that was resolved within the report.

So really thinking about documenting so that your report can stand alone. And attaching required documentation so that receipt, vendor identity with vendor identification, the date of the purchase, description of what was purchased.

A complete explanation again. And then part one prior approvals are required that should be attached. So for gift cards, for example, you submit a form and it gets four signatures on it.

Please attach the form that has. As the approvals on it. So we know that this did get approval.

We can look at it and say they bought gift cards. Here's the approval for the gift cards together in one report.

And then again in the page at the bottom, we just want to call out again, approvers approving officials.

Please make sure you're familiar with the fiscal policies and so that you know what you're reviewing, add comments, add notes that can help an external reviewer.

And then I'm going to pass it over to Caroline to talk about procurement methods.

And then we're going to close out, for some questions. Great.

So we've just talked about a lot of expenses and a lot of policies that we hope that you are familiar with, and didn't tell you any other ways you can actually make the purchases.

So, very briefly in one slide, procurement at the university is complex.

We understand that, one of the fiscal compliance trainings upcoming is on specifically procurement card and travel card.

Ideally one will be on CU marketplace in the future. But a quick highlight procurement methods kind of how you should think through.

I have an item I want to purchase. How do I go about it?

And so from a best practice standpoint, CU marketplace is the preferred method for purchasing across the university.

There are negotiated contracts in some cases.

There are purchasing agents depending on the goods and services you're going to be procuring that you can work with.

And so CU marketplace should be your first thought. That doesn't mean it always works.

And we understand that. And that's why we have the rest of them listed below.

To highlight a few things that are really important to know and just be aware of.

The first one here is the commodity listing. And so this actually lists if you're thinking through I want office supplies, I need to buy a new laptop for someone that we're onboarding to the team, furniture. There's a lot of a lot of other things that are on there.

IT supplies and things like that. Depending on the category one, the commodity the listing on its very face has the list of those items and the purchasing agent that is the expert in that area.

So if you have questions before moving forward, that's your contact.

So please reach out to them. Then if you actually click on the item, the category itself, if there's a strategic contract or university price agreement related with that type of category, that is where you will find out any of the details around that, the vendors that you should be working with.

If there's a catalog that you need to be going to staples for office supplies, is the example we provided here.

We've spent the time as a university to negotiate certain rates.

There are benefits that we have from working with those vendors.

They are vetted by the university.

We have a great working relationship with them.

And even if you do have a problem, you have a contact of who to really talk to and a really good circle to go with for that purchase.

So please make sure you're familiar with the commodity listing and checking that before moving forward.

Making sure when there are those contracts that you are using, those there's reasons that those are in place.

I know we can buy almost anything off of Amazon, but that doesn't mean that we should.

The next piece down below is your procurement card.

And so I think everybody's just familiar with this because most of us have some sort of, you know, credit or debit card that we use daily, right. And so the procurement card access that, that but for university purchases only.

So this should not be in your daily use. but this is for small dollar purchases.

So the purchase limit typically is 5000, especially on the Denver and Anschutz campuses.

We've kept that single purchase limit there at the 5000 for general cardholder usage.

And so with very few exceptions would that be more. there are times where marketplace isn't the right place.

And so the those who hold a procurement card should also be very strategic within your unit.

So as fiscal managers and directors of your area be thinking about who has a procurement card.

We all shouldn't have one in our pocket right now.

It should be very mindful of who is a key central person within our unit, who needs to, within their role, make purchases actively.

And those should be the individuals that are issued a card. If you're sitting with a card and you've only used it twice in a year just because, but you really could have gone to one of your more central admin folks to make that purchase for you.

Maybe it's time to turn that in. and that's fine.

And it's okay to keep it centralized and keep that knowledge with the folks who do it on a day to day basis.

You also, if you travel for the university, ideally, you know your travel plans early enough in advance.

If it's the first time you're traveling for CU, that you have the time to go ahead and take the training first, but then request a travel card.

And so this enables you to put travel expenses directly onto the card, as opposed to traveling with your personal credit card and then having to ask for reimbursement at the end of that trip.

It's certainly easier if you have a card to place it on.

If you go ahead and use per diem and we'll get into that today, but you don't have to worry about the food expenses and whatnot.

And so the travel card is great. If you regularly travel for university business, go ahead and apply for one of those.

The final piece here, and this should be the thing you use like last resort would be personal reimbursement.

