

**Business Services & Budget  
Assessment Team**

	<b>Issue</b>	<b>Impact/Suggestions</b>
<b>Audits</b>	<b>Communicate pending audit to area in</b>	Impact - there may be a misconception of purpose. Areas want to be proactive on what/why something is being audited. This also gives them the ability to prepare information needed.
<b>Contracts</b>	<b>When a change of policy occurs it need to be communicated to Deans, Directors and secretaries, i.e. overload process</b>	
	<b>Need a forum to communicate changes in policies and forms.</b>	Suggested forums included mandatory workshops and web page updates. Impact – Deans and Department Heads are operating on historical information when they do not have current information. This is viewed as misinformation or lack of knowledg
	<b>Eliminate non-value signatures</b>	Deans should only sign documents with funding implications and policy issues. Deans should be able to delegate signature for limited term and lecturers payroll.

Where to sign on forms – needs to be communicated – secretaries need to be trained in policy changes and form changes.

**Need a signature flow chart to know who should sign forms**

Need to know who signs at what level on each form

**Put contract templates online for international program, gift, DEEL and interns**

Suggestion - put contract templates online for international program, gift, DEEL and interns

**Contract management - Eliminate signatures if there is no budget implications or policy decisions involved**

Impact - Signing multiple documents that do not have resource implications is a waste of time.

**Students unaware they have to pay taxes on summer research earnings**

Impact - Students were not aware they would have to pay taxes on earnings for summer research. Need to communicate 1099 policy change.

**Property Management**      **Department now aware when physical inventory will be conducted thus they are now allowed time to prepare and locate equipment**

**Need to know where to locate Property Management Form 12 (Request for Use of University Property Off Campus) and the instructions and guidelines associated with this form**

**Accounts Payable**      **The PUC hospitality procedures are not consistent with the WL hospitality procedures**

**Need continuous communication regarding PRF and hospitality guidelines at the Deans and Department Head level**

**Need information of where hospitality cards are located and how they can be used.**

**Procurement/General Services**      **Need Ariba system policy on how to train users and maintain consistency through transitions to ensure business processes are being followed**

**When an Ariba order is placed and funds are not available in the current project it sits and waits for transfer of funds from the school. There should be a way at the school level to notify procurement the dean has approved this purchase and a transfer will be completed.**

Possibility of including a comment on Ariba stating the money will be transferred or having Procurement call the department to see how the overdraft will be covered.

<b>Collections</b>	<b>Student who owes money may still be allowed to register because TSAREV in Banner shows the collection has been written off</b>	Communication needs to be sent to Banner users to insure all screens are read, including comments, to assure the student has paid all bills and is allowed to register.
<b>Travel Services</b>	<b>Travel Center services are fine, but not sure when to use</b>	Continued communication to faculty and staff to use the Travel Center is encouraged.
	<b>Deposits for hotels and airline tickets on credit card</b>	Travel Center credit card used for hotel deposits, airlines want individual name
	<b>Possibility of getting cancellation insurance</b>	Will look into but are not sure we can do with Expedia
	<b>Possibility of sending conference materials through Travel Center</b>	All favored use of Travel Center for sending conference materials to site ahead of participant. Other enhancements might include setting up AV equipment
<b>Non-Credit Activity DEEL and International Programs</b>	<b>Speed of closing of account - should be more than once a semester</b>	
	<b>High occupancy of student housing limits housing international program students</b>	Demand analysis is being conducted for a phase two housing request.
	<b>There is no transportation if students are housed off campus</b>	