



Welcome to Focus on Finance!

March 15, 2018

Agenda

- **Student Employment - Summer/Fall 2018 – Jessica Howell**
- **Gift Cards – LaTisha Williams**
- **TigerBuy New Supplier/Vendor Registration – LaJocelyn Walker**
- **Audit Notes – Vicki Deaton**
- **Tips & Tricks – Encumbrance Review – Deborah Keeney**
- **What's New? Who Knew? What's Due?**

Student Employment Summer & Fall 2018



**Jessica Howell - Coordinator
Student Financial Aid**

Summer 2018 Process

- **Students do not need to be enrolled for the Summer to work under Regular Student Employment (RSE); however, they need to have maintained at least half-time status for Spring 2018 and be enrolled again at least half-time for the upcoming Fall semester.**
- **Please do NOT submit paperwork if student is not yet enrolled for the Fall 2018.**
- **Registration begins April 2nd for Summer & Fall 2018**

Summer 2018 Process

- **Notify student that FICA taxes will be withheld if they are not enrolled at least half-time in the Summer.**
- **The student is responsible for obtaining a Summer Parking hangtag to avoid parking tickets.**

Summer 2018 Process

- If employing for both the **Summer and Fall semesters under RSE**, complete **ONE** RSE Payroll Action Form with employment dates inclusive of **5/12/2018 through 12/21/2018**.
- There is no Federal Work Study (FWS) available for Summer. If working under the RSE program for the Summer only, list employment dates from **5/12/2018 through 8/17/2018**.
- If working under the RSE program in the Summer, then **switching to FWS for Fall**, fill out a FWS Payroll Action Form to pick up from **8/18/2018 through 12/21/2018**.

Summer 2018 Process

- If the student is **graduating at the end of the Summer** semester, they have to be enrolled in at least half-time in the Summer. Their employment dates will be from **5/12/2018 through 8/17/2018**.
- If the student cannot meet enrollment requirement, please contact our Human Resources Department at (901) 678-3573 to hire student as a **Temporary Employee**.

Fall 2018 Process

- If it is a **new student starting in the Fall** (i.e., never enrolled here prior to Fall 2018), the first day the student can work is Monday, **8/27/2018** and can go through **12/21/2018**. These would be incoming freshmen, new graduate, transfer students, etc.
- **We will begin posting FWS awards for 2018-2019 once Spring 2018 grades are posted.**
- **Grades will be posted in late May or early June.**

Enrollment Confirmation

- **Students that are:**
 - Education majors
 - Nursing majors
 - Studying Abroad

Will need a letter from the department stating they will be enrolled in **at least half-time (6 hours) for the respective semester.**

Enrollment Confirmation

- The letter will need to have the following information.
 - Name
 - U-ID number
 - Number of hours for the Summer or Fall 2018 semester
 - Attach letter to the Payroll Action Form

Student Employment Updates

- The 2018 W-4 can be found on the Student Employment website
- http://www.memphis.edu/financialaid/student_employment/seforms.php

Student Employment Updates

- I-9 Refreshers

Instructions Start Over Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 9519-0047
Expires 03/01/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number

I am aware that Federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Also Registration Number/USCIS Number)

☐ 4. An alien authorized to work (See instructions)

Some aliens may enter "NA" in the expiration date field. (See instructions)

Alien authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: OR
2. Form I-94 Admission Number: OR
3. Foreign Passport Number: Country of Issuance:

Signature of Employee Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator Today's Date (mm/dd/yyyy)

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name) City or Town State ZIP Code

Click to Finish


Employer Completes Next Page

Form I-9 11/14/2016/2N Page 1 of 4

Student Employment Updates

- I-9 Refreshers

[Instructions](#) [Start Over](#) [Print](#)


Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
 Form I-9
 OMB No. 1615-0047
 Expires 03/31/2018

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) First Name (Given Name) M.I. Citizens/Immigration Status