And so if you don't have a procurement card, maybe find out who does in your, within your unit before you necessarily have to go to a reimbursement.

Being really familiar with the policies, there are certain things that are not reimbursable.

We may be able to purchase them, but that doesn't mean you can purchase them personally and get repaid.

Burst forth.

So be really mindful of understanding the policies before you put it on your own dime, because there is not a guarantee that we can pay you back.

So make sure you're taking on some additional risk when you move forward, forward with that method.

Check all your other options before moving forward.

They should not be the usual way. Again, it has a limited threshold of what you can even request up to a dollar amount.

And certainly any types of commodities that I talked about in that commodity listing that have those price agreements, you wouldn't be eligible to get the reimbursement for.

So be really mindful of that.

Then, we just wanted to provide our campus contacts if you want to take a screenshot if you're on zoom, these will be up here, for everyone.

This is the Denver and Anschutz compliance teams. That's Holly, myself, a group of others.

We kind of collectively respond to the emails within this box.

And then also for our comptroller's office. So if you have something that's very accounting based, you can certainly send it to us.

And if we're like, oh, that's a little out of our wheelhouse, we'll get you to the right spot.

But for our comptroller's office, the finance accounting help at UC Denver, Edu, can be able to help you there, too.

So please feel free to reach out at any time. There are no silly questions. If we don't know it, we will get you to the right spot. And then finally, hopefully, we're doing well on time.

We just wanted to open it up to questions and see who will, take this box.

The first call. Can't get that close. I mentioned something really briefly. Some of the examples that they've said are ones that we're seeing, and that internal audit is observing.

So internal audit right now is auditing the campus for procurement card. And we're seeing some of these themes of not good explanations on sensitive expenses.

Things that look like personal items, things being shipped to homes. So these are things that we'll be looking at campus wide and also university wide.

So very timely with internal audit. So there'll be more to come.

And there was a question in the back.

Yes. So, no, you should not be affected as a delegate.

The question, can I repeat the question? Yes.

So the question was, How do you get the kind of summarizing, not verbatim, but how are delegates impacted by the BES?

So business expense substantiation and tax implications policy and the 90 day time frame for threshold.

So as an individual employee of the university, you are responsible for the purchases that are made just because you have assigned a delegate to prepare that report for you.

You are still the one that is really being held accountable.

So ideally, your delegate and you are working closely together and have strong communication.

And when you supply the support, you know that you're supplying all the details to the delegate.

The delegate can only do so much with what they are given.

So if your delegate is asking for more details, please provide those timely because your clock is ticking.

Then it's really important to highlight that the delegate gives you that push to say, okay, your report is ready.

You shouldn't it just great. Hit approve and never take a look at it.

You should be looking at that because that is a reflection of you and the activity that you have done.

And so make sure that you review it, that you agree with everything that is in there, and you're the one who's really submitting it.

So hitting submit. And so when the employee hit submit, not when the delegate completes the actual report.

That is when the 90 day clock stops and it is considered submitted in the eyes of the PSC.

And oh, you see and then if it comes back with comments from an approver, that's fine.

Keep it in the report that it is. Then don't move the expense out because it changes your clock timing again.

And we'll get into the logistics of that in a more detailed training.

But the delegate, we would not hold responsible if the employee did not provide you the support that delayed you from actually preparing that report.

It is tied with the person who did that activity or who traveled, who made that that purchase and what site.

That's why there's an exemption policy as well, because sometimes it's hey, somebody asked me, not a delegate, but someone asked me to make this purchase and then didn't give me the receipt at the end.

But I may, but I had all the information at the beginning to say, yeah, this was this is appropriate and I can move forward.

But I wasn't given the right documentation to support it, so I was delayed in supporting.

That's another situation somewhat similar in the same vein at least, that there's the part of why we have the exemption policy, hopefully the aging reports and the other communication and socialization we're trying to do around that will bring that down over time.

But there will probably always be the instances where it happens.

I'm from the Department of Psychiatry, and I use my procurement card to buy a lot of services and cards and things like that.

Is the university moving towards making payments with Venmo or Zelle, and then attaching our procurement cards to pay for those kinds of transactions?

Thanks. So everyone heard the question is the the procurement service center, which is the one that makes the rules on the payments.

Are they looking towards Venmo or Zelle?

I would say no. It's a great question. we've been trying to push them on, electronic payments, in general and definitely during COVID.

