Welcome!

Finance Office
Here to Serve
Finance Office

Michael Varnet, CPA, CPFO
Chief Financial Officer
The Finance Office is located in Library 21c at the Northwest Corner of the 2nd floor.

Mailing Addresses:

Finance Office (General Mail)
PPLD, Library 21c
Attn: Finance Office
1175 Chapel Hills Drive
Colorado Springs, CO  80920

Accounts Payable (Give to Vendors for Invoices)
PPLD, Library 21c
Attn: Accounts Payable
PO Box 1171
Colorado Springs, CO  80901-1171

Contact Information:

Mike Varnet, CPA CPFO
Chief Financial Officer
mvarnet@ppld.org
Ext. 6504

Dana Austin, APS
Finance Specialist
daustin@ppld.org
Ext. 6501

Sarah Brooks
Finance Assistant
sbrooks@ppld.org
Ext. 6502

Dawn Ouradnik
Payroll Specialist
douradnik@ppld.org
Ext. 6503

Tatiana Zonte
Accountant
tzonte@ppld.org
Ext. 6506

Merry Zumwalt
Finance Specialist
mzumwalt@ppld.org
Ext. 6804

Who do I call with my question?

Dana Austin
• Mileage Reports
• Staff Reimbursements
• Invoice Questions
• Payment Inquiries

Sarah Brooks
• Petty Cash
• Travel and Training/Conference Attendance Questions

Dawn Ouradnik
• Payroll and Pay Check Questions
• Leave Accruals
• Sick Leave Bank
• COBRA

Tatiana Zonte
• General Accounting
• Budgeting
• Designated Funds & Grants
• Purchasing
• MUNIS Purchasing, GL, & Reports

Merry Zumwalt
• Library Materials Invoice Questions
• Staples Invoices
• Invoice (non-Library Mat’s) Questions (Call Dana 1st)
• Payment Inquiries
Updated Financial Guidelines

- Approved by Board - February 2017

- Quotes/Bids
  - Minimum 3 quotes >$10,000
  - Request For Proposal >$100,000
  - May use State, County or City Contracts when they completed an RFP process

- Petty Cash Limit - $250
Updated Financial Guidelines

- **Requisitions**
  - CFO approves all > $5,000
  - Chief Librarian approves all > $50,000
  - Board of Trustees approves all > $100,000

- **Contract Authority**
  - Leadership Team can sign < $5,000
  - CFO or Chief Librarian sign >$5,000

- **ICA’s - require Requisitions - any amount**
  - Move towards check requests once implemented in MUNIS

- **Chief Librarian - signs checks >$25,000**
Financial Guidelines – Update

The Pikes Peak Library District (PPLD) Financial Guidelines, as updated, were most recently approved by the Board of Trustees in 2010. The new Financial Guidelines will not only include an update to the previously approved guidelines (as appropriate), but will also include additional entity wide policies. This project should be completed by the end of 2017.

Until then, there are certain existing policies and guidelines that should be updated currently. Such updates will be incorporated into the rewritten Financial Guidelines document referred to above. The recommended updates are as follows:

Reserves/Fund Balances

1. General Fund unreserved fund balance shall exceed 15% of the annual operating revenue. The current target is one to three months (8 – 25%).

2. PPLD’s fund balance categories shall comply with the following as required by Generally Accepted Accounting Principles:

   a. **Nonspendable fund balance.** Fund balance in this category is inherently non-spendable, such as the long-term portion of loans receivable, prepaid expenditures and inventory.

   b. **Restricted fund balance.** This category has externally enforceable limitations on the use of fund balance, imposed by parties such as creditors, grantors, or laws or regulations of other governments.

   c. **Committed fund balance.** This encompasses limitations imposed by PPLD on itself as the highest level of decision making (e.g. a resolution by the Board of Trustees). For example, the Board might like to commit a portion of fund balance to a “stabilization fund” to provide a cushion against unknown economic shocks and revenue declines. Use of this fund balance can only be accomplished with another resolution made by the Board.

   d. **Assigned fund balance.** This category is for the portion of fund balance that is earmarked for an intended use. The intent is established at either the highest level of decision making or by an official designated for that purpose.

   e. **Unassigned fund balance.** This encompasses all fund balances that are left after considering the other four categories. Use is least constrained in this category of fund balance. This category appears only under the General Fund.

