• Does your department or area create and send invoices?
  o Is someone in your department or area a contract administrator on a contract that requires the vendor to reimburse us for something or pay us based on spend?
  o Is it automatic? Who is sending the invoices?
  o If you’re area is doing that, please email me (jsmith23@umw.edu) and Tania Ellis (tellis@umw.edu) and let us know who you’re invoicing, why, how often, what contract, etc?
  o All invoicing should be going through Accounts Receivable

• Does your department have plans to collect funds in any form – cash, check, cc?
  o If your department or area is planning an event or anything that requires collection of funds, please contact Accounting (accounting@umw.edu) prior to the event and prior to putting any processes in place

• Does your department use students on a volunteer basis?
  o Volunteers are UNPAID
    ▪ Folks often contact AP after volunteer has completed an assignment, and they want to pay the volunteer. That’s employment and must go through student employment PRIOR to beginning work
  o Student Stipends
    ▪ Please contact HR and/or payroll prior to agreeing to pay a stipend
      • Stipends are not a way to circumvent MyTime
      • Stipends do not preclude one from tracking hours, per FLSA

• Business Meal and Food Approval Form
  o BMF MUST be complete, including all signatures, prior to checking out a card from the Cashiers Office
• Finance Card in eVA
  o Don’t forget there is a UMW Finance Card in eVA (Linda Mason’s card localcard1) for purchases made using non-state funds that require use of eVA
  o umw.edu/tess Fundamentals > Chart of Accounts to determine type of fund (state vs non-state)

• Deposit deadline memo will be issued from the Cashiers Office the first week of June

• Direct Pay Invoices for FY16
  o Beginning June 19th you may process Fiscal Year 2016 Direct Pays in Banner
  o Change the Transaction Date to July 01, 2015 and enter the correct FY16 date in the Payment Due field