

Plymouth State University

Budget/Finance 201: Financial Services

Financial Documents & Transactions

General Roles/Responsibilities and Workflows

Step	Individual/ Position	Role/Responsibility	Workflow
1	a Unit Member/ Employee <u>or</u> Reimbursee	<ul style="list-style-type: none"> • Initiates transactions • Completes necessary document with applicable supporting documentation 	<ul style="list-style-type: none"> • Sends required information to Unit Budget Managers/PI.
	b Unit Budget Manager/PI	<ul style="list-style-type: none"> • Signs off on appropriate documents authorizing the use of identified PSU owned or managed funds in accordance with PSU/USNH/external agency policies and procedures (except for PCards) • Note: PI signature is required on all grant documents/transactions 	<ul style="list-style-type: none"> • Sends required information to Unit Administrative Support, if applicable, or sends information directly to the Financial Service Center.
2	Unit Administrative Support	<ul style="list-style-type: none"> • Assist individual above find necessary forms and/or understand general process • Reviews documents for completeness 	<ul style="list-style-type: none"> • If complete, forwards to Financial Service Center • If incomplete, returns to individual that initiated document

Note: Some forms require additional authorizing signatures so forms and/or their instructions need to be reviewed carefully. Also some Divisions may establish internal workflows so be sure to follow those steps, if/when necessary.

Financial Documents & Transactions

General Roles/Responsibilities and Workflows

Cont'd

Step	Individual/ Position	Role/Responsibility	Workflow
3 a	Financial Service Center staff member (via PSU-Contracts or FSC email)	<ul style="list-style-type: none"> Reviews information for: compliance with PSU/USNH policy appropriate signing authority Assigns proper coding Ensures funding is available Process & completes transaction if not a grant or has Grant Administrator approval. 	<ul style="list-style-type: none"> If funding source <i>is a grant</i>, forwards to Grant Administrator If funding sources is <i>not a grant</i> <u>and</u> <i>above signing/approval authority</i>, forwards to Director of Fin. Operations or AVP for Finance & Admin. Payroll paperwork is forwarded to HR as necessary If item has an issue, returns to individual that initiated document (copy to UAS)
b	Grant Administrator	<ul style="list-style-type: none"> Authorizes expense ensuring allowability by the grantor Ensures PI signature was obtained 	<ul style="list-style-type: none"> Forwards to Director of Fin Operations or AVP for Finance & Admin if contract signature is required. If expenditure is allowed, sends to FSC for processing Payroll paperwork is forwarded to HR as necessary If item has an issue, returns to individual that initiated document (copy to FSC)
c	Dir. of Fin. Operations <u>or</u> AVP for Fin. & Admin	<ul style="list-style-type: none"> Reviews and signs as needed based on assigned authority 	<ul style="list-style-type: none"> Payroll paperwork is forwarded to HR as necessary If item has an issue, returns to individual that initiated document (copy to FSC)

Hiring Forms - Student

- All hires must be approved by the President's Cabinet before any hiring paperwork is submitted.
- Student and adjunct forms available on the [HR website](#)
 - Working to transition to online workflow hiring system
- Student hires
 - Detailed instructions on [Finance Resources webpage](#)
 - All student positions must have a job title, job description and be classified by HR
 - Student position description form available on the Financial Services website
 - Classification determines hourly rate options
 - All fields on the hire form must be filled in
 - Form must have signatures of the student, hiring manager, budget manager before being sent to the **FSC** for budget verification
 - **FSC** will use information provided on the form to confirm FOAPAL being used

Hiring Forms – Adjunct Staff

- Adjunct hires
 - All adjunct staff positions must be approved by President's Cabinet before any hiring paperwork is submitted
 - Any adjunct hire related to grad assistants or teaching must be processed through the Provost office using their form
 - All other adjunct hires must be done on forms available on the HR website
 - NS-1 (adjunct staff appointment form) used to hire on an hourly basis (not used for students)
 - J-3 form (extra help appointment form) used to hire when paying a lump sum for a single or recurring non-teaching appointment

Processing Time Tables

(Estimated Lead Times required)

- Purchase \geq \$35,000 (requiring a bid) = minimum 4 -6 weeks
- Contract review/signature:
 - PSU/USNH Standard Contract Form = 3-5 days
(depends on: type of contract; time of year; day of week form received)
 - Vendor Contract = minimum 4 weeks
- Purchase Order Issuances:
 - Established Vendor = 3-5 days
 - New Vendor = 5-7 days