These definitions are currently not included in the Financial Guidelines.
Procurement Guidelines

1. Petty cash can be used for purchases up to $250 except Independ Contractor Agreements (ICAs). All petty cash transactions must be approved by the employee’s direct supervisor. Receipts should be submitted to the Petty Cash Custodian within 10 business days after the receipt of petty cash funds. The Finance Manager must approve any and all petty cash transactions greater than $250.

The current petty cash limit is $150 per transaction.

2. Check Requests may be used for purchases up to $500 except ICAs. The Check Request form must include all pertinent vendor information, the purpose of the transaction, the vendor invoice, the account number, and approval by the employee’s immediate supervisor.

The current limit is $150. Requisitions must currently be used for purchases greater than $150.

3. A Purchase Requisition must be used for all purchases greater than $500. Exceptions to this rule are ICAs (regardless of amount) and Personnel-related purchases/disbursements (training, employee benefits, salary/wages and related taxes, library material purchases, and emergency-related purchases).

The current limit is $150. Requisitions must currently be used for purchases greater than $150.

4. Bidding requirements are as follows:

a. Purchases less than $10,000 – no bids or quotes required. The current limit is $5,000.

b. Purchases $10,000 - $100,000 – a minimum of three bids/quotes are required. The current limit is $5,000 - $50,000.

c. Purchases greater than $100,000 – requires a formal Request for Proposal (RFP) process. The current limit is $50,000.

5. Requisition/Purchase Order approvals are as follows:

a. Finance Manager approves all Purchase Orders to ensure proper account classification and compliance with the bidding requirements. This requirement is not included in the Financial Guidelines.

b. Chief Finance Officer approves all Requisitions/Purchase Orders greater than $5,000. No change.

c. The Executive Director approves all Requisitions/Purchase Orders greater than $50,000. The current limit is $5,000.
d. The Board of Trustees approves all Requisitions (via the RFP process referred to above) greater than $100,000. The current limit is $50,000.

6. Purchases made through use of a credit card must follow the guidelines listed above.

7. For all purchases of product or services greater than $100,000 annually, a formal RFP process has be completed at least once every five years. The current limit is $50,000.

8. For all purchases of product or services $10,000 - $100,000, quotes shall be obtained each year unless a formal RFP process was completed. If a formal RFP process was completed, then the process shall be completed at least once every five years. The current limit is $5,000 - $50,000.

9. The State of Colorado and other agencies often complete a formal RFP process for contracts which may be used by local governments such as PPLD. If appropriate and allowable, PPLD staff may use one of these contracts in lieu of completing the RFP or bid/quote processes described above. Currently, this is not listed in the Financial Guidelines.

Contract Approval

1. Leadership Team members are authorized to sign contracts within their budgetary authority up to $5,000. Currently, the Executive Director and the Chief Finance Officer are the only two PPLD employees authorized to sign contracts.

2. The Chief Finance Officer and/or the Executive Director are authorized to sign contracts in excess of $5,000. The Chief Finance Officer and/or the Executive Director are also authorized to sign contracts less than $5,000, but their approval/signature is not necessary. Currently, the Executive Director and the Chief Finance Officer are the only two PPLD employees authorized to sign contracts.

3. All Personnel Services contracts (Independent Contractor Agreements), regardless of the amount, must be signed by the Finance Manager. Currently, the Chief Finance Officer signs all such contracts.

4. A Requisition is required for all Personnel Services contracts, regardless of the amount. No changes.

Authorized Check Signatories

1. The Chief Finance Officer signs all checks through an electronic check signing process. The Chief Finance Officer reviews the check disbursement register prior to the release of checks. No changes.

2. The Executive Director (or delegate alternate) manually signs all checks greater than $25,000. The current limit is $10,000.

