CAMPUS BUSINESS OFFICERS  
October 10, 2013
101 Riggs Hall

The Campus Business Officers Group met on Thursday, October 10, 2013, at 8:30 a.m. in 101 Riggs Hall Conference Room. Present: Mike Nebesky, presiding; Tony Dickerson, Student Affairs; Christina Bedenbaugh & Kelly Collins, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Cynthia Barnes for Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Todd Barmette, Facilities; Regina Carroll, Health, Education & Human Development; Melissa King for Graham Neff, Athletics; Melissa Kelley, Public Service Activities; Tammy Crane, Cooper Library; Jane Gilbert and Chris Wood, Academic Affairs; Katherine Dobrenen, CCIT; Erin Thomas, President/Board/Finance; Cathy Tillet, Director Internal Audit; and Jessica Holbrooks for Mike Sulhan, Advancement.

Staff present: Steve Crump, Associate Comptroller; Roberta Elrod, Director, Grants & Contract Administration; John Mueller, Customer Service-Human Resources; Beverly Lpree, Cost Manager; Ami Hood, Payroll Director, and Phyllis Dunne, Director Cash & Treasury.

I. Welcome & Introductions (Mike Nebesky)
Mike Nebesky called the meeting to order and welcomed those present. Attention was then directed to the first agenda item.

II. Kronos Update (Ami Hood)
The Student Affairs Division updated to the new version of Kronos on August 1. The Finance, President, and Secretary to the Board Division went live with Kronos on September 1st. The Athletic Department followed on September 16th. Future rollouts will begin on Sundays (since this is now the beginning of the work week.) The next scheduled rollouts for Kronos are: Advancement on October 20, PSA & Economic Development on October 27, Research, Library and Academic Affairs on November 3, and CCIT on December 8th. College rollouts will be November 17 & 24. Facilities date will be scheduled before year end. Training: Manager training time is approximately one hour for Time and one hour for Leave. Employee training on how to enter Time and Leave will be delivered via an e-mail with a PDF document as reference.

III. Post-Closing Audit Adjustments--Posted in September for Adjustments as of June 30, 2013 (Steve Crump)
The FY12-13 Audit is completed. It will be presented to the Board of Trustees on Friday, October 18. Steve distributed copies to each business officer of the post-closing audit adjustments for their respective budget centers as of June 30, 2013.

IV. Procurement Update (Mike Nebesky)
The Procurement Update is posted at: http://www.clemson.edu/cfo/procurement/ under the Announcements section on the left hand side of the screen. Items covered are: 1) Grocery Store Charge Account (Reminder), 2) P-Card Info, 3) Ricoh Print Services-Print Shop, 4) Lease
Computers-End of Lease, 5) New Vendor Registration Site. See Attachment 1 for details on these items.

V. Other Matters
ATM Deposit Only Card (Phyllis Dunne): Phyllis informed the business officers that TD Bank has vacated the space in the Hendrix Center. Wells Fargo is offering Clemson users an ATM deposit only card. This card would only allow deposits to accounts. No withdrawals can be made using this deposit only card. Deposits can be made at the ATM on Klugh Avenue and at the Hendrix Center. Other locations are being identified. Business officers should contact Phyllis Dunne if they wish to sign off on the deposit only accounts requested in their budget centers. See Attachment II for the sample application.
Endowment Audits (Cathy Tillett): Cathy noted that Mike Sulhan could not be present at the meeting today but he wanted the business officers to be aware of the Findings related to the Endowment audits. Findings were related to P-Card reconciliations, BSR Reconciliations, and Use Tax. See Attachment III for details on the findings and the recommendations.

There being no further business, the meeting was declared adjourned at 9:00 AM.

Approved: Mike Nebesky
Procurement Director

Attachments
I. Procurement Update
II. ATM Deposit Only Card
III. Endowment Audits Findings
Procurement Services Information  
CBOG October 10, 2013

This update is posted at: www.clemson.edu/cfo/procurement under the Announcements section on left hand side of screen.

Old Information:

1. Grocery Store Charge Account (Reminder): In 2008, we put out some guidance on setting up charge accounts at grocery stores. Guidance was summarized as follows: charge accounts can only be set up if for departments to pay for charges made with Foundations funds where a P-card cannot be used. In other instances where the charge is an allowable charge, the P-card is the method for making purchases at grocery stores. If you have charge accounts set up, departments are responsible for paying bills in a timely manner. This same guidance that applied for Bi-Lo, Food Lion and Ingles also applies to the new Publix!

