

UH HILO BUSINESS SERVICES OFFICE

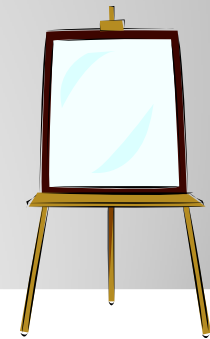
Mix Plate Informational Session
August 2011



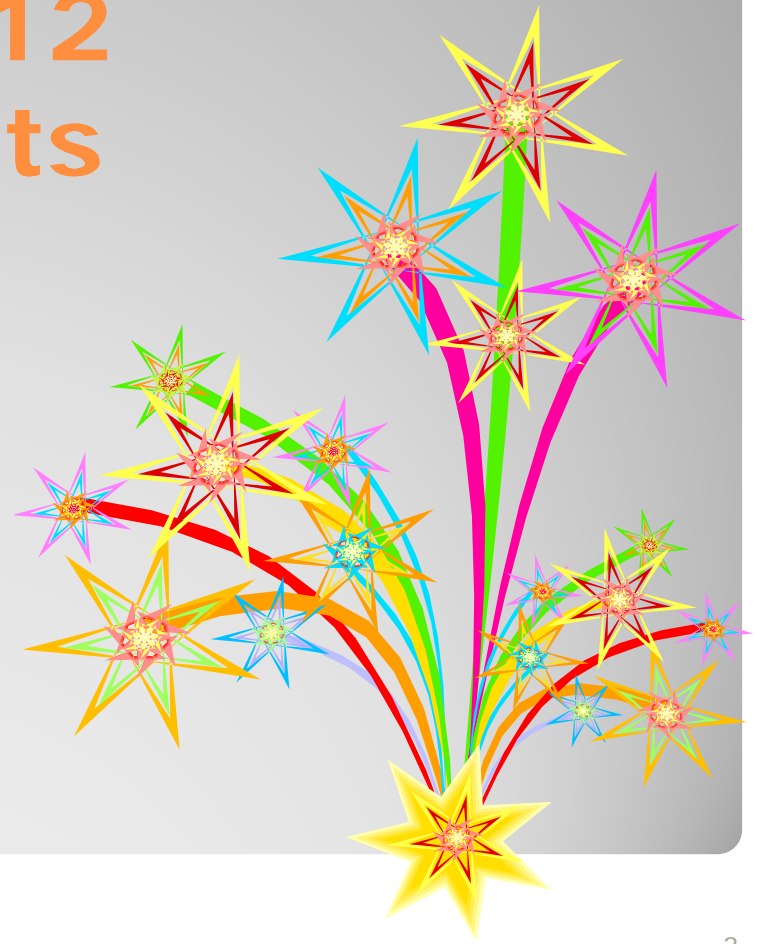
UNIVERSITY of HAWAII®
HILO

Today's Topics Include:

- Fiscal Year 2012 Announcements
- Kualu Financial System
- P-Cards for Cell Phones and Data Plans
- Form 136 Refresher



Fiscal Year 2012 Announcements



Accounts Payable

- Pursuant to HRS Chapter 103-10, the vendor is entitled to interest commencing on the 30th day following the receipt of the invoice or satisfactory delivery of goods/services, whichever is later. Therefore, departments should instruct vendors to send invoices directly to the Business Services Office for processing. This will assist us in avoiding interest on late vendor payments.
- The “requisitioner’s copy” (R/C) of purchase orders should be submitted to the Business Services Office as soon as the goods or services are received. Departments should not wait until the University receives an invoice before submitting the R/C.

Purchasing

- As a follow up to the Chancellor's FY 2011 message on spending (email dated May 16, 2011), for FY 2012 the Business Services Office does not require additional approvals by the Vice Chancellor or Chancellor.
- Please check with your appropriate Vice Chancellor on their approval requirements.

Reminders for completing a requisition:

- Include the deliver on/before date in the corresponding box. This should be the date the goods are to be received, or if for services (i.e. cell phone), the last date of the service period.
- In the "Deliver To" and "Vendor Address" sections, the "USA" country code is only required if you are purchasing an item from a foreign vendor or shipping your goods to a foreign destination. Please leave the field blank for all other transactions.
- In the "Deliver To" box, include the University's name, the department name and University's address (double check this when creating a requisition from SuperQuote; the information may not always transfer over correctly).

Reminders for completing a requisition (cont.):

- The General Excise tax rate is 4.166% for the Island of Hawai'i. Purchases delivered to the Island of Oahu are subject to the higher 4.71% tax rate.
- For example, if goods are delivered to the UH Hilo Campus, the 4.166% rate will apply. But, if goods/services are delivered to an Oahu address the 4.71% rate will apply.
- Please ensure that all quotes and requisitions reflect the appropriate tax rate.

