

VCCCD

BUSINESS SERVICES

NEWSLETTER



MAY | 2013

Ventura County Community College District • 255 W. Stanley Ave., Suite 150 • Ventura, CA 93001 • www.vcccd.edu

BUSINESS AND ADMINISTRATIVE SERVICES

To improve operation effectiveness and facilitate the consistent application of procedures, VCCCD Business and Administrative Services has launched **BusinessTools**, a central website for forms, procedures, and documents to be used District-wide.

BusinessTools can be accessed by clicking on the green BusinessTools icon found in the icon bar in the upper right-hand corner of the "My VCCCD" portal. Many forms can now be completed electronically. This initial release includes commonly used forms and procedures for the following areas:



- Accounting
- Accounts Payable
- Contracts, Grants and Special Funding
- Information Technology
- Payroll
- Police Services (parking)
- Purchasing
- Risk Management

Content will be added on a regular basis until all forms and procedures are included.

BID & QUOTE INFORMATION

BIDS are required by state law for all purchases of materials, supplies, equipment, and services (except construction services) for purchases of \$83,400 or more. Scheduled maintenance work, construction, or public works projects must be formally bid when the project is \$15,000 or more. Please plan on approximately 30-45 days for legal advertising, opening, and awarding of the bid.

PURCHASE ORDERS (P.O.) of \$50,000 require Board approval prior to the issuance of a purchase order.

QUOTES may be required depending on item and total costs. Generally, three quotes are required.

BUSINESS SERVICES CONTACT INFORMATION

Sue Johnson | Vice Chancellor
805-652-5537

Deborah LaTeer | Budget Officer
805-652-5539

Mary Anne McNeil | Director, Fiscal Services
805-652-5547

Terry Cobos | Director, General Services
805-652-5558

PURCHASING CONTACT INFORMATION

Lisa Sorensen | Purchasing Specialist
805-652-5559

Jo Nell Miller | Purchasing Specialist
805-652-5560

Janice Kisch | Purchasing Specialist
805-652-5561

Karina Harding | Purchasing Assistant
805-652-5562

Sara Fenlon | Purchasing Assistant
805-652-5563



PURCHASING ASSISTANCE IS ONLY A CALL AWAY

To process your purchase requests promptly, be sure to send backup documents to Purchasing immediately, attached to the "Purchasing" copy of Requisition Form 14022, after keying into Banner. Questions? Just give us a call!



ENTERING REQUISITION INFORMATION IN BANNER

Please remember to include a complete Commodity Description when keying a requisition in Banner (describe in full detail what you are buying). The Commodity Description should first list the item/service that is being provided (Table, Laptop Computer, Camera, or the Service that is being provided). The commodity field should be used to its fullest, without abbreviations, continuing the specific description of the product in Item Text. This is information for the vendor about what you are purchasing and is extremely important.

Item Text is to be used to further provide details of the items ordered. Each commodity line has its own item text. As an example, a requisition commodity line item may indicate software maintenance/license renewal but does not indicate for what software or equipment. Many requisitions lack details, such as order/stock number, color choice, model number, size, etc. For services performed, commodity line items and item text, if needed, should indicate a full description of services, dates of services, hourly rate, etc.

Document Text is to be used for general information about the entire requisition/purchase order, such as a quote or order form information, special delivery instructions, etc. This is a good area to add any other detailed information about your order. For example, adding "Pricing per Quote Number 123" is ideal and helps the vendor ensure you receive the correct product.

BANNER REQUISITION PROCESSING CHANGE IN PROCEDURES EFFECTIVE FOR FISCAL YEAR 2013/14 REQUISITIONS

Effective July 1, 2013, all requisitions for blanket purchase orders (BPO) must be entered at commodity level accounting (similar to those requisitions for equipment, furniture, or any transactions from account number series 6xxx). When entering a requisition, the commodity/accounting page defaults at document level accounting. Be sure to "uncheck" this box, which will then automatically make a requisition commodity level accounting. This change in procedure will allow for more accurate payments against BPOs with multiple accounting records, or against a BPO when the accounting record has been changed to a different record during the fiscal year.

**NEW
PRACTICE**

**BPO = COMMODITY LEVEL
ACCOUNTING**

(Uncheck the Document Level Accounting Box)

MORE
information
IS BETTER
than
NOT
ENOUGH!