Capitalization Threshold
1. All purchases of assets, with an estimated useful life in excess of one year, with a cost greater than $5,000 must be capitalized as a fixed asset. **No changes.**

2. Software purchases/development costing more than $50,000 must be capitalized as an intangible asset. **This is currently not listed in the Financial Guidelines.**

**Journal Entry Approval**

1. Journal entries include adjusting journal entries (accounting records), budget journal entries, and encumbrance journal entries.

2. The Finance Manager must approve all journal entries. **No changes.**

3. The Chief Finance Officer must approve all journal entries in excess of $10,000. **Currently, the Chief Finance Officer must approve all journal entries. In addition, the Executive Director currently approves journal entries in excess of $10,000. This change removes the Executive Director from this process.**

4. The Chief Finance Officer is prohibited from entering journal entries. **No Changes.**

5. The Finance Manager is authorized to make journal entries. In such instances, the Chief Finance Officer must approve these journal entries, regardless of the amount. **No changes.**
Benefit Changes:
   Need to be received in Human Resources TWO WEEKS prior to pay date.

Time Entry in Munis ESS:

For EMPLOYEE:
   Time entry is due the Monday, after prior pay period.

For APPROVERS:
   Approvals are due by Wednesday at Noon, after prior pay period.

SUB Time Sheets:
Approved sheets are Friday at Noon, after prior pay period.
Payroll

Deadlines & Turnaround Times

The following happens during payroll week.

**WEDNESDAY**
- Direct Deposit Setup
- Live Checks Cut

**THURSDAY**
- Live Checks Mailed

**FRIDAY**
- Direct Deposits are Available

PAYROL SCHEDULE IS AVAILABLE ON WIKI
Payroll

Observations / Additional Duties

- Leave Accruals
- Sick Leave Bank
- Cobra Invoicing
Payroll

Timelines for Payroll

**STAFF** deadline to **SUBMIT BENEFIT CHANGES**: All employee changes to benefits, direct deposits, etc. (anything that shows up on your paycheck as a regular deductions), needs to be go to Human Resources **TWO WEEKS prior** to pay date.

**STAFF** deadline to **SUBMIT TIME ENTRY** for supervisor approval: **Monday** after pay period ends.

**SUPERVISOR** deadline to **APPROVE TIME ENTRY**: **Wednesday at 12pm**

**SUB Time sheets** need to be approved and sent into Payroll by **Friday at 12pm**

**Payroll** will run direct deposit and “live” checks on the following **Wednesday**

**Payroll** mails “live” checks on Thursday. Postal picks up once a day at 5:30pm

**Direct Deposits** are available on **Friday**

Leave Accrual Maintenance

Leave Accrual Updates are given the following **Monday** after each payroll check date

Yearly Leave Accrual Updates happen in January every year (closing one year staring another)

Refer to Personnel Policy # 500.15 Vacation Leave, #500.11 Medical Leave, #500.6 Floating

Holiday Leave

Sick Leave bank Maintenance

The Sick Leave Bank balance information is not in Munis at this time

Payroll maintains a separate spreadsheet outside of Munis that shows usage and balance info

Munis enrolls new employees by deducting hours from medical leave to fund the sick leave bank

Dawn in Payroll and Heather in HR can access

Refer to Personnel Policy #500.13

Cobra Invoicing

The Cobra Process starts when an employee is terminating from the library

Heather in HR will give them paperwork to fill out and explain the process

Dawn in Payroll will prepare the Cobra invoices the first week of each month for the next month’s coverage

Observations

Employees to make sure time is entered, save, and submit
### Pikes Peak Library District

**Payroll Schedule - Year 2018**

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<th>Pay Date</th>
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</tr>
<tr>
<td>12/17/2018</td>
<td>12/30/2018</td>
</tr>
</tbody>
</table>
Accounting and Purchasing

Tatiana Zonte
Accountant

- General Accounting
- Budgeting
- Bank reconciliation
- Designated Funds & Grants

- Purchasing
- Encumbrances
- Vendor Database
- Fixed Assets
- Contracts File

MUNIS Assistance on Purchasing, Accounting, Budgeting, and Reports
Let’s go shopping
PPLD has a Decentralized Procurement Policy and a Centralized Payments Process

*In the limit of the approved budget*

Each department has to:

- Identify the needs
- Select the vendor
- Choose the price, *the lowest price is not mandatory*

Finance - A/P has to pay:

- Based on:
  - Supervisor approval
  - Support documents
What we order:

1. Library Materials
   - Sirsi

2. Office Supplies
   - Staples

3. Small Items
   - Credit Card

4. Major Goods
   - MUNIS

5. Services
   - MUNIS

6. Performances
   - MUNIS

Each category has its own flow
At the very end we have to pay...