2. P-Card Info: 1) Procurement is rolling out new application forms for p-card and Sam’s Club cards that will be handled through buyWays. Idea is to have all your purchasing “requests” in one place in buyWays. Other forms/requests will soon follow as well. Look for announcement when these are put in place in coming weeks; 2) Personal charges – be aware and extra cautious when tying p-cards to Amazon or paypal. We are seeing more and more issues where people claim ignorance and that they didn’t realize until after it was done. This is going to result in cards being suspended due to unauthorized usage. It is not a matter of saying “oops” and paying back the charge; 3) employees (any State employee) cannot use the p-card to pay for hotel rooms unless they are chaperoning a group of students for student travel.

New Information:

3. Ricoh Print Services – Print Shop: As part of the contract for mail services on campus, and in conjunction with the Managed Print contract, Ricoh has opened an on campus print shop for all your digital printing needs. Since Clemson closed our on-campus print shop back in 2007, there has been a need to have printing expertise on campus and an option for low-cost, quick turnaround, high quality printing on campus. Effective immediately, Ricoh will fill this need. Ricoh has the contract for all digital printing and should be your first call. Ricoh also has the contract for stationery and business cards (replacing Ink4 on this contract). You can find more information about this contract / service here - http://www.clemson.edu/campus-life/campus-services/print-smart/documents/announcement093013.pdf.

4. Leased Computers – End of Lease: For those areas that lease computers versus purchasing them, the State contract for leasing does not contain provisions for removing hard drives as required by University policy. As such, it is the responsibility of the leasing department to work with the State contract vendor (currently Ontario Investments) to modify the lease to allow Clemson to return the computers with hard drives removed at the end of the lease. If you have questions about hard drive removal requirements, you can contact the CCIT Office of Information Security & Privacy (OISP).

5. New Vendor Registration Site: Procurement has rolled out a new vendor registration website. After several years of feedback on the previous site/process, this new site incorporates many changes that aim to make the process easier on the user/vendor registering to do business with the University. In addition it addresses deficiencies in our previous process dealing with conflict of interest. Please check out the new site here - https://www.clemson.edu/finance/procurement/venreg/index.php. Be sure to update any instructions you provide to suppliers/individuals registering with Clemson accordingly.
ATM Deposit Only Card Application

Date: ____________________

Department Name: ____________________

Department Number: ________

Department Address: ____________________

Number of Cards: ________

(You are required to have a separate custodian for each card. Custodian contact information must be given below.)

ATM Deposit Card Custodian Information:

1. Name: ____________________
   Email: ____________________
   Phone: ____________________

2. Name: ____________________
   Email: ____________________
   Phone: ____________________

3. Name: ____________________
   Email: ____________________
   Phone: ____________________

For Office Use Only:

Card Number: - XXXX - XXXX -
Signature: ____________________
Date: ________________

Card Number: - XXXX - XXXX -
Signature: ____________________
Date: ________________

Card Number: - XXXX - XXXX -
Signature: ____________________
Date: ________________

Submit by Email →
Depository services

Stagecoach Deposit® ATM Deposit only card

Offering business customers the speed and convenience of ATM banking at thousands of ATMs in a 39-state territory, including the District of Columbia.

The Stagecoach Deposit ATM Deposit only card enables you to make business deposits at deposit-taking Wells Fargo ATMs with security, confidentiality, and detailed deposit information. The speed and convenience offered by the ATM make it one of the fastest deposit methods available.

The ATM Deposit only card service includes:

Flexible, time-saving deposits. The ATM Deposit only card allows you to make business deposits at most Wells Fargo ATMs—24 hours a day, 7 days a week. You will no longer have to wait in teller lines, and our bulk-feed Envelope-Free™ ATMs can save you even more time.

Envelope-Free ATMs. Cash or checks are fed directly into the machine, without an envelope or deposit ticket. By making deposits without extra paper, you'll help conserve natural resources, which is good for the environment. Our sophisticated technology is used to calculate your deposit, verify cash, image checks, and transfer the images to the bank for deposit. To increase your cash flow, Envelope-Free ATM deposits made before 9:30 p.m., local time (7:00 p.m. in Alaska) on business days will be posted the same day.

