News involving all areas of UW-Extension Business Services:

**Business Services**

**New UW-Extension Controller**

Margaret Erickson has been named the new Controller at UW-Extension. Margaret is currently employed as the Finance Director for the State of Wisconsin's Department of Children and Families (DCF). At DCF, she is responsible for directing all of the accounting and financial activities of the agency. These activities include general ledger accounting, accounts payable, accounts receivable, cashiers, collections, procurement, and grant reporting.

Margaret has a Bachelor's of Science degree, with an accounting major, and a Masters of Public Administration degree. Both are from Northern Michigan University. She is also a Certified Public Accountant.

Margaret will begin at Extension on December 17, 2012. She can be reached at phone number (608) 263-6470, or by e-mail at Margaret.erickson@uwex.edu.

Welcome Margaret!

**Accounting Services**

**Cashier Services**

November 28, UW-Extension Cashier Services moved to the Pyle Center for an undetermined period of time. Although we are moving, our mailing address will remain the same: 432 N. Lake Street, Room 104. However, we will no longer be on site at 432 N. Lake to service walk-in customers. Please share this information with department staff who interact with Cashier Services.

Most items we receive do not contain cash or credit card numbers and can be sent to Cashier Services via campus or US mail. For items that require drop off (they contain cash, credit card numbers, etc.):

**Bank bags**

Can be dropped off at any scheduled courier stop on campus OR taken directly to US Bank. The closest common drop-off to the 432 N. Lake Street building is the Bursar’s Office dropbox located in the lobby of the Student Services Tower, 333 East Campus Mall. The closest US Bank branch is also located on East Campus Mall two doors down from the Student Services’ door. If neither of these is convenient for you, call Jeanne Engerman (608-262-1798) and she will work with UW-Madison Cash Management to help find you another drop-off location.

**Report of Registrations and Collections (RRC) forms**

Cashier Services receives most RRCs through campus mail. If they include
cash or credit cardholder data to process the transaction through Cashier Services’ Hypercom machine, they should never be sent through campus mail. Credit card information is not to be faxed or sent to/received by Cashier Services through email, voicemail, or campus mail.

If the RRC contains cash: Contact Teri Anderson (608-262-8973) to arrange a time when a member of the Cashier Services team can meet you at The Pyle Center.

If the RRC has credit card transactions to be processed by Cashier Services: Fax the RRC to 608-265-3156, Attention Teri Anderson, or email it as an attachment to uwcashier@uwex.edu. Then call Teri Anderson (608-262-8973) to give her the credit card information in person over the phone.

Miscellaneous – drop off or pick up
If you have an item that requires drop-off or pick-up, contact Teri Anderson (608-262-8973) to arrange a time when a member of the Cashier Services team can meet with you at The Pyle Center or the 432 N. Lake Street building.

Thank you for your cooperation!

Department email: uwexcashier@uwex.edu

Grants (Extramural Support)

New WISPER procedure: Project Director Not Payrolled or Cost Shared on a Sponsored Project?

If the Project Director is neither payrolled nor cost-shared on a project, please include 1% voluntary cost share for the Project Director in the Cost Share section of the WISPER record. This will ensure that the 1% effort will show up properly on the effort statement. This requirement does NOT apply to Extension Core funds (CPB, ECB, WPRA, Friends of WPT, and county agent support funds). The WISPER Record Creation Desk Reference will be updated with this new information.

Asking for a No-Cost Extension (NCE) from your Sponsor?

If you are planning to request an NCE from a sponsor, please remember to include any changes in effort levels and/or cost share at the same time. An updated example and process flow are available on the Business Services policy webpage. All NCEs should be routed to the Division office and then to OES for review and approval.

Don’t Charge Supplemental Pay to Sponsored Projects

Just a reminder, in general, supplemental pay or overload pay is not allowable on sponsored projects. Section J.10.d in OMB A-21 does allow for some exceptions, but please check with your OES accountant before you do this.
Payroll Percentages & Cost Share Percentages – Cutting It Too Close?

Beware: When the payroll amount and the cost share amount are very similar, rounding errors may cause the cost share to not calculate properly. E.g., if 6% of salary is paid for by a non-sponsored fund, and if that exact 6% is also being cost-shared, this will likely cause an error because sometimes 6% payroll turns out to be 5.99% in HRS. To be on the safe side, allocate 0.1% or 0.2% more in payroll than the cost share amount. Thus, in the example, allocate 6.2% of salary to be paid for by the non-sponsored fund in order to ensure that 6% cost share will calculate properly.