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
Document Title	Additional Information	<small>OR Table - Section 2 B.3 Or Insert Here in This Space</small>
Issuing Authority		
Document Number		
Expiration Date (if any)(mm/dd/yyyy)		
Document Title		
Issuing Authority		
Document Number		
Expiration Date (if any)(mm/dd/yyyy)		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
 The employee's first day of employment (mm/dd/yyyy): (See instructions for exceptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town	State ZIP Code

[Click to Finish](#)

Questions



Gift Cards



**LaTisha Williams – Asst. Mgr., General Accounting
Accounting Office**

Gift Card – Taxable Income

- According to the rules of the Internal Revenue Service (IRS), gift cards are considered taxable income regardless of the amount.
 - Employees – There is no de Minimis fringe benefit amount relating to gift cards. All gift cards are considered compensation and subject to tax withholding.
 - Non-Employees – The value of each gift card received is included as 1099-MISC compensation.

Gift Card - Purpose

- Gift cards are distributed for University approved business purposes only.
 - Research Participant Payments (*Most common*)
 - Student Awards (*Occasionally* – We recommend paying via Request for Payment to Individual or Contractor.)
 - Honorarium for Guest (*Occasionally* – We recommend paying individual via Request for Payment to Individual or Contractor.)
 - Employee Awards (*Prohibited* – Should be completed as Extra Compensation and paid via University Payroll.)

Gift Card - Control

- **Gift Cards should be kept under lock and key at all times to ensure proper physical security and to protect from theft and loss.**
- **Access to the gift cards and keys to the lock areas should be limited to the individual(s) responsible for safekeeping of the gift cards.**

Research Participant Payments

- A Request for Research Participant Payment form should be completed for each participant. Ensure participant signs at the bottom of the form acknowledging receipt of payment.
<http://www.memphis.edu/accounting/pdf/acc07.pdf>
- A Research Participant Disbursement Log is also an acceptable alternative.
 - If a non-disclosure research study, assign a unique subject number to each participant.

New Vendors

- **US Citizens**

- Completed W-9 Form.
- Copy of State Issued ID or Driver's License.
- Payment Processing Time: Up to 7 business days.

- **Non-US Citizens**

- W-8BEN – Certificate of Foreign Status of Beneficial Owner for US Tax Withholding and Reporting.
- Copy of Passport (photo page, as well as any/all US entry and exit stamps).
- Payment Processing Time: Up to 15 business days.

Reimbursement Process

- **Supply Advance**
 - Proof of Purchase of Gift Card. (Receipt)
 - Available for Grant related research studies.
 - Submit Request for Supply Advance Reconciliation.
 - Attach Request for Research Participant Payment form or Disbursement Log.
 - W-9 or W8-BEN, if applicable.
 - Settlement required at the end of research study or by June 25th.
- **Cash Reimbursement Form**
 - Proof of Purchase of Gift Card. (Receipt)
 - Attach Request for Research Participant Payment form or Disbursement Log.
 - W-9 or W8-BEN, if applicable.

Unused gift cards are not reimbursable.

Resources

- Accounting Forms:
 - <http://www.memphis.edu/bf/forms/finance.php>
- Accounting Contact:
 - accountspayble@memphis.edu
 - (901) 678-2271

Questions



TigerBuy New Supplier/Vendor Registration



LaJocelyn Walker, Procurement Assistant
Procurement & Contract Services

Procurement and Contract Services

How to do Business with the University of Memphis

The University maintains a list of registered vendors which shows the types or classes of materials, supplies, equipment or services which the person, firm or corporation is able to furnish to the University. Tigerbuy is the University's eProcurement system. To become a registered vendor in Tigerbuy, register [here](#). Read more about Tigerbuy in our [welcome letter](#) (PDF).

To receive bid opportunities from the University of Memphis, register [here](#). Failure to register may result in missed bid opportunities. Vendors that have been debarred, suspended, proposed for debarment, or declared ineligible for doing business with the Federal Government are ineligible to do business with the University of Memphis.

Registration does not guarantee that all bidders will receive Requests for Quotations (RFQ) or Requests for Proposals (RFP). All bid opportunities are advertised through Tigerbuy and the University's Bid Calendar. Vendors may request specific bid opportunities by e-mail at ebid@memphis.edu.

