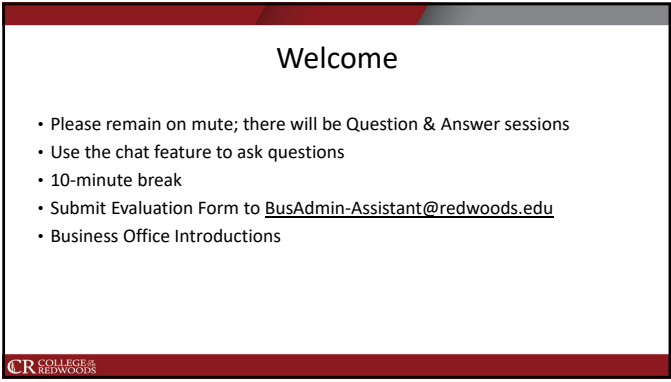
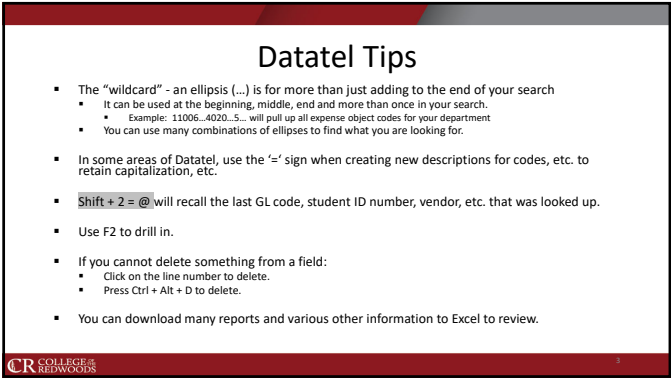




1



2




3

Signatures/Approval Thresholds

- **\$0 to \$11,450**
 - Deans, Directors, and Cost Center Managers
- **\$11,451 to \$57,250**
 - Senior Staff
- **\$57,251 to \$458,000**
 - VP of Administrative Services or the President
- **\$458,001 and greater**
 - The President

****Please note, for all submissions the requester cannot also be the approver.**

****Reference: BP 6150 / AP 6150**



4


Signatures/Approvals for Business Office Paperwork

Senior Staff refers to the President and the Vice Presidents only; this includes the following four individuals who currently serve as Senior Staff for College of the Redwoods:

Dr. Keith Flamer	President
Dr. Crystal Morse	Vice President of Instruction & Student Development
Julia Morrison	Vice President Administrative Services
Alia Dunphy	Associate Vice President of Human Resources

Example signature/approval hierarchy with 3 managers reporting through each other and then to a VP:

Employee A (a Manager/Assistant Director) reports to Employee B (a Manager/Director) who reports to Employee C (a Manager/Director) who then reports to Senior Staff D (Senior Staff/VP). When Employee A needs to fill out travel paperwork, have requisitions approved, etc. they have their Manager/Director (Employee B) sign/approve as their Manager and finally their VP signs as the Senior Staff. This scenario leave Employee C completely out of the equation.



5

Budget






6

Budget Codes/GL Codes/Line Items

- Every financial transaction that we make must be linked to the appropriate budget code to ensure proper booking.
- A budget code is broken out into 5 sections, each section is its own category.



7

Budget Code Breakdown

11006 Subfund

- Set by College and determines the funding source such as District or Restricted Program

4020 Cost Center

- Set by College and determines the department

008 Program

- Set by College and additional description of department area

0956 Activity

- Set by Chancellor's Office and determines the purpose of the expenditure

54300 Object

- Set by the Chancellor's Office and determines the type of expense

Breakdown of a Subfund

Entity	Fund	Subfund
1	110	11006


Entity
1 – District
2 – Foundation

Fund
110 - GF Unrestricted

Subfund
11000-11009 - GF Unrestricted
11010-11079 - GF Restricted
20000 - Foundation

Object Codes


40000	Revenue
51000	Instruction Salary
52000	Non-Instruction Salary
53000	Employee Benefits
54000	Supplies/Materials
55000	Operating Expenses/Services
56000	Capital Outlay
57000	Other Outgoing



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Chart Of Accounts

- The Chart of Accounts is located on the Business Office webpage in the Training Resource Tab. An updated Chart of Accounts is uploaded every month to this page.
- The Chart of Accounts can be used to figure out the correct GL coding for purchases.



