

# Fig Meeting

May 19, 2016

# Purchasing Card Outstanding Transfer Schedule

- Prior to Jan 1 2016 8,675.71 (corrections or documents pending) **June 1, 2016**
- January 2016 balance 23,714.74 **June 1, 2016**
- Feb. 2016 balance 94,871.73 **June 1, 2016**
  
- March 2016 balance 183,773.37 **Aug 1, 2016**
- April 2016 balance 352,374.26 **Sept 1, 2016**
- May 2016 balance 195,244.43 **Oct 1, 2016**

# Cell Phone Stipends

- **Cell Phone Stipends**
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- Department heads and persons in equivalent positions are responsible for the business and financial operations of their unit, including the development and implementation of appropriate operating procedures and internal controls. Oversight of communication devices and services fall within that realm of responsibility. Department heads are responsible for ensuring accountability for and compliance with these policies and procedures:

# Determine Allowance

- **Application for Allowance:** In order for an employee to receive an allowance for the use of their communication device or service for university purposes,
- the employee must justify to their department head that there are business requirements that necessitate the frequent use of the device(s) to perform university business, and that such business cannot be accommodated by the use of university-owned communication devices and services.
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# Determining The Amount

- **Setting the Amount of the Allowance:** Once a year, employees will work with their supervisors to determine the appropriate amount of the allowance,
- Based upon a representative sample of documented university device usage, service costs, or on other quantifiable, auditable criteria, such as usage comparisons with other employees of the same job class or duties.
- The allowance will be calculated on a **fiscal year basis**. To continue the allowance, the stipend must be **renewed at the beginning of each fiscal year**.
- **This allowance is not an entitlement.** The university reserves the right to rescind this allowance at any time. The university can request reimbursement from the individual if the allowance is continued after the service was disconnected

# Links

- The agreed upon allowance amount will be submitted to Accounts Payable at <http://www.uidaho.edu/controller/accountspay> under AP Forms.

A completed and signed reimbursement allowance approval form will be kept in the employee's departmental personnel file. The approval form is located at:

<http://www.its.uidaho.edu/default.aspx?pid=105166>

# University of Idaho

CLAIM VOUCHERS VANDALWEB LOGOUT

## Claim Voucher Summary

### Header Information

Invoice #: I1563787  
 Department: Accounts Payable  
 Pay to: V00426133: Vandal, Joe  
 Chart of Accounts: University of Idaho  
 Address: MS 4244  
 UI Campus, ID 83844-4244  
 Direct Deposit: Yes

### Bank Account/ Wire Transfer Number (SPI):

Approver 1: Keeney, Linda D.  
 Approver 2:  
 Approver 3:  
 Document Total: 40.00  
 Vendor Invoice Number: date dollar amt  
 Contract No:  
 Description: Recurring payment for University Cell Phone Stipend. The amount of 40.00 will be paid monthly for 12 months for a total of 480.00 per year.  
 Check Remit Info: Monthly Cell Phone Stipend 2013

[Edit Header](#)

### Accounting Detail

| Line | Commodity Code | Index  | Fund   | Org    | Acct  | Prog  | Actv | Amount | NSF |                      |                        |
|------|----------------|--------|--------|--------|-------|-------|------|--------|-----|----------------------|------------------------|
| 1    | Cellular Phone | SFX014 | U11009 | SFX014 | E5033 | 07GAX |      | 40.00  |     | <a href="#">Edit</a> | <a href="#">Delete</a> |

[Add Accounting Line](#)

### Comments

Confidential Comments are displayed in red. These comments will not be saved in Banner or displayed on printed claims

By: Linda Keeney Date: 8/23/2012 1:59 PM  
 Claim voucher created 23-AUG-12  
[Edit Comment](#)

[Add Comment](#)

### Attached Images

There are no attached images to display

[Attach Image](#)

[Submit](#) [Delete](#)

# Recurring Postings on FOIDOCH

Oracle Fusion Middleware Forms Services: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 8.5UI (\*STAG\*) LKEENEY banneraps2 - Thursday August 23, 2012 02:31 PM

Document Type: INV Invoice or Claim Voucher Document Code: 1553598

| Requisition | Status | Bid | Status | Purchase Order | Status | Issues | Status |
|-------------|--------|-----|--------|----------------|--------|--------|--------|
|             |        |     |        |                |        |        |        |
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| Invoice | Status | Check    | Txt | Status | Return | Status | Receiver | Status |
|---------|--------|----------|-----|--------|--------|--------|----------|--------|
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|         |        | !0132928 |     |        |        |        |          |        |
|         |        | !0133354 |     |        |        |        |          |        |
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| Asset Tag | Status | Asset Adjustment | Status |
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Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/1 ... <OSC>