



# F & A UPDATE

Volume 5.10

NOVEMBER, 1999



## Message from the Controller

### **TRAVEL HAS MOVED!!**

Not far...just across the hall from the main Finance & Accounting area in the Research Pavilion to Suite 350. We are proud to announce that our Travel department has a new, larger area, new furniture and new equipment. All e-mail and phone numbers remain the same (see the Travel personnel listing later in this newsletter). We invite you to stop by to see the new facilities and meet your department's travel processor. We will be happy to show you around and answer any travel related questions that you may have. Hope to see you soon!

## **HOLIDAY INN SELECT - ORLANDO EAST**

UCF Departments must inform their travelers to identify themselves upon checking-in at the hotel in order to receive the discounted UCF rate. You will save your department money and provide a smoother settlement of payment to the hotel or to your traveler.

## **CLASS "C" MEALS:**

Reimbursement for Class C meals must be submitted on the form *Class C Meal Allowances – Nonrecurring Compensation Requisition* (Form

DBF-BP-34). A reimbursement voucher must also be submitted whether or not the traveler incurred other expenses. The Class C meal amount will be deducted from the Summary Total on the reimbursement voucher by Travel staff. Use this form only for individuals that are on the UCF payroll. The mileage limitation for Class C meals is eight miles from the traveler's headquarters building or residence, whichever is less

## **TARS ON-LINE**

Have you tried the CICS TARS On-Line system? If not - you should consider it. Departmental personnel who currently use it say they like it immensely. It is user friendly, has a number of on-line edits to prevent common errors, programmatically encumbers the funds providing more accurate available balances, and the TAR number is assigned as soon as it is approved by the traveler's supervisor.

If you use the CICS Finance & Accounting Departmental Menu (FCCA), choose option "N" to access the TARS system. You must be authorized to use this system on the Departmental Authorization List and have a CICS userid. Contact F&A for a preview or attend one of the regularly scheduled TARS classes given through Human Resources.

## **TAR NUMBERS**

If you are arranging travel for a person who has never traveled for UCF before, you must fax or e-mail the traveler's full name, SSN and address prior to requesting a TAR number. This is necessary whether you are using TARS On-Line or preparing

a manual TAR since this information must be entered into the appropriate vendor file on FLAIR. Please fax the information to Mary Andersen, at 384-2025, or e-mail [mandersn@mail.ucf.edu](mailto:mandersn@mail.ucf.edu) - not to the Travel office.

## TRAVEL WEBSITE

<http://pegasus.cc.ucf.edu/~cfufanda>

The entire travel manual is located on the F&A website which you can either download or read on-line. There are several travel forms that you may complete on-line and which have built-in edits to help prevent common errors. Once complete, you may print the forms and send them to F&A for processing. Two very useful checklists are also available to aid travelers and those completing travel reimbursement forms. In addition, we have a link to the State Comptroller's website listing their processing rules applicable to Travel.

Give these tools a try - you will find them useful, making your travel tasks easier and faster.

Questions, suggestions, or comments about our web site, should be directed to Hector Santos at 384-2023.

## DIRECT PAYMENT FOR LODGING

Direct payment to hotels for lodging charges and payment of registration fees to conferences, seminars, symposiums, etc. require the **social security number** of each traveler and/or attendee, as well as the TAR number. The State Comptroller requires F&A to provide this information in order to complete the payment. PLEASE provide both the social security number and the TAR number when you send the LPO and/or Payment Authorization to F&A.

## SPRING 2000 REGISTRATION

Early Registration for spring classes begins October 25 and will be open until December 3, 1999. Regular Registration will be held January 3-4, 2000. If you plan to use an employee waiver for your classes, the date you may register is:

**TUESDAY, JANUARY 4  
@ 1:00 P.M.**

Registration is on a "space-available basis" as required by Florida Statute. It is the responsibility of the employee to register at the required time. Registering early will invalidate the waiver and cause the employee to be fee liable. Remember that waivers may not be used for classes that include **repeat course fees** (see below for more information on this fee). In addition, the tuition fee waiver cannot be used for courses which require increased costs, including, but not limited to, courses offered through the Center for Continuing Education, independent study, supervised research, supervised teaching labs, thesis hours, dissertation, internships, co-ops, practicums, or applied individualized instruction in music, art or dance, etc. Web-based courses are eligible to be waived during the spring semester.