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Other Budget Information

- Monitor your budgets to make sure that you do not exceed what has been allocated.
- Build budgets around allowable expenditures.
- Review budgets regularly to ensure that salaries and benefits are coded correctly. If something looks incorrect, please request an ECBR by emailing budget@redwoods.edu.

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Budget Reports

- **ACBL** – Check account available balance, allocated budget, actual expenses & details, and encumbrances.
- **AHST** – Check multiple year's available balance, allocated budget, actual expenses & details, and encumbrances.
- **GLSA** – Snapshot of the budget, showing revenue, expenses, encumbrances, and available budget. Good to use for budget transfers and a quick overall view.
- **GLTB** – Breakdown of the budget – showing details of each line item for revenues and expenses. Can be exported to excel. Good to use for billing purposes.

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ECBR – Payroll Detail Report

- An ECBR Report is a detail of payroll costs broken down by salary and benefits.
- It can be used to assist with budgeting and tracking payroll costs. Reviewing individual salary codes in Datatel does not provide detail of which employees make up the totals. An ECBR report can provide you with that detail.
- ECBR can be requested by:
 - Funding Source
 - Employee

Once you receive your report, you can sort for your needs.

idbaset	idbasetname	idbasettype	idbasetyear	idbasetmonth	idbasetday	idbasethour	idbasetminute	idbasetsecond	idbasetmicrosecond	idbasetnanosecond	idbasetpicosecond	idbasetquadrant	idbasetquadrantname	idbasetquadranttype	idbasetquadrantyear	idbasetquadrantmonth	idbasetquadrantday	idbasetquadranthour	idbasetquadrantminute	idbasetquadrantsecond	idbasetquadrantmicrosecond	idbasetquadrantnanosecond	idbasetquadrantpicosecond
10-10-18-100			1000000000	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10-10-18-100			1000000000	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10-10-18-100			1000000000	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10-10-18-100			1000000000	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10


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Questions?

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Travel Checklist

Travel Program

AP 7400

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Travel Program Updates

- ACBL must be attached with the Travel Advance/Travel Expense Request.
- ACBL must be attached with the Local Mileage Reimbursement Request.
- Per Diem Rates recently increased.
- Email all travel-related forms to travel@redwoods.edu.

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Travel Program - Reminders

- Each employee must fill out travel documents.
- Meals while traveling can not be paid with a Cal Card.
- Mileage reimbursement rate for 2024:
 - \$0.67 per mile
- Utilize the Hotel/Motel Transient Occupancy Tax Waiver.

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Travel Program

- Forms and Resources can be found on the Business Office webpage
<https://internal.redwoods.edu/formsresources>
- **Please use the current forms.**
- Travel Request Authorization
- Travel Expense Request (Post Travel) must be completed withing 14 days following the trip end date.
- Travel Advance Request (This form is only required if requesting meal funds before the trip).

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Permanent Employees Requirements for Driving

- Auto Use Permission Form
- In-District Travel Authorization Request (every fiscal year)
- Complete Defensive Driving Training (DDT)

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Travel Program – Enterprise Rental

- Make Enterprise reservation with the District account: DB30H13
- Request gas card from Maintenance (Chevron Card)
- Keep gas receipts
- Make copies of gas receipts to include with your travel forms
- Return gas card and receipts to Maintenance

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Travel Non-Reimbursable Items

• Airfare Upgrades	• Additional Luggage Fees
• Hotel Upgrades	• Alcoholic Products
• Rental Car Upgrades	• Tips
• Outside District Mileage	• Valet Parking*

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Questions?

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BREAK



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Non-Permanent Employees

- Students
- Temporary Employees
- Volunteers
 - Now required to have fingerprints completed
 - Consult HR prior to beginning driving paperwork

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Approval Packet Requirements

- Copy of Driver's License
- Certified Copy of DMV Record – current or within the semester
- Copy of Proof of Insurance – if close to expiring please send updated one once available
- Auto Use Permission Form
- Volunteer Form (not applicable to temporary employees)
- Protocols for driving District vehicles
- Defensive Driving Training (DDT)

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Process

- Once the items on the previous slide are collected and processed for signature, please submit to BusAdmin-Assistant@redwoods.edu.
- Executive Assistant to VP, Administrative Services (EA) will review for completeness and request VP, Administrative Services approval.
- Once approved EA will ask Human Resources to assign Defensive Driver Training (DDT).
- Once DDT is complete, EA will send approval letter to requestor.