RISK! MANAGEMENT

The Director of General Services, under the direction of the Vice Chancellor, Business and Administrative Services, plans, organizes, coordinates, develops, recommends, implements, and administers the loss prevention and risk management program of the District.

The purpose of the risk management department is to protect students, the general public, and employees, and to protect the public's assets against the adverse effects of accidental loss, at reasonable costs, so the District can provide needed services. It is our mission to minimize or eliminate losses cost effectively.



FIELD TRIP/EXCURSION ELECTRONIC WORKFLOW PROCESS

Student Field Trip and Excursion procedures are designed to provide documentation for Ventura County Community College District students attending off-campus activities that are officially recognized and approved by the District.

A new electronic workflow process has been implemented to expedite field trip/excursion requests and approvals. The workflow process was tested in summer 2012, involving faculty input, and pilot tested at all three campuses in fall 2012. The new field trip electronic workflow is now available for all VCCCD faculty. The link is located on the Portal home page "Work Life" tab under the Workflow Channel. Instructions for this process are included in BusinessTools, available in the Portal.

Once a faculty member completes the online request, it will electronically route to the appropriate Dean and Executive Vice President at your campus for approvals. After approved, each student enrolled in a class will receive a Portal and email announcement to complete the Student Participation Form.

At this time, the process has been implemented for instructional classes only. Phase II of the project to implement non-instructional related activities and events for students will be implemented soon.

Faculty may continue to use the hard copy forms available under: BusinessTools, Risk Management, Department.

Should you have questions regarding the process, please contact Terry Cobos at the District Administrative Center, tcobos@vcccd.edu or 652-5558.



Year-End Calendars

Calendars are available in BusinessTools (in the Portal)

Calendars are found under Accounting Department or Purchasing Department sections.

UPCOMING KEY DATES:

- July 1, 2013 Provisional/Seasonal June timesheets due
- July 1, 2013 Classified June overtime timesheets due
- July 15, 2013 Final Accounts Payable Accruals
- July 16, 2013 Cancellation of all FY13 encumbrances

PAYROLL

The Payroll Department is responsible for maintaining financial and statistical records and files relating to payroll including:

- Calculating and processing employee wages and overtime
- Processing payroll deductions, tax withholdings, and retirement service credit
- Calculating and maintaining employee sick leave and vacation balances
- Preparing, issuing, and filing W-2s
- Complying with federal, state, and local regulations as well as VCCCD policies and procedures.

Always be sure that your address is printed correctly on your pay stub. Corrections can be done on the portal under "self-service".

AMERICAN FIDELITY

Payroll deductions for dependent care, section 125, and supplemental insurances will now be deducted from 10 paychecks per year, January - May and August - December.

Note: These deductions will not be processed on June or July paychecks. Contact your American Fidelity representative concerning specific questions.

ACCOUNTS PAYABLE

The Accounts Payable Department, under the Director of Fiscal Services, is responsible for paying vendor invoices, reviewing vendor statements, resolving vendor inquiries, processing 1099 forms, and processing employee travel, mileage reimbursements, advances and petty cash reimbursements.

Forms may be obtained by going to "My.VCCCD.edu" and clicking on the BusinessTools icon.



A/P HELPFUL TIPS :

- Original receipts are required for reimbursements. Photocopies not accepted.
- Before A/P can pay invoices, receiving must be keyed into Banner and/or written approval may be required.
- Travel and Mileage procedures are located in BusinessTools .

Opportunity is missed by most people because it is dressed in overalls and looks like work
 ~Thomas Edison

PAYROLL CONTACT INFORMATION

Katy Hott | Payroll Supervisor
805-652-5556

Cheryl Manley | Academic Payroll
805-652-5553

Leticia Garcia | Student Payroll
805-652-5554

Wendy Curiel | Classified Payroll
805-652-5555

ACCOUNTS PAYABLE CONTACT INFORMATION

Alanna Foster
Accounts Payable Supervisor
805-652-5541

Nicole Menard
Accounts Payable Technician
805-652-5569

Cynthia Parish
Accounts Payable Technician
805-652-5570

Christina Quigley
Accounts Payable Technician
805-652-5571

QUESTIONS? PLEASE CALL US!