Employees may also register during late registration periods. This does incur a late registration charge which is automatically waived.

**SPRING CLASSES BEGIN  
JANUARY 5**

Spring semester fees are due for early registration for all returning undergraduate students on:

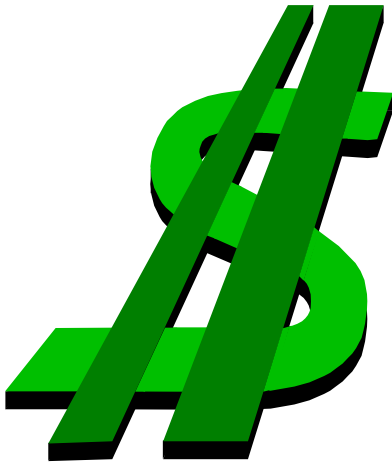
**DECEMBER 3, 1999**

Payment deadline for all graduate students, first term students, and any students registering after December 3, is:

**JANUARY 14, 2000**

**REPEAT COURSE SURCHARGES**

Students enrolled in undergraduate courses are subject to repeat course fees when they enroll in a course three or more times. Completed courses, withdrawals, and courses with incomplete grades are counted as attempts, including courses repeated in order to raise a GPA or achieve a specific grade. The repeat course fee is **\$171.36** per credit hour during the 1999-2000 academic year.



### **SAVINGS TIPS!**

There are several vendors who offer discounts if invoices are paid within certain time limits. You can

SAVE, SAVE, SAVE, money for your department by taking advantage of these discounts. PLEASE approve these invoices ASAP and then forward immediately to F&A for payment. Examples of some vendors offering this type of discount are: Carter-Wallace, Florida Irrigation, Graybar, Marlin Manufacturing, etc.

You may use your department's Purchasing Card for purchases of a small dollar amount instead of using a Limited Purchase Order. This will save time and money. Remember...it costs the state of Florida approximately \$147.00 to issue one state warrant. We all need to do our part to save taxpayers' dollars.

### **OCO THRESHOLD CHANGED**

Effective July 1, 1999, the definition of operating capital outlay (OCO - Chapter 216, Florida Statutes) changed. The minimum dollar value of items purchased which are required to be included in the

annual inventory was increased from \$500.00 to \$1,000.00 for equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature. In addition, the value of hardback-covered bound books was increased from \$100.00 to \$250.00.

This means that decals are no longer required for capital items with an acquisition cost of less than \$1,000.00. However, this does not mean that departmental personnel are not responsible for them. F&A will provide, upon request, UCF tags (not numbered) for identification of items costing less than \$1,000.

### **RESTRICTION OF EXPENDITURES**

Certain expenditures are prohibited from state funds unless "expressly provided by law," including, but not limited to:

- a. congratulatory telegrams
- b. flowers and/or telegraphic condolences
- c. presentment of plaques for outstanding service
- d. entertainment for visiting dignitaries
- e. refreshments such as coffee and doughnuts
- f. decorative items (globes, statues, potted plants, picture frames, wall hangings, etc.)
- g. greeting cards (Section 286.27, Florida Statutes)
- h. alcoholic beverages
- i. portable heaters and fans, refrigerators, stoves, microwave ovens, coffee pots, coffee mugs, etc.
- j. clocks for private offices
- k. meals, except those served to inmates and clients of State institutions

Also, unless specifically authorized by law, the following items related to professional and occupational items will not be paid by state funds:

- a. Florida or other bar dues
- b. Professional license fees
- c. Occupational license fees
- d. Driver license fees

- e. Other fees for licenses required for an individual to perform their official duties.

Authorization List for the department whose account will be charged.

## C&G DIRECT & INDIRECT CHARGES

UCF's Disclosure Statement states in Section 2.1.0, "...Direct costs are charged to federally sponsored agreements or similar cost objectives when they are:

- 1) Reasonable and necessary for the performance of the project...
- 2) Allocable to the project...
- 3) Consistently treated in like circumstances..."

It goes on to state that normally indirect costs can be charged direct if there is a dissimilar situation and if they are approved by the awarding agency.