Purchasing

- Allow as much time as possible for the procurement process
- General guidelines
 - Between \$0 and \$9,999 – no competitive quote required but best practice showing due diligence of stewardship is multiple quotes
 - Note: Finance reserves the right to determine if the pricing seems fair and reasonable
 - Between \$10K and \$34,999 - 2-3 quotes required and all quotes must be submitted with request for purchase
 - Between \$35K – 149,999K – a formal bid process required and will be led by USNH sourcing
- Use a contracted vendor whenever possible
- All requests for purchase orders, invoice payments, and PCard backup documentation must be submitted to your **FSC** for processing

Purchasing - continued

- Once budget verified by your **FSC**, purchasing support is provided by PSU Procurement and your **FSC**
- Goods may be purchased using a purchase order, direct pay, or Pcard
 - PCard is the last resort option for purchases
 - PCard limits and access are determined by the director of financial services
- Services may only be purchased using a purchase order
- Whenever possible, purchase via purchase order (based on a quote) and pay by check from an invoice
- While Pcards are suspended, FSC manager can assist with purchase
- UShopNH – Online procurement tool rolling out for fall

Contracts

- A contract is any document which commits resources (financial, space, personnel, etc.) of the institution to a supplier/agency/organization/individual in exchange for consideration, service, or product
 - e.g., quote, order form, reservation form, MOU, contract, or anything else which requires a signature obligating university resources
- USNH/PSU contract templates should be used whenever possible
 - Independent Contractor Agreement (ICA), Services contract, Standard Performance Agreement (SPA)
 - Templates available on [Finance Forms website](#)
- Department/PI should initiate process with supplier/agency/organization/individual
- Contract must clearly outline responsibilities of supplier/agency/organization/individual and of PSU
- Draft contract must be sent to psu-contracts@plymouth.edu for review
 - USNH contracts and procurement will be consulted if necessary

Contracts - continued

- If contract language is acceptable, the department will be informed that signatures can be collected
 - Supplier/agency/organization/individual signature
 - Operational signature indicating department/unit/PI support of the contract
 - Provost signature for all contracts in Academic Affairs
 - Return to psu-contracts@plymouth.edu for authorized campus signature
 - Grant Administrator signature for all grant-related contracts
- Only a handful of people on campus have signature authority ([Signature Authority document](#))

Travel

- All business travel is prohibited until further notice
- Familiarize yourself with the updated [travel policy](#) on the USNH website
- Vehicle rentals must be arranged through the [Enterprise portal](#)
 - Information about the USNH vehicle rental program can be found [here](#)
 - Questions regarding vehicle rental should be directed to Debbie Grotheer in Compliance, Analysis, and Planning
- Completed reimbursement requests must be submitted to your **FSC** within 60 calendar days of your last date of travel.
 - Requests submitted after 60 days will need to be approved by the Director of Financial Services and will be considered taxable income if reimbursed
- When in doubt, reach out to your **FSC** for guidance

Personal Reimbursement

- Detailed instructions on [Finance Resources webpage](#)
 - Download Excel form each time you need to use it
- Review travel policy for allowable reimbursable expenses
- You must enter your USNH ID (9-digit number that begins with 9) – available in myPlymouth
- A detailed and justified [business purpose](#) must be entered for the form to be processed
- Backup documentation must be included (mileage chart or MapQuest, conference schedule, etc.)
- Required signatures must be obtained before form is submitted to **FSC**
- **FSC** will accept scanned images of the reimbursement form and associated backup, including receipts
- Incomplete or incorrect forms will be returned to the requestor for correction
- 60-day submission timeline also applies to non-travel reimbursements

Resources

- [HR forms](#)
- [PSU Finance Resources](#)
- [PSU Finance Forms](#)
- [USNH Financial Services Policies and Procedures](#)

Certificate of Completion

Budget/Finance 201 – Financial Services Training

Employee Name: _____

USNH ID: _____

Training Method: Online/Independent with Financial Svcs. Staff Member: _____(name)

Training Completion Date: _____

I certify that I have successfully completed the Budget/Finance 201: Financial Services training and agree to accept the responsibilities set forth in the training materials:

Signature: _____

Date: _____

Printed Name: _____

Send completed forms to the Compliance, Analysis and Planning Office, MSC 17