

MEMORANDUM

Date: October 17, 2017

To: The University Community

From: Lauren Weitzel, Director of Purchasing and
Campus Services

Re: Purchasing Updates and Reminders

Office Max/Depot

We have migrated to the Office Depot platform. If you have any questions or issues, please contact the purchasing office and we will contact the Office Depot rep if needed.

Please confirm that there is a name and building listed in the address portion of the account, to include a room number for delivery location. When items are delivered, be sure they have your name on them. If items are not addressed to you, please do not accept them.

Travel Management

Travel Management, the online travel reimbursement module, is coming in the near future. Departments will be contacted for training and testing as it progresses.

Travel Card Holders

Travel Card payments are due by the due date. Please be sure to make payments on time or travel card privileges will be revoked. Payments must be made by the due date regardless of reimbursement status. Receipts must be submitted for reimbursement and is recommended to be completed as soon an employee returns from a trip in order to allow processing for reimbursement in a timely manner.

Travel Requests (TR) – “prepay”

The term “prepay” on the TR refers to expenses that need to be reimbursed by the University prior to the actual date of trip. Example 1: If you paid for the train but are not requesting reimbursement until you return and submit your travel expense voucher, then the prepay portion on the TR is not applicable. Example 2: If your registration was paid by the University Department Purchasing Card (PCard), then prepay is not applicable. You may note that a portion of your travel was paid via PCard on the TR or (Travel Expense Voucher) TEV, but do not check the “prepay” box. Also note: Registrations are to be paid for with the department PCard unless they do not offer the credit card option. Payment for repay in instances where credit cards are not appropriate, the TR shall request payment to be made to the vendor directly by marking the “prepay” box and placing the vendor name and address as the “payee”. The University is not able to directly “prepay” your transportation or hotel directly to the vendor. You must pay and request reimbursement on the TR or TEV.

Travel – Tip Reimbursement

Tip reimbursement is calculated on the food subtotal (before tax AND less alcohol). Reimbursement is limited to a 20% tip. Anything over 20% is not eligible for reimbursement. Be careful of a select few restaurants who list tip amounts for your convenience as they can be after tax calculations prompting a better tip.

Alcohol is not permitted. Please obtain a separate tab/receipt for personal alcohol purchases.

Hotel reservations for guests

If you make a hotel reservations for a guest, please make sure to forward the confirmation to purchasing@millersville.edu with the following information:

TA/TR#

Cost center

GL

Business purpose of accommodations

Approved by

SAP Vendor ID requests

Please send all vendor ID requests to purchasing@millersville.edu using the updated form at <http://www.millersville.edu/purchasing/files/REQUEST%20FOR%20SAP%20VENDOR%20IDs.pdf> and W9. If the vendor has a dba or “other” business name, please be sure to ask the vendor who/what vendor name the invoice will be coming from.

Credit Card Receipts

Credit Card transactions must be allocated and receipts uploaded by the 7th of the month following the charges. No changes can be made after the 7th in The Works to allocations for the previous month. Any change requests after the 7th will need to be sent to Gladys LePorte-Rodriguez in the Budget Office.

If you have any questions, please contact the Purchasing Office at extension 4184.

Thank you for your cooperation.