- Petty Cash
- Employee Reimbursement
- Credit Card
- Checks
...with money coming in from:

- Property Taxes
- State & Government Grants
- Cash Received
MUNIS, a product of Tyler Technologies, is an Integrated Enterprise Resource Planning System

HR/ Payroll/ESS and Financials

A Munis Requisition is required for items more than $500 such as:

- Major Goods
- Services
- Open POs
- Independent Contractor Agreement
- Other Items
Three-way match Rule

Purchasing Cycle

- Invoice match / Payment
- Identify need
- Purchase Requisition
- Approval
- Purchase Order
- Goods / Service Receipt
MUNIS Purchasing Flow

Department Level

1. Submit a Requisition
   -to encumber sufficient funds
     ➢ Include a proper description on the line detail
     ➢ Attach all required documents
     ➢ Provide new vendor information & W-9 form
     ➢ Release the requisition 😊

2. Approve Requisition
   ➢ Review attachments, GL account(s), description
### MUNIS Purchasing Flow

<table>
<thead>
<tr>
<th>Finance Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Convert Requisition to PO</td>
</tr>
<tr>
<td>4. Approve PO</td>
</tr>
<tr>
<td>5. Print PO</td>
</tr>
<tr>
<td>6. Place Order</td>
</tr>
<tr>
<td>7. Receive in MUNIS to confirm goods or services receipt or to approve a payment</td>
</tr>
<tr>
<td>8. Payment</td>
</tr>
</tbody>
</table>

#### 3. Convert Requisition to PO
- It takes us up to two days to process an approved requisition and have the order ready.

#### 4. Approve PO
- Notify Purchasing if:
  - you are going to place the order
  - cancel an order
  - need to change amount, account, vendor, or description on a PO

#### 5. Print PO

#### 6. Place Order
- Notify Purchasing if:
  - you are going to place the order
  - cancel an order
  - need to change amount, account, vendor, or description on a PO

#### 7. Receive in MUNIS to confirm goods or services receipt or to approve a payment
- Receive in MUNIS as soon as you receive the items or have to approve the payment

#### 8. Payment
- Send the invoices to Dana and to Invoices@ppld.org
MUNIS version 11.3 - New Main Screen

You have to customize your screen
An example of a main page in MUNIS new version
Requisition Entry New Screen
MUNIS Documentation is posted on Intranet at:


Munis 11.3 Upgrade Training:

Monday, February 26
8:30am – 10:30am
Library 21c – 2nd floor Training Room

Wednesday, February 28
2:30pm – 4:30pm
Library 21c – 2nd floor Training Room

Tuesday, March 6
8:30am – 10:30am
Library 21c – 2nd floor Training Room

Thursday, March 8
2:30pm – 4:30pm
Library 21c – 2nd floor Training Room

Accounts Payable is next!
Independent Contractor Agreement Process
(Draft 2018)

1. Prepare the Independent Contract Agreement (ICA)

The ICA template is located on the Intranet at:

Departments → Finance → Contract Information → “Independent Contractor Agreement”

Please use the template to document contract terms. Replace existing GREEN and RED text with your program specifications for: contractor/business name, scope of work to be performed, program coordinator, fees, payment terms, vendor mail address, etc.

Please have the contract reviewed and signed by the vendor before you submit it to Finance Office as an attachment to the Purchase Requisition as discussed below. There is no need to send a hard copy to the Finance Office.

2. Prepare the Purchase Requisition

Given the various IRS implications, we require a Purchase Requisition to be prepared for all ICA’s regardless of the amount.