Required Information and Supporting Documents for a Non-Employee Reimbursement:

- Requisition (include details of the reimbursable expense in the “description” field)
- Letter of Invitation (include scope of work, dates of the visit and the amounts UHH will be paying)
- Flyer/advertisement/correspondence of event
- Non-Employee invoice
- WH-1 (if not a US citizen)
- Original receipts
- For mileage reimbursements, submit a Google or MapQuest type map showing the mileage traveled

Travel

- Effective July 1, 2011, the Federal Allowable Rates for the State of Hawai'i have been updated. Attached for your information is both a worksheet listing the individual FAR rates for the State of Hawai'i, and a simplified spreadsheet listing only the lodging and M&IE rates.

**MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: HAWAII

PUBLICATION DATE: 07-01-11

NOTES

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is \$3.50 OCONUS wide.
4. When Government meals are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + Incidental Rate (Local or OnBase)

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
ISLE OF HAWAII: HILO	01/01-12/31	104	87	49	22			213	07/01/2011
ISLE OF HAWAII: OTHER	01/01-12/31	180	93	52	23			296	07/01/2011
ISLE OF KAUAI	01/01-12/31	243	102	57	25			370	07/01/2011
ISLE OF MAUI	01/01-12/31	189	96	54	24			289	07/01/2011
ISLE OF OAHU	01/01-12/31	177	93	52	23			293	07/01/2011
LANAI	01/01-12/31	249	118	64	29			394	07/01/2011
LUALUALEI NAVAL MAGAZINE	01/01-12/31	177	93	52	23			293	07/01/2011
MOLOKAI	01/01-12/31	131	78	45	19			228	07/01/2011
[OTHER]	01/01-12/31	104	87	49	22			213	07/01/2011

*Use the OTHER rate if neither the CITY nor MILITARY INSTALLATION is listed.

Effective July 1, 2011

Federal Allowable Rates for the State of Hawai'i

Locality	Max Lodging	M&IE
ISLE OF Hawai'i: HILO	104	109
ISLE OF Hawai'i: OTHER	180	116
KAUAI	243	127
MAUI	169	120
OAHU	177	116
LANAI	249	145
LUALUOLEI	177	116
MOLOKAI	131	97
OTHER	104	109

Kuali Financial System

P-Cards for Cell Phone and Data Plans



STEP 1 – UNBLOCK THE PCARD

- The Pcard must be unblocked to make payment for cell phone and data plan charges.
- Pcard users should first discuss the unblocking of the Pcard with their supervisor and then email Teri Kubo (terilynk@hawaii.edu) the request, along with their supervisor's approval.
- Teri will coordinate the requests and email back when the block has been removed.

STEP 2 – DO NOT SIGN UP FOR THE AUTOMATIC PAYMENT FEATURE

- Do not use this feature, because it will be problematic for fiscal year end closing.

STEP 3 – ENSURE THE INVOICE IS CORRECT

- Pcard users should review the invoice to ensure the charges are correct. Pcard holders are responsible to contact the cell phone or data plan provider to correct the invoice.
- Do not pay the past due charges on the current invoice, instead obtain a copy of the past due invoice to make payment. When paying late fees, use sub code 6204 on the transaction log, late fees should be avoided as much as possible.

STEP 4 – PAY THE INVOICE

- The cell phone or data plan invoice should be paid prior to the payment deadline. Vendors offer a number of methods to make payment using a credit card, including using their website, in person, or an in-store kiosk.
- Whichever method is selected, Pcard users should not pay an additional fee to make a payment and must obtain an original paid receipt.

STEP 5 – THE ORIGINAL PAID RECEIPT

- The original paid receipt should include proof of payment using the Pcard, amount paid, and a confirmation number. The receipt and the invoice amount should match.