All the campus comptroller said we have to pivot. We have to get these, through ACH or whatever, not just a wire.

They had a lot of hesitation on just those.

So it's something that they're reviewing. But Zelle and Venmo have not been brought up yet at this point.

But good question. I'll bring it back to them. I already have it.

Hi, I'm Ray, and I'm with the Hemophilia center. I actually have, like, four questions, but I'll be real quick.

So, first of all, are the slides going to be available? Can they be? And will there be a recording of this? Because I got a couple people where I have new people that came on that really need to sit through this class. Yeah, that actually that's I don't know if we're recording it. No.

Okay, so we'll find that out. But you have two new people, which is perfect. We have this training coming that's going to go even deeper. So we would love to have those folks attend.

Oh, the slides at least will be available to you.

Okay. So content questions. with gift cards.

Holly, you had talked about, substantiation.

And as a gift card custodian, should I be attaching the approval the approved GC form to my expense in concur when I've purchased gift cards with my procurement card?

Yes, that should be attached for any gift card purchase. the one that's signed, the one that's usually signed.

I've seen ones attached here before it came to my office. But save the one that got approved by me, Caroline.

Then this group. Okay. Yeah, I've got those.

I've never been attaching them, so I'll start doing that.

I mean, we can pull them up, but it adds another layer of, you know, your reports not standing alone.

If you were to quit tomorrow, we would have to get four other parties involved to verify that that went through the right approvals.

So it is always best practice to include that, approval so that your report can stand alone and and be substantiated right there.

Okay. And then, things shipped to homes.

We have a situation where the hemophilia pharmacy has identified a critical patient need that that is necessary for them to be able to,

to dispense medications accurately, and that is they need to have a correct patient weight and hemophilia medications being as expensive as they are.

A lot of these families are in very straitened financial circumstances, and they have begun purchasing a scale which they shipped to the patient's home on a dropship.

It's gotten done through Amazon. Are we okay?

Is there is there something special that I should.

Because I've prepared these expense reports. I'm the delegate for these people.

Is there something special I should be doing or requesting to document this necessary need.

Okay. Should. What? Shall we talk about this later? No. That's okay.

I think it's a really good question. So your situation is a little bit different than the ones that are being questioned by internal audit right now.

So you have a patient and we're giving them a tool for them to use to be able to administer correctly.

Yes, I would say you would put all that documentation in there.

And that isn't an adequate explanation of why this has to be shipped to a personal resident.

Can I put it on just in the note? Yep. In the notes, you know, even.

Yeah. In your notes. The comments I think, is what you can do on the procurement card, even if you had some type of receipt that you had on paper, write it in there and attach it and that supports it, that this is going to a patient.

What internal audit is seeing is a lot of things are being shipped to people's homes.

And the common is well, majority of the time, I'm working remote.

But you do have, a hybrid situation, so it's different if you're 100% remote in another state, but you really live in the metro area and we're still shipping it to you.

That is a comment that they're questioning to us, and we're talking about that pre-pandemic.

I would have said no, we never allowed it pre-pandemic.

So we are past and I'm not a doctor, but I would say we are past the pandemic.

And so we're going to be looking at reversing that. If you live in the metro area, you can come to campus and pick up the shipments.

You don't need to have them shipped to your home. We have three sets of Amazon lockers.

I said, I have four up. That's not very good. Three sets. I think the third one's getting installed.

We're going to, get more information from facilities so we can advertise that it's a great place to go ahead.

Have an Amazon locker and you can pick it up there. Want to make.

You just want. And that's what we just documented, depending on how long you know about it.

Yeah. Okay. So, thanks, Tim. I didn't hear the first part, but I heard it at the end.

So somebody needs a monitor in order to work at home, and they have a approved remote hybrid situation.

The monitor, they should come on campus and pick that up. Now that's me saying it.

And I've been talking to my boss, Terry, about it and internal audit.

They're really questioning it. Why are we sending so much to people's homes when they live in the metro area?

So that might be a sneak peek of what's coming. Sure.

I have one last comment before I can get back to the microphone.

Okay. There was a question about receipts, and I just want to tell people because I've done this.

If you're missing a receipt, if you know the day the purchase was made, the amount of the purchase and the last four digits of the credit card, if you call whoever that purchase was made from.

They absolutely can find that receipt and email it to you.