NCURA Region IV Meeting in Milwaukee

The National Council of University Research Administrators (NCURA) holds regional meetings on an annual basis, and from April 13-17, 2013, the Region IV (Midwest) meeting will be held in Milwaukee. The workshop topics will include many useful topics that can help train / refresh research administrators on “hot-button” topics such as cost share, allowable / unallowable costs, subawards, budgeting, etc. We highly encourage UWEX staff to attend, especially given the convenient location this year – please see the conference website for updates. The likely cost will be $500.

OES Office Limited Staffing

From 12/26/12 – 12/28/12, OES will have limited staffing (1 staff person). Thus, please plan accordingly and submit any urgent matters before these dates. If you have any known deadlines during that time, please let us know IMMEDIATELY.

Happy Holidays to you and yours from everyone at OES!!

Purchasing Services

Contract Updates:

All Contracts for UW Madison, UW System and DOA can be viewed through this gateway.

Office Supplies:

Beginning March 2013 all office supplies must be ordered from the Materials Distribution Services (MDS) portal instead of via the Staples Contract Commercial portal. The charge will then appear as an Inter-Unit Journal (IUJ) in WISDM instead of appearing on your purchasing card allocation list then into WISDM. With MDS you can still allocate the charges to different funding strings.

To get an active MDS account:

1) Visit the MDS website [http://www.bussvc.wisc.edu/mds/links/aacctform.pdf](http://www.bussvc.wisc.edu/mds/links/aacctform.pdf) to complete a New Account Set-up Form
2) Fax completed form to MDS at (608) 497-4424 or email to mds csr@bussvc.wisc.edu
3) See [http://www.bussvc.wisc.edu/howto/purch](http://www.bussvc.wisc.edu/howto/purch)
/mdsHowOrder.html for instructions on ordering from MDS after you receive your MDS number

This is a mandatory contract and all office supplies must be purchased through MDS. The purchase of office supplies from a store can only be made in an emergency situation and must be documented on the log form.

Contracts that require a signature:

Contracts with outside vendors or State Agencies that require an authorized signature should be sent to Purchasing on a Contract Signature Request form. Contracts with other University departments or campuses can be signed at the department level because we are all under the same legal jurisdiction and fall under the same terms and conditions. The exception: the Fluno Center, the UW Foundation, the WI Discovery Center & WI Alumni, which although related are not part of the University. These will require a Purchasing signature. If in doubt, please send the contract to Purchasing. All Contracts require the Contract Signature Request Form.

Purchasing Card

See the Purchasing Card web site for forms, calendars, and manuals.

P Card Reviews:

Along with the regular quarterly review, which requires certain documentation to be submitted to the Purchasing Department, Purchasing has also started a bi-weekly review of the most recent card purchases. The purpose of this review is to assist department card holders of any available contracts, restricted items, improper use of card, etc. in a more timely manner rather than months down the road. Since the data received on the bi-weekly review is limited we may ask you about a purchase made and that does not indicate anything was done in error. A brief explanation is all that’s needed in response to the question. That e-mail will be placed in the card holders files for future reference should a question arise at a later date. Please continue to send documentation with the quarterly review. Thank you for your cooperation in supplying this information.

Deadlines:

The 11/24/12-12/07/12 billing cycle charges were put on the web on Monday, 12/10/12 and will need to be allocated by Friday, 12/21/12.

The 12/8/12-12/21/12 billing cycle charges will be put on the web on Wednesday, 12/26/12 and will need to be allocated by Friday, 1/4/13.

Please make arrangements with your liaison to complete the allocation for you if you plan to be on vacation.
Purchasing Reminders

Purchasing Card:

The use of university funds is not appropriate for items that are considered personal in nature such as greeting/holiday cards, flowers, etc. See the UW Financial and Administrative Policy for Official Function at http://www.uwsa.edu/fadmin/fppp/fppp6.htm.

Purchasing Office Limited Staffing

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Travel

Wisconsin Public Television (WPT) Production Services:

Wisconsin Public Television (WPT) is well known and respected for creating powerful, high quality local productions. Did you know their services are available for University departments to use to create productions or use animation technology to get ideas and issues out to your audience? See WPT Production web site at http://www.wpt5.org/Production_Services/Main or call 608-263-4106. UW-EXT departments just need to complete an internal work order for a WPT charge greater than $5,000, or put your funding string and authorized signature on invoices less than $5,000.

Happy Holidays

We wish you all a Wonderful Holiday and look forward to working with you in the New Year!!