We also require an IRS Form W-9 to be completed for all new vendors. An updated W-9 form is needed for the existing vendors that changed their name, Tax Identification Number, or address. The contractor/business name on ICA must be same as Name and/or Business name on the Form W-9.

Please attach ICA and the W-9 form to the Requisition.

To facilitate this process, please submit your requisition at least two weeks before the program date. Please include the contact information (e.g. name, address, phone number, email) for the new vendor in the Vendor/Sourcing Notes box. Don’t hesitate to include payment requirements and any additional information in the General Notes box.

3. The Purchase Requisition is converted to a Purchase Order and the requisition originator is notified.

By policy, the CFO will review and sign all ICA’s. A signed copy of the ICA will be delivered to the originator if requested.

4. Prepare the payment

The originator of ICA and Purchase Requisition will need to receive on the Purchase Order signifying approval for payment to the Independent Contractor. ICA serves as the invoice for payment purposes.

The originator will be notified when PO is ready to receive. Please allow at least 15 days after you receive in MUNIS for a check to be issued.

Please state where and when to send the check in the Comments box of PO Receiving. Unless instructed otherwise, the Finance Office will send the check to the program coordinator up to 5 days before the event via interoffice email or directly to the vendor 15 days after the event.

5. Program cancellation

Please notify the Finance office when the program is cancelled or rescheduled.

We appreciate your feedback on the Finance Office processes and procedures!
INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is made and entered between, Contractor Name and/or Business Name, an independent contractor hereafter referred to as "Contractor", and the Pikes Peak Library, hereafter referred to as "PPLD".

In consideration of the covenants and conditions hereinafter set forth, and Contractor agree as follows:

1. SERVICES

Contractor shall perform the following services for PPLD (the "Work"):

   Ex. Concert Series on:
   
   Tuesday, March 23 at 10:30 am – Fountain Branch
   Wednesday, March 24 at 9:30 and 10:30 am – Penrose Library
   Thursday, March 25 at 9:30 and 10:30 a.m. – East Library

2. REPORTING

Contractor shall report to PPLD employee name and/or title.

3. TERM

This Agreement shall commence on Day, Date and shall expire on Day, Date. Contractor agrees to perform services above on or before the expiration of the term set forth above. Contractor must provide a signed IRS W-9 form.

4. PAYMENT/FEES

Contractor will be paid the following fee for Work performed under this Agreement in accordance with the following terms:

For example:
- $300 single show (1)
- $450 back-to back (2)  Total = $xxxx
- Or one check after each performance
- Or a check at the time of the performance, etc.

Payment in the form of a check will be mailed within 15 days after the final performance, unless specified otherwise above.
5. **RETURN OF MATERIALS**

Contractor agrees that upon termination of this Agreement, Contractor will return to PPLD all supplies and equipment owned by PPLD, and documents and any other material containing or disclosing any confidential or proprietary information of the . Contractor will not retain any such property or materials.

6. **INDEMNITY**

Contractor agrees to indemnify, defend, and hold PPLD and its successors, officers, directors, agents and employees harmless from any and all actions, causes of action, claims, demands, cost, liabilities, expenses and damages (including attorneys' fees) arising out of, or in connection with any breach of this Agreement by Contractor.

7. **RELATIONSHIP OF PARTIES**

Contractor is an independent contractor of PPLD. Nothing in this Agreement shall be construed as creating an employer-employee relationship, as a guarantee of future employment or engagement, or as a limitation upon PPLD’s sole discretion to terminate this Agreement at any time without cause. Contractor further agrees to be responsible for all of Contractor's federal and state taxes, withholding, social security, insurance, and other benefits.

8. **TERMINATION AND BREACH OF AGREEMENT**

PPLD may terminate this Agreement at any time without cause and without further obligation to Contractor except for payment due for services performed under this Agreement prior to date of such termination.