There's no reason to not have receipts. I've done it a thousand times.

Thank you. Yeah.

Hi. God. Sorry. So I'm Chris Smith.

I'm responsible for IT here on the campus.

So, Tim, the other part to your question.

About monitors being shipped here versus home.

I just want everybody to think about those monitors.

All of those IT pieces of equipment have to be monitored or have to be inventoried, regardless of where they sit.

It is going to be much easier to have all of the information for that inventory process if you actually put your eyes on it to be able to have it, because that's another part of the IEA work that we've been doing lately that will, I'm sure, spread to the rest of campus.

And I know it already is right now, that people are going to have to say, all right, we want to see your full inventory regardless of the location.

So if folks aren't thinking about that right now, they should be thinking about that right now.

Regardless of the location, you should know where all of your IoT equipment is, regardless if it's a mouse, not a mouse.

Well, okay, actually, probably all of that, but a keyboard or a monitor, a PC, a laptop, whatever it is.

So just think about it that way, because this all ties in with purchasing.

And the only thing I want to make sure everyone he said is.

So it's internal audit. They are.

They've already audited two other campuses related to computer purchases, and there are comments about how are we really tracking this. So that's what I just want to clarify that. No, no. Okay.

And then there's someone who's been patiently waiting in the back and I think she's caught.

My question was if you're combining personal travel with business travel or after you, do you have to compare pricing for the travel the current side of the business?

Yeah. So what

We, what you shouldn't be doing is if you have business travel at the front end, and then you're in sunny San Diego and you want to stay the weekend.

We need to understand that if the university is going to pay for your return flight, what is the difference for you to come home on a Sunday evening versus the difference of you would come home at the end of the conference.

We should also speak very clearly that the hotel stay the part that the university is covered covering.

Even if they stayed at the they continued in the same hotel, what we are paying for and then what became the personal expense where their check out should have been and where it is not per diem falls that same

guidance. When that conference ended, that is when business travel stopped and personal began.

So say answer for the comparable piece that are comparable to per diem in the hotel necessarily.

But for the airfare? Yes. You want to be able to show that there is not an, we want to pay \$200 more to cover to fly home.

Can we pay up to where that differential is? Yes, because we would have flown you home.

We wouldn't have left you in San Diego. But then there's a personal piece of that.

That would be the employee's responsibility for choosing to extend into that personal space.

So making sure that is one of the most complicated and really where you need to very clearly documented and it is okay in documentation to kind of put together a fact pattern that you just write up and attach.

It doesn't have to be scribbles on the side of the airfare.

Quote, that that is helpful because it's on the documentation.

But to be able to provide an itinerary and to show and then here's the line where personal began.

And these what has been excluded, what's identified as personal, whatever.

That's all really great. to add into your substantiation, and I think Amy's got a further comment.

I just want to mention this will be in the detailed training when sponsored research, especially federal grants, are paying for a business portion.

You should have upfront the agreement exactly what is personal and what is related to the grant.

It's key that we do that up front. We've seen some situations where there's definitely days in between, and those appear to be personal.

And they're being charged to a grant, which is absolutely an allowable. So, we'll be talking about that some more in the detailed.

And then I think we have questions online. And then we I see someone here and I know we're at time here.

Okay. I feel free to say, but we can have two questions online that have been waiting and I don't know how to use it if you are, but we have.

Oh, you're the next one. There you go.

Okay. Okay. The first one is can you confirm is the official function form required for food and beverage purchases made on the p card, or is the official function information captured in the concur reconciliation?

So. Is this on? Yep. Okay.

So. No, it is in concur.

If you're going through the official function questions. Yes.

They are embedded within the concur system and the threshold additional approvals are also added into that workflow.

So no from a systems level perspective and policy perspective you do not need the official function form completed.

However, there are absolutely areas that want the paper form to have routed prior to still being able to purchase that on concur.

And there are future talks that may be the official function form might work its way into marketplace right now.

You need to attach it. So I will say that no.

Generally speaking. However please check with your department on that one.

The next one would be. Could you talk to the potential issue of p cards for official functions at restaurants being declined by US Bank, since some restaurants are considered drinking places, whether alcohol is purchased or not?

Yeah. So that's what the merchant code and, the, the procurement card. So for procurement, that card is at that the email Holly at CTU, that team, John and Maggie who answer that, they have a full list of those merchant codes.