OMB Circular No. A-21 states in Section F.6.b that the following costs are normally charged as indirect:

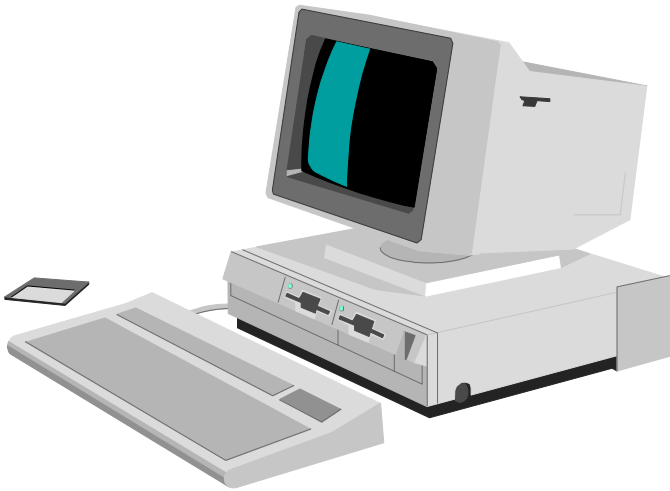
- Salaries of administrative and clerical staff
- Office supplies
- Postage
- Local telephone costs
- Memberships

The above charges should not be charged directly to contracts or grants unless they meet the guidelines in UCF's Disclosure Statement Section 2.1.0. If the guidelines are not met, a departmental account should be charged. Section 2.1.0 of the Disclosure Statement can be found in detail on the web at <http://pegasus.cc.ucf.edu/~cfufanda> in the Contracts and Grants section.

The following reports are on the Finance and Accounting home page:

- Facilities and Administrative Rate Agreement
- Fringe Benefit Rates for Contract and Grant Proposals
- Cost Accounting Standards Board Disclosure Statement

A new F&A Rate proposal is due December 31, 1999 using fiscal year 1998-99 data. Look for new rates to be posted around July, 2000. Fringe benefit rates are reviewed every January and July to see if



## PURCHASING CARD

If you are tired of writing Limited Purchase Orders for commodities valued at less than \$500, and Purchase Requisitions for any amount, you should take advantage of the State of Florida Purchasing Card. The Purchasing Card is a regular Visa card issued to individuals to buy departmental supplies and materials. Purchasing Cards may also be used to pay for expenses incurred in official travel. There is never a personal charge to the cardholder, since all charges are against the departmental account. Charges remain in a computer queue in your department, awaiting approval by the appropriate departmental person. After approval by your department, and by F&A processors, the charges subsequently appear on your CICS Report of Budget Position and Departmental Ledger. If you would like more details, see the application form, cardholder manual and other information on F&A's website <http://pegasus.cc.ucf.edu/~cfufanda>

## AUTHORIZED SIGNATURES

In order to comply with audit requirements, Finance & Accounting and Central Receiving require personnel who receive vendor deliveries to sign their complete name and print it below their signature on the Receiving Report or invoice, rather than initialing the Receiving Report or invoice. Also, one of the persons signing the Receiving Report or invoice must be on the Departmental

adjustments are required. This information is posted on the F&A home page when available.

## CAPITALIZATION THRESHOLD

The Florida legislature raised the equipment capitalization threshold from \$500 to \$1,000 as of July 1, 1999. The Department of Health and Human Services, UCF's cognizant agency, sent a letter advising that, "...grant proposals, contract bids and cash reimbursement claims made against Federal awards subject to OMB Circular A-21 must be based on terms of your most current Rate Agreement (i.e., \$500 for equipment) rather than the amount just approved by your legislature."

The Contracts and Grants Office is reviewing expenditures for items the federal government wants treated as capital expenditures that are not tagged as equipment by the Property Office. These items will not have overhead calculated on them even though they will appear in the Departmental Ledgers as Expense.

This procedure will be continued until a new rate agreement is negotiated. The current predetermined rate is good through June 30, 2000 and will remain as the provisional rate until negotiations are completed on the new rate.

