

July 28, 2021

The following updates from the Office of the Controller are effective **August 16, 2021**.

Disbursements

Research Study Participant Payments:

Temporary Modifications have been lifted and regular operations resume. Refer to the [UMB Policy VIII-99.00\(B\) on Research Study Participant Payments](#) and the related [Procedure](#) for information on making payments to Research Study Participants. Exceptions require a fully approved [Policy or Procedure Exception Request Form](#).

Reminders:

- Payments for Research Study Participants are procured via a State check or a General Working Fund check. Using personal funds to pay research study participants and submitting a reimbursement request is not an allowable method.
- The [Gift Card System](#) is still available for purchasing gift cards that are currently available in the existing inventory (the card inventory will not be replenished). Buybacks are no longer allowed.
- Cash Payments – Study Participant cash payment logs (see [example](#)) must be submitted to fs-workingfund@umaryland.edu within 60 days after receiving the General Working Fund check.

PO and NONPO STATE Invoices:

As of the date of this notice, the State is continuing to accept electronic documentation!

Please continue to email invoices and supporting documentation as follows:

- PO Invoices and supporting documentation – AP_FINSVC@umaryland.edu
(Note: Please communicate this email address to suppliers to avoid delays).
- NONPO – **After the department has approved the invoice**, email State NONPO Invoice Header and supporting documentation to rs-bf-nonpo@umaryland.edu via [SecureXfr](#). Reminder – please limit the supporting documentation to just the necessary information needed to support the payment. For example, do not include complete project or contract information; only include the pages that refer to the payment.

NONPO General Working Fund (GWF) Invoices:

- NONPO – **After the department has approved the invoice**, email GWF NONPO Invoice Header and supporting documentation to fs-workingfund@umaryland.edu via [SecureXfr](#). Reminder – please limit the supporting documentation to just the necessary information needed to support the payment. For example, do not include complete project or contract information; only include the pages that refer to the payment.
- General Working Fund checks must be picked up by appointment only. Instructions for setting up an appointment are included in the check pick-up notification sent by the General Working Fund staff. Effective August 16, 2021, the General Working Fund Office is open Monday thru Thursday.

Travel:

- Refer to the [UMB updates](#) on travel.
- Travel Policy and Procedure virtual refresher sessions are scheduled for August 19 and September 15. Registration links: [August 19](#) [September 15](#).

Employee Reimbursements:

The State has rescinded the temporary approval allowing employees to ship purchases to their homes. Purchases must follow State procurement rules. Personal funds should not be used to purchase goods. Therefore, the TBE System is only to be used for the following types of reimbursements:

- Business Travel
- Food and Business Meals
- Cell Phone Allowances only
- Employee Development and Training (Registrations and courses/seminars only)
- Subscriptions
- Association Dues

Click [here](#) for the updated list of Object codes available in the TBE System. If the appropriate Object code is not available in the TBE System, the reimbursement must be submitted via a NONPO STATE invoice.

TBE forms that include an Object code listed in the [Appendix*](#) must be received in the Office of the Controller by 5:00 PM on Tuesday, August 10 so that they can be evaluated before the de-activation. Beginning August 11, reimbursements using an Object code listed in the Appendix must be submitted via a NONPO State invoice in Quantum.

Questions? Contact Lynell Griffin at LynellGriffin@umaryland.edu

General Accounting

Equipment/Asset Tags:

Equipment/Asset tags will be delivered to departments. General Accounting will contact departments to schedule a delivery time. **It is the responsibility of the departments to tag their equipment timely** and to promptly return the tag certification forms to DL-BFGeneralAccounting@umaryland.edu.

Reminder: Equipment/assets purchased using UMB funds, including those purchased using personal funds and subsequently reimbursed to the individual, are the property of UMB.

What is a Non-Capital Asset?

- **Non-Capital Asset (NCA):**
A Non-Capital Asset is equipment or other physical asset with an acquisition cost of \$1,000 or more but less than \$5,000 per unit and with a useful life greater than one year.
- **Designated Non-Capital Asset (DNCA):**
*DNCAs are a subset of NCAs that require additional stewardship such as documentation showing assignment to UMB employees or Affiliates. Generally, DNCAs are desirable, easily converted to personal use, and susceptible to theft. Typically, these assets are not fixed to a permanent structure and can be easily removed or carried. Examples include laptops, tablets, audio/visual equipment, and **NCAs located in a residence.***

DNCAs must be recorded in the Employee Equipment Acknowledgment Form (EEAF) System. Navigate to the EEAF System by clicking on the [Office of the Controller-Financial Services](#) website and selecting the EEAF link listed under the General Accounting section. Click [here](#) for additional information on capital and non-capital assets.

Read the [UMB Policy VIII-1.10\(A\) on Non-Capital Assets](#) and the related [Procedure](#) for detailed requirements and additional information.

Equipment/Asset Inventories:

Equipment/Asset inventories will resume in October, 2021. Additional details will be sent to departments in September, 2021.

Questions? Contact Sheri Myers at smyers@umaryland.edu

Payroll Services

Updates for payroll forms and submission requirements can be found on the [Payroll](#) Announcements webpage in the [2021 Payroll Forms Submission Instructions document](#).

Questions? Email DL-BFPayrollhelp@umaryland.edu

Student Financial Services

Re-opening of the Cashier's Office for Departmental Deposits:

Effective August 16th, 2021 the Cashier's Office will be accepting departmental deposits Monday through Friday from 8:30am – 3:00pm by appointment only.

To schedule an appointment, please book via Microsoft Bookings at:

<https://outlook.office365.com/owa/calendar/UMBUniversityCashier@umbcits.onmicrosoft.com/bookings/>

For additional departmental deposit information please visit <https://www.umaryland.edu/student-financial-services/university-cashier/>

Appendix

*List of TBE Object Codes to Be De-Activated in TBE

Object	Description
3210	Postage & Mail
3290	Mailing Service
3718	CS- Printing & Reproduction Services
3728	CS- Freight & Delivery
3915	Books/Periodicals
3916	Office Supplies
3922	Conference Materials
3924	Instructional Materials
3939	PPE Equipment
3948	Duplicating & Printing Supplies
3952	Other Supplies & Materials
3975	IT Supplies