

**Update to Approval Processes for Accounts Payable and Ethics Forms;
New Payroll Check Request Form
January 8, 2014**

Accounts Payable Contact Information and Staff Directory:

Bole Hall
201 Mullica Hill Road
Glassboro, NJ 08028
Phone / 856.256.4115
Fax / 856.256.4443
Email / lovegrove@rowan.edu

See also <http://www.rowan.edu/open/adminfinance/accountspayable/staff.html>

MDV Partial Limit Change for General University Expenses: The Miscellaneous Disbursement Voucher (MDV) limits have been raised for specific purchases. The limit for Registrations, Subscriptions, Memberships, and License Renewals has been raised to \$2,500. The limit for Reimbursements, other than those listed above, is still \$500. Send your form to the RowanSOM Budget Office in Voorhees or the Grants and Contracts Office in Stratford for budget approval; they will forward the approved form directly to Accounts Payable to process your request for reimbursement. **Please do not send documents directly to Accounts Payable in Glassboro.** Please be advised that any MDV transaction received by the RowanSOM Budget Office in Voorhees or the Grants and Contracts Office in Stratford for which the form is utilized incorrectly will be returned to the originating department for submission through the requisition process. The forms are on the Accounts Payable Web Site at <http://www.rowan.edu/open/adminfinance/accountspayable/downloadabledocuments.html>. You can read further about the MDV approval process in Chapter 8 on the following link: <http://www.rowan.edu/open/adminfinance/accountspayable/>

New Email Notification: Confirmation emails are now being sent to the person who enters a requisition on the system when Accounts Payable invoices against that Purchase Order. This email will give you the date we expect to pay this vendor and is a reminder to complete receiving if you have not done so already. This is an auto generated email in response to the many calls we receive asking when a vendor will be paid. There is no need to respond to this email unless the payment date has past and you do not see that a payment has been processed in banner.

Invoice Processing Problem: Accounts Payable receives a number of invoices each day from companies that do not have a Purchase Order number listed on their document. Without this number, we are unable to pay the invoice and must investigate what department ordered the product/service or in some cases return the invoice to the company. This significantly slows down the payment process. Please remind your vendors to include the PO number on their invoices.

Invoice Note: The Web address invoices@rowan.edu is not to be used by University personnel. It was created for vendors to send invoices and is accepted by the auditors as an original. All original invoices submitted by University staff and departments should be placed in the inter-office mail addressed to the Accounts Payable Office.

Payroll Check Request Form:

A new Payroll Check Request Form (PCRF) is available at:

http://www.rowan.edu/adminfinance/controller/payroll/forms/payroll_check_request.pdf

Please start using this form immediately. As of January 1, 2014, this will be the only form accepted; its use will be mandatory. Please note the following:

- The new form prevents the system defaulting the requested dollars from the employee home Org.
- It is essential this form be completed correctly for the appropriate allocation of effort.
- Empty or incorrect fields will not be accepted and the form will be returned to the department.
- As an aid, the department administrators can refer to the UMDNJ to Rowan indices crosswalk to verify the correct Fund, Org, Account and Program Code. Administrators, please share this crosswalk with the appropriate staff preparing the PCRF.

The approval routing for processing the form remains unchanged. Please telephone Payroll at 856.256.4166 with any questions.

Attendance at Events and Request to Travel: Please start the process as far in advance of travel as possible, and no later than one month prior to the anticipated travel. Please try to avoid last-minute requests. Late paperwork must be accompanied by a brief statement explaining the reasons for the delay in submission. A Travel Request **must be approved** by Accounts Payable prior to your departure date. Both Ethics and Insurance regulations require prior approval.

For the Stratford campus, Request for Approval for Attendance at Events forms, available at <http://www.nj.gov/ethics/docs/ethics/attdform.pdf> and Request for Travel forms, available at <http://www.rowan.edu/open/adminfinance/accountspayable/downloadabledocuments.html>, should be signed by your department head and then sent to Ray Braeunig, CHC, CHPC, Chief Compliance & Privacy Officer, UEC-1034, braeunrc@rowan.edu. Ray is the Deputy Ethics Liaison Officer and is authorized to sign all ethics forms for Stratford; note that the Request to Travel form also has a section for the Ethics Liaison Officer's approval. Ray will review and return the form to the originating department. Ray's signature is needed before your request for payment can be submitted. Please remember the following before sending to Ray for approval:

The Attendance at Events Form:

- The form may be filled out electronically but the signatures may not. The form should be signed by both the attendee and the supervisor.
- Please document the entire name, not just the acronym (e.g., AACOM-American Association of Colleges of Osteopathic Medicine).
- Please include the brochure or information regarding the event.

The Request for Travel Form:

- The form may be filled out electronically but the signatures may not. Please have your supervisor's signature completed.

Students who are traveling to professional meetings do not need to complete ethics forms unless they also are employed by Rowan University and work more than 160 hours per year.

Please see the attached flow chart, and follow this paper flow to avoid rework and delays. For more information, visit <http://www.rowan.edu/compliance/index.php> and http://www.rowan.edu/open/adminfinance/policies_procedures/documents/Chap9-Travel.pdf

Entertainment Form: This form must be completed any time food is purchased. Please ensure the proper approvals have been obtained before requesting payment or reimbursement. Remember, detailed receipts listing the food are required for reimbursement, and please note that the purchase of food for employees is the reason most entertainment forms are not approved. The form is available at <http://www.rowan.edu/adminfinance/controller/purchasing/documents/EntertainmentRequestForm.pdf>, and more details are available at: http://www.rowan.edu/adminfinance/policies_procedures/documents/chap22-Entertainment.pdf

***Request for Travel
Signature Process
Revised 1/8/14***

Traveler
Sends to Department Head



Department Head
Approves and Sends to Ethics



Ethics – Ray Braeunig
*Approves and Sends to Budget Director
(Finance or Grants & Contracts)*



Budget Director
*Approves, obtains Mike Rieker's
signature, and sends to A/P Glassboro*



Accounts Payable
(Glassboro)
Approves and Processes