Please direct questions to:

Randy Foster  
Assistant Controller  
384-2012  
[rfoster@mail.ucf.edu](mailto:rfoster@mail.ucf.edu)

## SCHOLARSHIPS & FELLOWSHIPS

**Scholarships and Fellowships** are usually taxable unless payment is for tuition, fees, books, supplies, and equipment (qualified scholarship or fellowship). Amounts received for incidental expenses are not tax-free. Incidental expenses include: room & board, travel, research, clerical help, and other

services. Refer to IRS Pub. 520. For your convenience a copy is available on our web page at <http://pegasus.cc.ucf.edu/~cfufanda/> under **NRA & Taxes Section** for more information.

## NONRESIDENT ALIENS

Payments to **Nonresident Aliens (NRAs)** are limited by law depending on many factors, including but not limited to: the type of visa, their length of stay in the U.S., and the primary purpose for their visit. Based on the Omnibus Funding Bill, honoraria can now be made to visitors with **B1/B2** visas. This is a specific visa type and differs from B2 visas, which are not eligible for honoraria. Under this rule, there are still some restrictions that apply. Payments must be made for academic-related services provided that the services do not exceed 9 days and the person has not accepted such payments from more than 5 institutions in the previous 6-month period.

Early planning is essential in determining proper and timely payment. In addition, F&A offers **NRA Workshops** to provide awareness and proper compliance on this topic. Call Human Resources at 823-2771 to arrange for a NRA Workshop for your department.

## SALES TAX

If your department is selling to off-campus tax-exempt organization, you must have on file a **Blanket Certificate of Resale/Exemption** form and copy of their **Consumer's Certification of Exemption** for each tax exempt vendor to properly document tax-exempt sales.

This form is available on our web site and can be completed on line. It is important to adhere to these regulations to avoid potential tax, penalty and interest liability.

If you have any questions regarding Nonresident Alien (NRA) and/or tax issues, please contact Ms. Katerina Tsaknaki, NRA & Tax Coordinator, at 384-2013.

## DEPARTMENTAL LEDGER CONTACTS

<u>Office</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
<u>Budget Office</u>	Barbara Feasel	823-3377	bfeasel@mail.ucf.edu
<u>Computer Services Charges</u>	Stan Wheeler	823-2122	swheeler@mail.ucf.edu
<u>Computer Store Charges</u>	Janet Waller	823-5063	janet@mail.ucf.edu
<u>Depart Authorization List</u>	Mary Andersen	384-2025	mandersn@mail.ucf.edu
<u>Interdepartmental Transfers Accountant</u>	Nahid Shahnam	275-4374	nshahnam@mail.ucf.edu
<u>Office Supply Charges</u>	Jan Nettles	823-2780	jnettlles@mail.ucf.edu
<u>Payroll Charges</u>	Don Lind	823-5886	dlind@mail.ucf.edu
<u>Postal Charges</u>	Jaya Swami	823-5021	jswami@mail.ucf.edu
<u>Print Shop Charges</u>	Jodi Peters	823-2404	jodi@ucf1vm.cc.ucf.edu
<u>Revenue Deposit Information</u>	Jackie Morales	823-2669	jmorales@mail.ucf.edu
<u>Telecommunication Charges</u>	Martha Hamann	823-2101	mhaman@mail.ucf.edu
<u>On-Line ID Charges Information</u>	Julie Wagner	275-4378	jwagner@mail.ucf.edu

