

# Business Administrator's Forum

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December 12, 2013



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UNIVERSITY

Benson 401D

## **What's new with Pcard?**

Includes a demo of the new user interface

*Presenter: Dawn Cadd*

## **New Policy and Procedure for Charitable Contributions made by the University**

*Presenter: Sharon Anderson*

## **Exempt PTO Tracking in NovaTime & Electronic W-2's**

*Presenter: Cathy Dillingham*

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# University PCard Program

## What's new?

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- ✓ Improved “violation” process
  - ✓ *New!* Works User Interface
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## ***October 1 statement***

- **650** statements
- **8** cards were suspended
- ★ **Less than 2%**

## ***November 1 statement***

- **682** statements
  - **6** cards were suspended
  - ★ **Less than 1%**
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# ***New!* Works Interface**

**Same data. New look.**

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December 17<sup>th</sup>

Register on the PDC

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# Finance Policies & Procedures

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Charitable Contributions Made by the University



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- **Charitable Contributions Made by the University**
  - Administrative Policy
  - Administrative Procedure

<http://finance.wfu.edu/faculty-staff/invoices-and-reimbursements>

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## Policy

Wake Forest University is a not-for-profit, tax-exempt institution, categorized by the Internal Revenue Service as a 501(c)(3) organization. As such, the University may only make contributions (funds, goods, or services) to another entity, qualified charity, or individual when certain conditions or criteria are met and when the contribution relates to the mission of Wake Forest University.

A charitable contribution to another qualified charitable organization has an annual dollar limitation, not to exceed \$10,000 per organization in a fiscal year, as provided in the Related Policy Resolution supporting 7.4.2 of the University Bylaws. Amounts in excess of \$10,000 require the additional approval of the Chair of the Board of Trustees.

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## Procedure Highlights

- Qualified charity or individual furthers the core mission of the University
  - Contribution does not jeopardize the institution's 501(c)(3) status
  - Honoraria cannot be redirected (exception: Clergy with a vow of poverty -- we may provide payment to the visiting clergy's church which enabled the visit)
  - Process through Accounts Payable
  - Perform basic vetting, to ensure legitimacy of the entity
  - Complete expenditure voucher -- attach proof of legitimacy (vetting) and business purpose, Form W-8 BEN for foreign organization, account codes (funding), and signature of approval authority
  - Forward any tax or contribution acknowledgement letter to the Tax Department upon its receipt
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## Vetting

1. Obtain U.S. charitable tax determination information prior to requesting any charitable contribution (you may refer to the charity's web site)
  2. If the charity is not recognized as a U.S. charity by the IRS, then vet the charity for USA PATRIOT Act implications to ensure Wake Forest is giving to an appropriate organization, [http://www.fincen.gov/statutes\\_regs/patriot/index.html](http://www.fincen.gov/statutes_regs/patriot/index.html).
  3. Verify the recipient (entity, charity, or individual) is not on the Office of Foreign Assets Control's ("OFAC") master list of Specially Designated Nationals (the "SDN" List), <http://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx>.
  4. Verify the recipient is not on the Terrorist Exclusion List (the "TEL" lists, created pursuant to the USA PATRIOT Act), <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>.
  5. Conduct a reasonable search of publicly available information to determine whether the charitable entity is suspected of activity relating to terrorism, including terrorist financing or other support. Wake Forest should not enter into a relationship with any entity where any terrorist-related suspicions exist
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## Restrictions

- Student internships or other educational or humanitarian activity
  - Political contributions
    - Campaign funding
    - Cash to federal, state, or local candidates
    - Hosting luncheons, providing services or supplies (e.g. space/location rent free, letterhead)
    - Support of partisan political activity
  - University Procurement Card (pCard)
  - Employee reimbursement
  - Individuals may not accept acknowledgement or allow tax credit
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**For clarification or questions, contact:**

**Accounts Payable**

**[ap@wfu.edu](mailto:ap@wfu.edu)**

**Campus phone 5183**

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# Exempt PTO Tracking in NovaTime & Electronic W-2's

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Cathy Dillingham



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**Exempt PTO tracking was a live demo in NOVAtime. Training materials and Quick Guides can be accessed at <http://novatime.wfu.edu/training-information-2/>**

**The electronic W-2 consent form can be found by logging into Win and accessing WF@Work**

**Please contact the payroll department with any questions at payroll@wfu.edu**

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- Monday, January 27, 2014 2:00-3:30, Benson 401 A/D
  - Tuesday, February 25, 2014 3:30-5:00, Benson 401 A/D
  - Wednesday, March 26, 2014 10:30-12:00, Benson 401 A/D
  - Wednesday, April 23, 2014 9:00-10:30, Benson 401 A/D
  - Wednesday, May 14, 2014 9:00-10:30, Benson 401 A/D
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