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Questions?

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Contracts




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Contract Reminders

- Contracts are not enforceable obligations until they are ratified by the Board of Trustees (BP 6340).
- Deans, Directors, and Cost Center Managers have authority to sign a contract up to \$11,450.
- Contracts can not be process without Certificates of Insurance (COI).
- Use the current contract/agreement templates.
- If your contract is technology-related, the contract must be vetted through the IT department first.




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When is a Contract Required?

Contracts are required for:

- Services > \$1,000
- Goods > \$114,500
 - This information is distributed by the Chancellor's Office, the amount is updated every January.



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Types of Contracts

- **Service Agreement for Service Providers**
 - District is hiring an outside entity to provide specific professional services.
- **Service Agreement for Individuals**
 - Includes most of the basic District services outside of consulting or construction.
 - Ex: Special event speakers.



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Contract Terms

- Continuing contracts for work or **services** furnished to the District are not to exceed **five** years.
- Contracts for **goods** (materials and supplies) are not to exceed **three** years.

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Insurance Requirements

- At a minimum **Professional Liability Insurance** is required for:
 - Service Providers
 - Individuals
 - Engineers
 - Architects
 - Other licensed professionals
- College of the Redwoods must be listed as "Additional Insured" on the Certificate of Insurance
- If the vendor will be on District property, the vendor must provide proof of the following:
 - Commercial or Comprehensive General Liability Insurance
 - Automobile Insurance
 - Workers Compensation Insurance

NOTE: A business license is required for an independent contractor/sole proprietor.

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Signing for a Contract

- **\$0 to \$11,450**
 - Deans, Directors, and Cost Center Managers have authority to sign the contract.
- **\$11,451 to \$57,250**
 - Senior Staff signs the contract.
 - Senior Staff are the President, VP of Administrative Services, VP of Instruction & Student Development, and the Associate VP of Human Resources.
- **\$57,251 to \$458,000**
 - VP of Administrative Services or the President can sign the contract.
- **\$458,001 and greater**
 - The President signs the contract.

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I have a contract now what?

- Email the fully executed contract to contracts@redwoods.edu.
- Purchasing will review the contract then send the requestor a contract number.
- The contract will be on the board packet for approval/ ratification at the following month's board meeting.

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I have a contract number now what?

- Now that you have a contract number, this is the time to start your requisition.

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Printed Comments

1

Contract 2022-4

Comments

1

Reference No

1

Priority

O Place

Requisition Done

Yes

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Purchasing

CR COLLEGE OF REDWOODS

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Purchasing

- Forms and Resources can be found on the Business Office Webpage at <http://www.redwoods.edu/businessoffice>
- College of the Redwoods Purchasing Manual* can be found on the Business Office Webpage
 - REQM Screen Guide

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Purchasing - Reminders

- Use the most recent versions of these forms:
 - Re-encumber
 - Dis-encumber
 - Vendor Application

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Purchasing - Reminders

- Enter the AP Type in the REQM screen
 - For a District purchase – REG
 - For a Foundation purchase - FND
- Shipping vs. Shipping & Handling
 - Shipping – Not Taxed
 - Shipping & Handling – Taxed
- Mark Requisition Done – YES
- GL codes ending with **56xxx** must have the **Director, Administrative Services** as the final approver in Datatel.

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Purchasing - Reminders


- If you enter the requisition, you must have a separate approver on your requisition. You cannot enter a requisition and approve it.
- Use the Printed Comments section and remember to use the tilde sign ~ before and after ~ to ensure the comments print on the PO or BPO.



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Purchasing


- Determine the funding source
- Department checks Datatel for vendor
 - If you cannot find the vendor in Datatel, request CR Vendor Application, W-9 Form, and Business License from vendor and submit the information to purchasing@redwoods.edu
- Department enters requisition
 - **DO NOT USE object code 57990**
 - Obtains appropriate approvals



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Purchasing

- **Approval Limits (AP 6150):**
 - Deans, Directors, and Cost Center Managers have an approval limit up to \$11,450.
 - The VP of Instruction & Student Development, and the Associate VP of Human Resources have an approval limit up to \$57,250.
 - The VP, Administrative Services has an approval limit up to \$458,000.
 - The **President has no limit.**
 - GL codes ending with **56xxx** must have the **Director, Administrative Services** as the final approver in Datatel.