Pikes Peak Library District:

By: __________________________

(Signature)

Name: Michael E. Varnet

Title: Chief Financial Officer

Date: __________

Contractor:

By: __________________________

(Signature)

Name: __________________________

(Print)

Address: __________________________

Date: __________
# Pikes Peak Library District
## Fixed Assets

**ADDITION**

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<td>Date Item Received</td>
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<td>Supervisor Signature</td>
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Send Form to Purchasing

**TRANSFER**

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<td>Supervisor Signature</td>
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Send Form to Facilities

**REMOVAL**

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Send Form to Facilities

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<td>Item was sold to</td>
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<tr>
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Send Form to Purchasing

Book Value __________  Finance Officer Approval __________

Starting minimum bid __________  Lowest minimum bid __________
Accounts Payable

Dana Austin, APS
Finance Specialist

&

Merry Zumwalt
Finance Specialist
WHO is Accounts Payable

Dana Austin

**Process Invoices / Check Requests**
- Invoices (non-Library Materials)
- Reimbursements

**Backup Support**
- Payroll
- Petty Cash at Library 21c
- Library Materials

**Payment Inquiries**
- Staff / Vendor / Patrons
WHO is Accounts Payable

Merry Zumwalt

Process Invoices
- Library Material / Staples

Backup Support
- Regular AP
- Purchasing
- Cash Counting

Payment Inquiries
- Library Materials / Staples
Deadlines & Turnaround Times for A/P

Invoice Payments
- Issued weekly on Thursday.
  • If proper authorization and backup are received by Friday, invoices will be paid following Thursday.

Staff Reimbursements & Mileage
- Issued 2nd & 4th Friday each month.
  • If proper authorization and backup are received by the 1st and 3rd Friday the reimbursement will be processed the following week.

Credit Cards Payments
- Issued once per month for each of 13 cards.
Because there are 13 credit card statements it is very important that AP receives Statements and Backup 10 to 14 days prior to the due date shown on the statement.
  • The backup we look for is 1) copy of credit card receipt attached to a signed/dated check request, or 2) a receiving record in Munis if a PO was used.

Office Supplies
- Paid Weekly on Thursday.
Backup received by Friday will usually be paid the following week.
  • Acceptable backup includes: Packing slip (check outside and inside box) as well as the e-mailed delivery notice Staples sends to requestors.
Help us help YOU...Required Information

Invoices

Who do they go to?

FOR NON-LIBRARY MATERIALS: Vendors must send their invoices directly to A/P in order to expedite their payment.
• See our Contact Information sheet (with your handouts) for the correct A/P address.

What if I receive one in the mail?
• This does not apply to collection mgmt. staff.
• FOR NON-LIBRARY MATERIALS: Vendors must send their invoices directly to A/P in order to expedite their payment.

Why shouldn’t I attach them to the requisition?
• Please do not attach invoices to purchase requisitions. If there is an invoice attached to the requisition, then this is a red flag that the process was started prior to having received approval through Munis which is the correct process.

Where can I find mine for approval?
• Staff who are authorized to approve invoices will find copies of their invoices in a shared “Invoices” folder on Athena.
• This is regardless to if an invoice has a PO attached to it or not.
• This information will be on the AP handout.

How do I approve an invoice to be paid?
• Copies of Invoices Received in AP are located at: \Athena\Invoices\ 
  • If the purchase was made using a PO, then a receiving record (in Munis) must be entered.
  • The invoice should be moved from your invoices folder into the “Received” invoices folder (a subfolder).
• If the invoice is to be paid with a check request attach a copy of the invoice and send to AP.
Observations

Patron Reimbursements

Staff Reimbursements

• Mileage
• Other

Credit Card Payments

Patron Reimbursements

1) Current mailing address.
2) Signatures
3) Backup Paperwork

Staff Mileage Reimbursements

1) Use Current Year’s form
   1) Automatically calculates – reduces errors.
2) ONE (1) month per sheet.
3) Supervisor SIGNATURE at the Supervisor’s Approval field on the form.
4) Account Number
5) Signature
6) Totals

3) Backup paperwork

Credit Card Payments

1) Correct vendor number:
   - 19491 – Wells Fargo
   - Please do NOT use 19204, unless you work in Collection Management.
2) Where a PO was used to make the purchase:
   - Receiving record in Munis
   - If multiple PO lines exist, please note on the backup paperwork which PO line the item(s) pertain to.
3) Signature and Account number where Check Request is being submitted.