Unfortunately, sometimes we don't find out how that business is labeled by the bank until you try your card.

What we can do if we know in advance is remove, the exception on that merchant code temporarily so you can move forward and make that purchase.

We do that in some other areas of procurement as well, that's determined by the bank and how their operations are set up.

And there's a lot of technical things behind that. so if you can figure that out in advance, we can always check and see and get you an exception, as long as it meets all the other university compliance standards. if you're concerned and it's not, if it's like a tavern or something, maybe move your event to something different that might not be most likely flagged as a bar versus a restaurant, and that has to deal with sales and a lot of other things.

So we we can't preemptively, without knowing the merchant code to answer the question, be able to take that off.

But we do a method if you are able to obtain that. A call to U.S. Bank actually may help there.

And they should be able to look up the establishment in the merchant code.

It wouldn't be the, PSC that could do that, but us bank, the number on the back of your card could probably check that for you.

Haven't tested it, but that would be my advice. Do we have time for one more quick one?

Yeah, we have time. I don't know if it's all right. Well, yeah, I don't want to. Debbie says yes. So we're good? Yeah.

Can campus food vendors for official functions include tax on their final invoice?

Because you mentioned something along the lines of with tax included.

So the tax. So typically we're a tax exempt institution.

Right. So we should not be being charged tax.

If you're using your procurement card, that's why we encourage it when you go to a restaurant or any establishment, the exception to this and this will be in the detail training as well, is if we are collecting registration fees and then providing as part of that fee a luncheon to conference attendees. At that point, we do need to pay tax to our food vendor.

And so yes, if your event was registration fee based, we as a university, you pay tax.

It's considered like a resale back to the individuals that are actually consuming the food.

And so if that applies to all vendors, it is not specific to on campus vendors. but if they are charging tax it should be should be that situation that you would see it.

It looks like we're clear. Okay. All right. Well, thank you very much.

More handsome as Jed. Just be glad I can repeat it.

Lack of homework. we have an upcoming off site and program review board meeting.

That's at the high street. There's going to be alcohol.

That's not part of the university requirements. Do we have to go through the authorization process?

Even, university if I want to be part of that happy hour.

Is the university providing funds to support any other aspect of that event?

Yes you do.

We'll send it quick with the flag and we'll, we'll see what we can do for you.

Yeah. And, we wanted to mention. So the alcohol committee, the form was a first step.

It's not hopefully our final step, but getting it out of that PDF, that was difficult, I think, for everybody involved, was the first step to improve our process and at least as electronic.

But we're working to kind of streamline that. We realize 30 days is a long time.

That's not our end goal, but that truly does. We hit that.

Some go through great and it's easy peasy. And everybody is in office and that we have no questions.

That is not the case for all events. So maybe you've had a really great experience and you're a great event planner.

But we are trying to figure out ways where we are still able to do a good, thorough review of events, but also do it quickly and in a way that works best for for our customers, all of you.

So please know that's on our minds and it's happening in the background, and we won't announce anything until we've got the better information from you.

But, that is in the works as well. You get a shout?

A question. Okay, so. We have business, travel and an occasional personal travel standard on the other day, so that was good for me.

And hopefully the person that is paying 75% and the latter today is paying 75%.

But now we have business and personal, which day is the last day because the the calculation inside the economy looks at the last day with an airplane brings you that.

I would consider it and Amy jump in if I answer this differently than you.

But I would consider at the last day that they were doing business activity, university related activity.

If their first next day is completely personal and they're headed to the beach, I wouldn't.

You shouldn't get 75% for that day. Personally, that's what I would advise. So that seems to be the consensus from the front. That the company is, there's a conference. Last day in conference.

Now they've got the personnel there, but then they are going to fly back and forth like that regardless.

So is the flying back very. Now, are we jumping back in to business people to perform that if there is something to last?

Yeah, that stay is you're there or so the last day of the conference.

Right. And say it ends at noon. You're going to travel back.

You should consider that the last per diem day. Then you decide to stay for the weekend.

And you were able to get it cost effective so you could stay.

You don't get any more per diems. Okay. Yeah.

Yep. Are we?

Are we good? Yeah. Yeah. Thanks.

Yeah. All right. Well, I see there's still like 50 on the zoom, too.

So thank you all for hanging in with us through the Q&A session and for everybody in attendance.

We really appreciated it was really engaging. So thank you so much. And if you have questions please reach out.