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Purchasing

- Supporting documentation for requisitions
 - Quotes, membership form, or registration forms
 - Email this information to purchasing@redwoods.edu
 - Email subject line should include **Vendor Name** and **REQ#**
- Purchasing reviews requisition
 - Communicates with Department

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Purchasing

- Throughout the Fiscal Year departments can:
 - Advise the Business Office of blanket purchase orders and purchase orders that can be closed
 - Email your list to be closed to both:
 - Purchasing@redwoods.edu
 - ~AND~
 - Accounts-Payable@redwoods.edu
 - Include in your e-mail:
 - Purchase order number
 - Vendor name

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Questions?

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Requests for Certificate of Insurance

Covering CR while non-CR entities and individuals use District property.
OR
Covering CR Staff, Faculty and Students while using non-District property.

CR COLLEGE & REDWOODS

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Certificate of Insurance

Facility Use Requests, Tabling, and Events

- AP 6700 – Use of District Facilities
 - Updated March 7, 2023
- Requests are to be made 30 days in advance.
- Any person applying for use of District property on behalf of any group must be a member of that group and have written authorization to represent that group.

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Certificate of Insurance

When a non-CR affiliated event occurs on District property, what insurance is needed?


- Contact BusAdmin-Assistant@redwoods.edu to review the insurance coverage needs for each situation.
- Events will require the group to add CR as "Additional Insured."
- What if the group or vendor does not have insurance?
TULIP event insurance is available. Contact BusAdmin-Assistant@redwoods.edu.
- Individuals will require a **Release of Liability Waiver**.

CR COLLEGE & REDWOODS

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Certificate of Insurance

Why would I need a Certificate of Insurance (COI) when using non-District property?



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Questions?



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Accounts Payable



Invoices

To ensure that District bills are paid in a timely and efficient manner, all invoices, statements, etc. should be sent to the Eureka Campus address to the attention of Accounts Payable and/or emailed to accounts-payable@redwoods.edu.

*Any late fees accrued when this process is not followed will be charged to the department.

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Approving Invoices for Payment

- **\$0 to \$11,450**
 - Deans, Directors, and Cost Center Managers have authority to approve payment of the invoice.
- **\$11,451 to \$57,250**
 - Cost Center Manager signs the invoice, as well as the Senior Staff over the cost center manager's area (VP of Administrative Services, VP of Instruction & Student Development, Associate VP of Human Resources).
- **\$57,251 to \$458,000**
 - Cost Center Manager, Senior Administrator, and VP of Administrative Services sign the invoice.
- **\$458,001 and greater**
 - Cost Center Manager, Senior Administrator, VP of Administrative Services, and the President sign the invoice.

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Closing Blanket Purchase Orders (BPO)


Send an email to purchasing@redwoods.edu & accounts-payable@redwoods.edu

Benefits of Closing BPO

- Free up encumbered funds
- Assist in year-end closing process

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Revolving Cash Request Process

- Use the most current form
- Employee reimbursements for cash paid out-of-pocket
- Submit as soon as possible
 - *When you submit could affect the fiscal year it is paid out of*
- Request must be accompanied by
 - Revolving Cash Request Detail Form with all appropriate signatures
 - Original detailed receipt(s)
 - GL codes
 - Proof of Availability of Budget
 - Submit a screen shot of ACBL


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Cal Cards & Sales Tax



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Cal Cards

When is the monthly statement reconciliation due in the Business Office?
As soon as possible, or by the 15th of the month following the statement date or sooner.

Who needs to sign off on my Cal Card reconciliation?
The cardholder, supervisor, and Vice President or President (if applicable).

Why is it so important go complete and submit my Cal Card in a timely manner?
The sooner the reconciliation is submitted to the Business Office it can be processed and posted. Therefore, making your budget much more accurate as you review it for expenditures, etc.

Why is it necessary to fill out a new Cal Card Agreement each fiscal year?