Other kinds of Staff Reimbursements

DANA AUSTIN

1) Account Number(s)
2) Supervisor/Manager Signature
Accounts Payable
Information Sheet

Invoices

Vendors should send invoices directly to Accounts Payable. There are two ways to do that.

1. Email invoices to invoices@ppld.org

2. Mail invoices to:
   Pikes Peak Library District
   Accounts Payable
   PO Box 1171
   Colorado Springs, CO 80901-1171

Staff should not be getting invoices. If you do, please send a hard copy of the invoice to Accounts Payable either through the email above or interoffice envelope. If Accounts Payable does not receive a hard copy of the invoice then we don’t know there is one out there waiting to be paid.

Credit Cards

Credit Card Statements and all backup should be sent into Accounts Payable 2 weeks before the due date on the statement. Make sure the vendor on all PO’s are Wells Fargo (19491) and that everything is received.

Staff Reimbursements

Staff reimbursements are done on the 2nd and 4th Friday of each month. In order to be done on those days, the reimbursements need to be in Finance by the 1st and 3rd Fridays of the month.
should be limited to expenses related to the daily trip (e.g., parking, meals, etc). This form will automatically calculate distance between library locations, but other locations and mileage will have to be manually entered. The round trip option is not designed to work with mileage outside of district facilities.

### Daily Car Mileage and Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Purpose of Trip</th>
<th>Today's Other Travel or Parking Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/27/18</td>
<td>pe to ea</td>
<td>14</td>
<td>Example- Meeting</td>
</tr>
</tbody>
</table>

**Very Important:** ANY MILEAGE RELATED TO TRAVELING TO TRAINING EVENTS DOES NOT GO ON THIS FORM. IT GOES ON THE TRAVEL EXPENSE FORM.

Everything inside the red at the top must be filled out. The "Month" and "Year" fields are drop down boxes for you to utilize.

1. Make sure you are using the correct year's mileage report. Filling it out on line is the best way as it totals everything up for you.
2. Supervisor's approval box is for your supervisor's signature. Please don't type the name in there.
3. Employee number: The number at the end of your name when you sign into ESS.
4. Account number: If you don't know it your supervisor should.
5. Only one month per sheet. Even if there is only one line for a particular month.
6. Do not fill out Other Travel Expenses on the right side unless you have things like parking, meals, or tolls.
7. Sign the bottom and turn in to your supervisor for their signature

**I certify that the above information is accurate and pertains solely to library business.**

**Signature: ___________________________**

**Date: ___________________________**
Finance Assistant

Sarah Brooks
Petty Cash
Cash Receipts
Travel Coordination
P.E.T.T.Y. Cash
(Pretty Excited To Tell You)

- Completed Purchase Receipt
- Account Number
- Supervisor Signature
- Happy Face 😊
Cash Receipts
3 is a magic number

Bank bags containing register tapes will be processed within 3 business days.

Printer, Fax, and Copy money should be sent to Finance at least every 3 weeks.
Travel while Training
Our Travel Policy and the usage of a couple forms is currently being reviewed. Staff development and training has become a larger focus for PPLD, the Leadership Team is ensuring that we have a process in place to help staff.
The first step will be to fill out and submit the Conference Attendance Request Form to your supervisor.
Once you have completed this form please send it to Sarah Brooks (me)

The new form facilitates budget planning / monitoring

Our goal is to have this form in place by march 5th. You’ll receive an email when the form has been approved to use.
Step 2

- Travel Request Form - Draft
  - Budgeting Tools
- Air Travel Request
  - Travel Agent - Nancy Heck
Per diem is a rate determined by the city in which you attend a conference or training. There is a set break down for each meal – 20%, 25%, 55%. Using the IRS guidelines for this rate eliminates the need for keeping receipts as pertaining to meals and incidentals.

ALL other receipts need to be submitted with your Expense Report. Shuttle, taxi, parking, baggage, etc.

Travel Expense Reports have 30 days to be submitted after you return from your trip.
Questions?

Anyone?....

Anyone?....
Thank you for coming to our session and for your time.

Have a great rest of your day!