Real-time deposit confirmation. Receive a receipt for the transaction on the spot. With Envelope-Free ATMs, a listing of the checks and cash deposited is printed right on the receipt, so fewer adjustments will be needed later.

Deposit-only account access. To help protect your account against fraud, the ATM Deposit only card only permits deposits to your account, and account balances are not included on deposit receipts or shown on the ATM screen. Depositors are not able to make withdrawals, transfers, or balance inquiries.

Multiple cards for more flexibility. ATM Deposit only cards have unique I.D. numbers for each of your deposit locations. You can have a virtually unlimited number of cards for each of your deposit accounts. This provides tremendous flexibility for managing your deposit activity.

ACH check conversion. Deposit checks through Envelope-Free ATMs, stores, cash vaults, or any of our electronic deposit services, and we will convert any of your eligible checks to automated clearing house (ACH) debits using our proprietary Smart Decision® service. Simply alert your customers through a posted or mailed notice, and we'll use our industry-leading decision engine to identify eligible items and do the ACH conversion for you automatically.

There is a limit of 99,999 cards per deposit account.
Using your ATM Deposit only card

The ATM Deposit only card is simple to use and limits all ATM transactions to deposits only. Once you insert your card and enter your personal identification number (PIN), simple on-screen instructions will guide you through the deposit process. For additional questions, refer to the instructions included with your card.

<table>
<thead>
<tr>
<th>At Envelope-Free ATMs</th>
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<tr>
<td>• Include up to 30 checks or 50 bills per deposit. Cash and checks must be deposited separately. For additional quantities of checks or bills, you will need to make separate deposits.</td>
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<tr>
<td>• To speed up your transaction, group checks and traveler's cheques in stacks of 30 checks, and group cash in stacks of 50 bills. Note the total amount in each stack.</td>
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<td>• Envelope-Free ATMs are designed to save resources. Envelopes, deposit logs, and deposit tickets are not needed.</td>
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<td>• Insert your ATM Deposit only card in the ATM and follow the simple on-screen instructions. Your PIN is the location number embossed on the card (four to 10 digits).</td>
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<tr>
<td>• Deposit cash or checks directly into the ATM.</td>
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<tr>
<td>• Retrieve your receipt and card.</td>
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<tr>
<td>• If another deposit is required for additional items, repeat the above steps.</td>
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For more information on the Stagecoach Deposit ATM Deposit only card, contact your Wells Fargo treasury management representative or visit wellsfargo.com/com.
It is my understanding that Cathy Tillett provided an overview of the audit of 16 endowments. I wanted to provide you with the major takeaways for your records.

1. P-Card reconciliations
   a. FINDING: The cardholder and liaison do not sign the monthly purchasing card (p-card) statement as confirmation of their review and reconciliation.
      i. Support: The University Purchasing Card Program Policies and Procedures establish a two-way reconciliation process which requires the liaison and cardholder to sign the statement to confirm completion of these duties.
   b. RECOMMENDATION: Ensure the cardholder and liaison signs the monthly p-card statements as confirmation of their review and reconciliation.

2. BSR Reconciliations
   a. FINDING: Monthly expenditure BSR reconciliations are prepared by an individual who also prepares vouchers.
      i. Support: Based on the Clemson University Separation of Duties Guidelines, reconciliations must be reviewed and approved by another individual when a complete separation of duties does not exist.
   b. RECOMMENDATION: To ensure an adequate separation of duties, an authorized individual should review and approve the expenditure BSR reconciliations.

3. Use Tax
   a. FINDING: Use tax was not applied to an out-of-state vendor invoice when sales tax was not collected by the vendor.
      i. Support: According to the Disbursement Guidelines, "use tax is imposed on [taxable] goods and services purchased outside the state of South Carolina and then brought into the State without any sales tax being paid on them."
   b. RECOMMENDATION: Ensure use tax is applied to taxable purchases from out-of-state vendors if sales tax was not collected. Ensure employees submit reimbursement vouchers timely in accordance with the Employee Travel Policy. For untimely requests, require submission and approval of traveler explanations prior to reimbursement.