- **Accountability**
- **Reminders of the do's and don'ts of being a responsible cardholder**
- **Updates on policies and procedures for cardholders**
- **Changes may occur each fiscal year**

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Cal Cards

- If you need GL codes set up to have correct Object Codes, please email budget@redwoods.edu.
- Detailed receipts are required for each transaction. The receipt must show what was purchased, the tax amount, the shipping amount, etc.
- Separate receipt amounts for combined purchases.
 - For example, you have purchased both Food (-54710) and Supplies (-54730) in the same transaction, in the Description box, note the different GL codes, description of what was purchased for each GL code, and the amount to be charged to each GL code.
- If you have been approved to purchase food for an event, a **Meal Roster Sign-In for Food Purchases** form signed by all attendees must accompany the charge.
- If you have been approved for a purchase, etc. by **ASCR**, the meeting minutes showing the approval must be attached to the reconciliation packet.

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Cal Cards

- Deliveries are to be made to College of the Redwoods sites only:
 - Eureka Main Campus, Eureka Downtown
 - Klamath-Trinity, Del Norte, Pelican Bay
- Purchasing from vendors that are set up in Datatel. (i.e. Amazon, Staples, etc.)
 - Approved vendors set up in Datatel must go through the requisition and purchasing process.
 - Check Datatel before you use a Cal Card with a vendor.
 - Use of vendors set up in Datatel with purchases being made on the Cal Card put the cardholder at risk of having their card privileges revoked.
- Funds/Budget must be moved before submitting your Cal Card. Check your budgets and move funds appropriately.

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Before Submitting Your Statement

- Do a final review to verify statement reconciliation is correct and complete.
 - GL Code for each charge
 - Description for each charge
 - Detailed receipt for each charge
- **DO NOT USE object code -57990 on your reconciliation.**
- Move budget to the appropriate GL Codes.
- Email your completed Cal Card Reconciliation document to BusAdmin-Assistant@Redwoods.edu for Adobe Sign signature processing.
 - You will receive a copy of the final, signed version for your files.

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Sales vs. Use Tax

- College of the Redwoods is not a tax-exempt entity.
- Retailer/Seller charges **Sales Tax**, they are responsible for reporting and paying to the State of California.
- No tax charged, the District is responsible for accruing and reporting **Use Tax** on those purchases and paying the tax to the State of California each quarter.
- Tax applies to the sale of merchandise. The District is paying tax to use, store, or consume items purchased.

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Sales/Use Tax Rates

Eureka Main Campus ~ Humboldt County	7.75%
Klamath-Trinity Site ~ Humboldt County	7.75%
City of Eureka	9.25%
Workforce & Community Education	
Adult Education	
Crescent City ~ Del Norte County	8.25%

*Tax rates can and do change periodically.
Remind your vendors that we are not within Eureka city limits at the Main Campus.*

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Questions?

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Adobe Sign


<https://help.redwoods.edu>

To submit a Help Desk Ticket for IT, please click on the "Report an Issue" button and fill out the form.

Issue related to: IT
Subject: Adobe Sign access

**Adobe Sign**

<https://secure.echosign.com/public/login>




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Why use Adobe Sign?

- **E-signatures**
 - Multiple or single signers
 - No account necessary for signer
 - Sends and tracks signatures for you
 - Copy to those who need the signed document
 - Produces an audit report


- **Templates**
 - Created for being fillable or signature only



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Tips & Tricks for Adobe Sign

- Digital Signatures - Adobe Sign can be used to get additional e-signatures
- Audit Pages
- Combining signed documents – Portfolio
- New look; Switch to Classic Experience



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Business Office Contacts

<https://www.redwoods.edu/businessoffice>


- ❖ Accounts Payable (A/P) accounts-payable@redwoods.edu
- ❖ Accounts Receivable (A/R) business-office@redwoods.edu
- ❖ Budget budget@redwoods.edu
- ❖ Cal Cards ericka-barber@redwoods.edu
- ❖ Certificates of Insurance busadmin-assistant@Redwoods.edu
- ❖ Contracts contracts@redwoods.edu
- ❖ Purchasing purchasing@redwoods.edu
- ❖ Student Accounts business-office@redwoods.edu
- ❖ Travel travel@redwoods.edu



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Thank you for attending!

Any Questions?



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Fall 2024 Business Office Training
Evaluation Form





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