Working Fund Workshop
April 5, 2018

Maureen Clifton,
Manager – Disbursements

Working Fund Staff:
Kenyatta Woolridge
Damon West
Brian Horan
Agenda

• Introduction
• Procedures
• Types of WF Transactions
• Voids
• Signatory Authority form
• Gift Card System
Policies and Procedures

- University Policies and Procedures Library
  - Working Fund
  - UMB Research Study Participant Payments
  - How to Use the Gift Card System
  - UMB Policy on Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees
Transaction Types

- Payroll advances/promissory notes
- Membership dues to academic and professional associations
- Subscriptions to academic and professional publications
- Study participant payments (incentives & bus tokens)
- Catering
- Deposits in relation to purchase orders for event space
- Conference booth rentals and related costs
- Dental clinic refunds

- Miscellaneous emergency payments
- Reimbursement of payroll promissory notes
- Split postage checks from the State
- Registration fees for conferences and seminars
- Publications up to $499
- Reprints of articles
- Licensing renewal fees
- Commencement awards
- MTA transaction for Parking
- Interlibrary loans
General WF Request

Catering  (contact Strategic Sourcing and Acquisition Services (also referred to as SSAS or Procurement) for approval details to submit WF request)
  • Agenda
  • List of attendees
  • Invoice/Contract (signed by the vendor, department, and Procurement)

Deposits  (i.e., commencement, convocations, conferences, catering, and seminars)
  • Purchase Order reflects the deposit (in the body of Purchase Order)
  • Supporting documentation:
    - Agenda
    - List of attendees
    - Invoice (Payee name, address, amount, details description)
WF Request Forms

• **Signature Authority** form

• Form
  – How to fill out a WF request form
  – Supporting documents needed

***Double-check your chart string before you submit the request***
***Write the full name of the payee (no nicknames) ***
***Print and sign the department head’s name***
Raven Report (4862 GL account)

• Purchasing *gift cards* or distributing *cash* will be charged to the project ID using account 4862- Study Participant Pay- Imprest.

• On a monthly basis, a journal entry must be created to credit (reduce) this account and debit (charge) account 3125- Study Participant Pay- Group for the amount of cash or gift cards

• The log will be the backup and basis for the journal entry.
Raven Report sample
Void Form

• Informing participant not to cash check after reissue has been submitted.

• Returning checks
Gift Card System

- **Gift Card System** webpage
- **How to Use the Gift Card System**
- How to fill the Gift Card Request form
- Supporting documents
- Raven report (4862 GL account)
Gift Card System/Buyback request

Under the menu list
Select:

$ Sell Back My Cards

Then --

Step 1: Choose your card type (if type is not listed, then this is not an allowable buyback)
Gift Card System/Buyback request

Step 2: Card Value (If value is not listed then this is not allowable buyback)
Gift Card System/Buyback request

Step 3: Complete all (**)

<table>
<thead>
<tr>
<th>** required fields</th>
<th>Safeway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift Card Type:</td>
<td>Safeway</td>
</tr>
<tr>
<td>Gift Card Value:</td>
<td>$25.00</td>
</tr>
<tr>
<td>Quantity: **</td>
<td>number only</td>
</tr>
<tr>
<td>Account: **</td>
<td>Account Number Only</td>
</tr>
<tr>
<td>Project ID: **</td>
<td>number only</td>
</tr>
<tr>
<td>Fund: **</td>
<td>number only</td>
</tr>
<tr>
<td>PCBU: **</td>
<td>PCBU only</td>
</tr>
<tr>
<td>Owner Department Number: **</td>
<td>Owner Department Number</td>
</tr>
<tr>
<td>Transaction Department Number: **</td>
<td>Transaction Department Number</td>
</tr>
<tr>
<td>Program: **</td>
<td>Program Number Only</td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td>MM/DD/YYYY Format</td>
</tr>
</tbody>
</table>
Finally

You will receive an email that your buyback request was submitted to Disbursements for review.

Once your request has been approved, you will receive a buyback approval notice.
Processing Timeline

• 3-5 business days for WF checks or gift card

• 7-10 business days to restock GCS
  – (Large volume order may increase timeline)
WORKING FUND “No-No List”!

- Do not type First name, Last name
- No nicknames (i.e. Mike or Kimmy vs Mikael or Kimberly)
- No handwritten details (Name, address, chartstring, etc...)
- Do not type 30+ characters in Memo description or study details (Stroke research, ....)
- Sign in the box, Print in the box, Date in the box, etc...

<table>
<thead>
<tr>
<th>Principal Investigator Signature</th>
<th>Principal Investigator Name (Please print/type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Administrator (or Designee) Signature</th>
<th>Department Administrator or (Designee) Name (Signatory Authority Form must be on file in Financial Services)</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
“No-No List” cont.

• If you are not the PI on the study, do not sign (***)
• If you do not have a Signature Authority form on file... do not sign
• Do not forget supporting documents
  – Consent form with purpose of the study, payment to participant, and the period of the study
  – Receipts
Next Disbursements Workshop

Using the eTravel System

April 19, 2018
10:00 AM – 12:00 PM

School of Law, Room 107
Upcoming Events

Travel Professionals Group Quarterly Meeting:
May 31, 2018
10:00 AM – 12:00 PM
School of Nursing, Room 130
Contacts

FS-Workingfund@umaryland.edu

FS-WF-Giftcards@umaryland.edu
# Contacts

<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>PHONE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Clifton</td>
<td>(62931)</td>
<td>Manager</td>
</tr>
<tr>
<td>Kenyatta Woolridge</td>
<td>(62155)</td>
<td>Disbursement Program Specialist/Working Fund Supervisor</td>
</tr>
<tr>
<td>Damon West</td>
<td>(61485)</td>
<td>Working Fund Contact</td>
</tr>
<tr>
<td>Brian Horan</td>
<td>(66746)</td>
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[http://www.umaryland.edu/financialservices/disbursements/working-fund/contact/](http://www.umaryland.edu/financialservices/disbursements/working-fund/contact/)
Questions?