## HELPFUL WEB SITES

<http://pegasus.cc.ucf.edu/~cfufanda>

<http://www.oanda.com/>

<http://www.mapquest.com>

<http://www.state.gov/www/perdiems>

<http://www.state.fl.us/>

Finance & Accounting main web page

Click on Purchasing Card for object code and P-card information

The currency site

Map mileage web site

Foreign per diem web site

Banking & Finance travel statutes

## VENDORS PAYABLE CONTACTS

<u>Vendor Names Beginning with:</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
F & A Receptionists	Kim Riddle & Ann Norman	384-2000	Kriddle@mail.ucf.edu
D, E, P, W	Millie Cunningham & Audrey Lane	384-2034	cunningm@mail.ucf.edu
C, J, T	Shelia Colaricci & Elot Bazabon	513-4263	scolaric@mail.ucf.edu
B, N	Jacqueline Christian & Jean Jones	384-2037	christij@mail.ucf.edu
L, S V	Linda Baker & Pat Adams	275-4370	bakerl@mail.ucf.edu
M, U	Carrie McDowell & Bryan Coleman	384-2038	cmcdowel@mail.ucf.edu
G, H, I, O	Elsa Dantes & Rosal Salamat	384-2002	edantes@mail.ucf.edu
A, K, Q, X, Y, Z,#	Debra Harris & Jennifer Reese	384-2036	wyattjd@mail.ucf.edu
F, R, Airborne	Jamie DeVault & Yolanda Menendez	384-2035	devaulj@mail.ucf.edu
Warrant/Check Distribution	Jewel Jordan & Teresa Young	384-2011	jordanj@mail.ucf.edu
Scanning	Naty Fernandez, Siegi Elam, & Bill Kelly	384-2030	fernann@mail.ucf.edu
Supervisor for B, C, E, J, K, N, P, R, S, T, U, V, Y, Z	Oscar Cannonizado	384-2039	ocanon@mail.ucf.edu
Supervisor for A, D, F, G, H, I, L, M, O, Q, W, X, #'s	TBA		
Reception Fax Machine		384-2015	
Vendors Payable Fax Machine		384-2176	

## TRAVEL PAYABLE CONTACTS

<u>Departmental Account #s</u>	<u>Name</u>	<u>Phone No.</u>	<u>e-mail Address</u>
01XX, 04XX, 07XX, 2021, 22XX, 24XX, 36XX, 37XX, 48XX, 61XX, 76XX, 78XX,	Ray Alvarado	384-2018	ralvarado@mail.ucf.edu
02XX, 03XX, 16XX, 55XX American Express Credit Cards	Joey Modi & Latch Jaggernaut	384-2027	modi@mail.ucf.edu
05XX, 64XX, World Travel Partners Travel Agency	Carmen Toledo	275-4317	citoledo@mail.ucf.edu
10XX, 32XX, Gas Credit Cards	Maria Barrios Chris Reparip	384-2042	mbarrios@mail.ucf.edu
11XX, 20XX, 35XX	Lita Mercado	384-2044	lmercado@mail.ucf.edu
13XX, 71XX, 73XX	Laura Crouch	384-2017	lcrouch@mail.ucf.edu
14XX, 65XX All World Travel Agency	Oscar Carias Emy Coronel	384-2019	cariasoo@mail.ucf.edu
18XX, 2052, 26XX, 66XX, 68XX, 72XX	Margarita Garay	384-2043	mgaray@mail.ucf.edu
TAR Desk		384-2020	
Travel Supervisor	Teresa Tharp	384-2021	ttharp@mail.ucf.edu
Travel Fax Machine		384-2177	

## CONTRACTS & GRANT ACCOUNTANTS

<u>Account Code</u>	<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
XX-XX-100 to 599	Federal G&G	Virginia Grayson	384-2007	graysonv@mail.ucf.edu
XX-XX-600 to 699	State Dept. of Education	Esther Cordero	384-2008	corderoe@mail.ucf.edu
XX-XX-700 to 799	State C&G	LaVon Jennings	384-2009	jenninl@mail.ucf.edu
11-XX-8XX 13-XX-8XX 14-XX-8XX 16-XX-8XX 18-XX-8XX	Private C&G	Mike Fioramanti	384-2014	fioraman@mail.ucf.edu
26-XX-8XX 64-XX-8XX 65-XX-8XX 68-XX-8XX	Private C&G Institutes	Esther Cordero	384-2008	cordero@mail.ucf.edu
XX-XX-901 to 913	Overhead	Randy Foster	384-2012	rfoster@mail.ucf.edu
XX-XX-914 to 999	In-house Awards	Jean Creech	384-2046	jcreech@mail.ucf.edu

## MISCELLANEOUS

<u>Type</u>	<u>Accountant</u>	<u>Phone</u>	<u>e-mail Address</u>
Auxiliary Accounts	John Shaw, Jr.	275-4376	jshaw@mail.ucf.edu
Agency Accounts	Les Harding	384-2028	lharding@mail.ucf.edu
Nonresident Alien & Taxes	Katerina Tsaknaki	384-2013	ktsaknaki@mail.ucf.edu