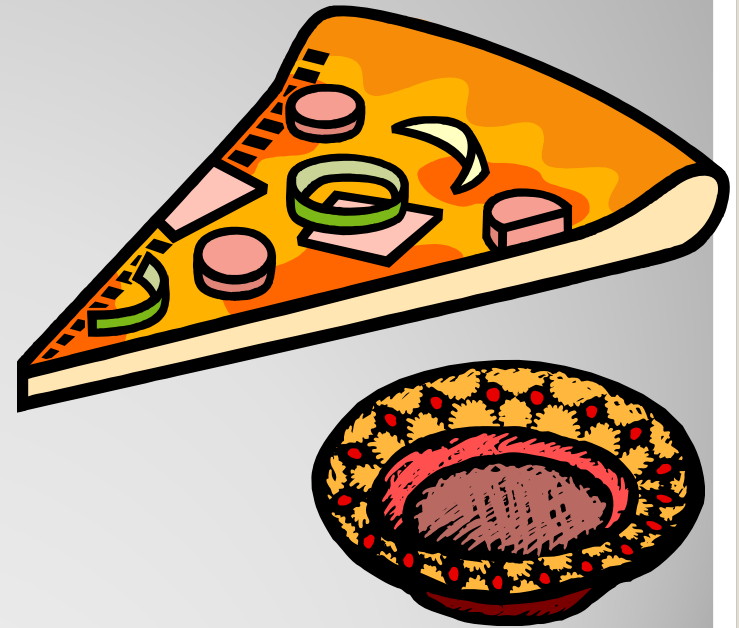
STEP 6 – SUBMIT THE PCARD DOCUMENTS TO THE BUSINESS OFFICE

- Both the cell phone / data plan invoice and original paid receipt should be submitted with the Pcard transaction log by the deadline.
- For cell phone invoices, the following certifying statement should be written or typed on the invoice and signed by the user. “I certify the phone charges are correct”.
- On the transaction log, sub code 3800 should be used for cell phone and data charges.

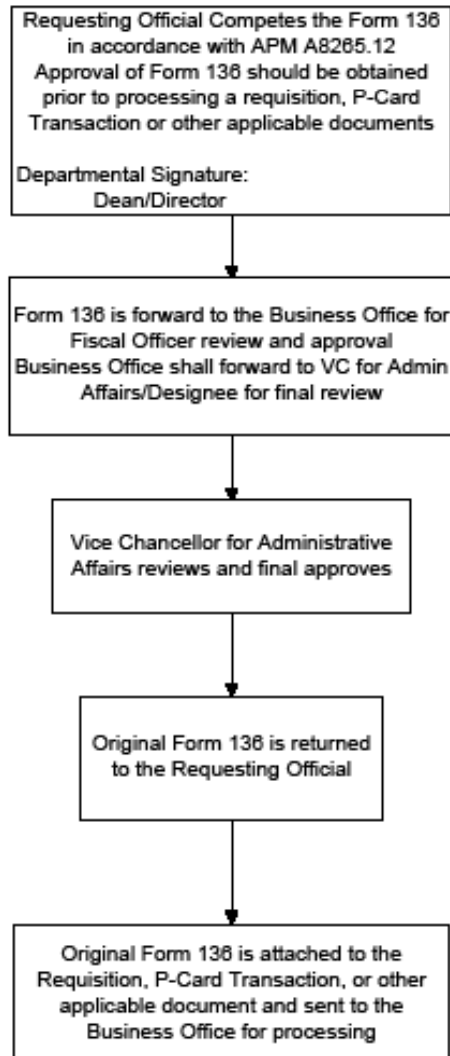
FISCAL YEAR END “DOWNTIME”

- During the fiscal year end “downtime”, please review the year end deadlines and plan accordingly to avoid late fees.

Form 136 Refresher



OPRPM Form 136 Approval Routing Process



Memorandum

TO: Vice Chancellor Sakai (Designee)
President, Vice President, Chancellor, or Designee

VIA: Marie Honda
Name of Fiscal Officer

FROM: (Dean/Director/Approving Authority of the Fund) Have them sign here.
Name of Requesting Official

SUBJECT: Purchase of Meals, Refreshments, and Protocol Items with Special, Revolving and/or Endowment Funds

Items in () are notes only (not to be put on the form)

Indicated contact person and contact number on top right of form

Have the approving authority sign here

The _____ desires to
(Department or Program)

purchase meals, refreshments, and/or protocol items under _____ with funds
(Purchase Order or Contract No.)

derived from the designated Special, Revolving and/or Endowment Fund (_____)
(Account/Campus Code)

for _____ title of event; include the date(s) of the event
(Identify Function)

COMPLETE THE FOLLOWING AND ATTACH SUPPORTING DOCUMENTATION(attach additional pages if necessary):

Description of the items to be purchased:

Include a detailed description

Justification for the purchase and explanation of how the purchase benefits the University program:

The justification should explain the event and how the purchase of the meals, refreshment/protocol items benefit the program.
For example: The purchase will provide refreshments for the event participants at the UHH Student event. This event is a benefit to UHH as it will help the academic program, foster student development and retentions. It will allow participants of this event to share their experience at UHH.

Names of individuals for whom meals, refreshments and protocol items are being provided, if applicable:

The participants include 2 staff members and 30 Students
There was a flyer and an open invitation sent out to all students (attached flyer)
Invitations were sent to 10 community/business leaders, (give a list of names with their affiliation)

Amount of Purchase: \ \$100.00

Vendor Name and Address: Good Kind Food

Reviewed By:

Signature of Fiscal Officer

Approved By:

(Vice Chancellor Sakai is the Chancellor's Designee)

Signature of President, Vice President, Chancellor or Designee

Date

For the same event if you are using more than one vendor you can list here, please ensure to give each \$ amount for each vendor and make copies to attach to requisition, pcard log, etc.

8/2011

Contact Information

- **UH Hilo Business Office**

Phone: 974-7404

- Website: <http://hilo.hawaii.edu/uhh/bo/>

- **Staff**

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