Vendor Information

- [Tigerbuy Welcome Letter](#) (PDF)
- [Diversity Business Program](#)
- [UofM Minimum General Bid Conditions](#) (PDF)
- [Vendor's Right to Protest](#)
- [Protest Bond](#) (PDF)
- [Purchase Order Terms and Conditions](#) (PDF)
- [Service and Software Accessibility Standards](#)
- [Business Information - The University of Memphis Letter of Credit](#)
- [Accounts Payable](#) (Whom to Call to Check on Payments)
- [Vendor Evaluation](#)

Documentation

When applicable, the following document links must be completed to allow vendor set-up to be completed.

- **Minority/Ethnicity Form:**
<https://bf.memphis.edu/forms/procurement/busowner.html>
- **W-9 Form:** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
W-8BENE Form: <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **W-8BENE and W-9 forms are also available on the Accounting Forms Page**
<http://www.memphis.edu/bf/forms/finance.php>

Minority/Ethnicity Form Demystified

General Classifications

- **Disabled**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm
- **Government Entity**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
- **African American**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. African American (a person having origins in any of the black racial groups of Africa).
- **Hispanic American**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).
- **Majority Owned**: If your organization is not minority-owned or women-owned, it will be majority-owned. Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
- **Native American**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. Native American (a person having origins in any of the original peoples of North America).

Minority/Ethnicity Form Demystified

General Classifications Continued

- **Non-Profit**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
- **Small Owned**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
- **Women Owned**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm.
- **Asian American**: Refers to the person(s) or entity having at least a 51 percent controlling interest in the firm. Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands).
- **Service-Disabled Veteran Business Enterprise**: Tennessee Service-Disabled Veteran owned means any person who served honorably on active duty in the Armed Forces of the United States with at least a twenty percent (20%) disability that is service-connected meaning that such disability was incurred or aggravated in the line of duty in the active military, naval or air service.

Troubleshooting

Why does the Minority/Ethnicity Form have to be completed?

- **In order to comply with reporting regulations as required by the State of Tennessee and the United States federal income tax laws, it is necessary that the requested information listed on the form be provided prior to the issuance of any University contract.**
 - **Individual Requirements**
 - **Minority/Ethnicity Code**
 - Native American, Hispanic American, African-American, Asian American
 - **Business Requirements**
 - **Type of business ownership filed on business taxes**
 - Governmental Agency, Agency of the State, Non-Profit, Majority, Minority, Women Owned, Small Owned, Service-Disabled Veteran

Frequent Questions/Concerns

- ❑ **After application, how long will it take to process the Vendor Registration?**
 - Upon receipt of ALL documentation, the goal is to process applications within 3-5 business days.
 - Documentation not included with Vendor Registrations/Updates causes delays in processing until all information has been received.

- ❑ **Omitting EIN, SSN, or Other on application sends Vendor Application into DRAFT.**
 - This location holds all incomplete documents for 14 days before automated system deletion.
 - During this period, system e-mail is forwarded to application preparer by Procurement Assistant in SciQuest to inform vendor of the need to complete new vendor application(s)

Email: purchasing@memphis.edu

Phone: 901-678-2265

Website: <http://www.memphis.edu/procurement/tigerbuy/>

Welcome to Tigerbuy, our online marketplace for eProcurement

Tigerbuy Welcome Letter 

Tigerbuy Training Classes & Registration



► **NEW VENDORS/SUPPLIERS**

ENTER HERE

► **REGISTERED
VENDORS/SUPPLIERS**

User Name: [Forgot your Password?](#)

Password:

Login

Questions



Audit Notes



Vicki Deaton, Chief Audit Executive

Fixed Asset Audit

- One of our areas of audit is Fixed Assets.
- An audit of Fixed Assets is included in all departmental audits.
- An audit of Fixed Assets is sometimes performed as a separate audit.

Organizations are currently performing their own Fixed Asset Audits for the annual inventory confirmation completion.

Audit Objectives

- 1. To ensure that Fixed Assets physically exist and that Fixed Asset records are complete and accurate.**
- 2. To determine compliance with UM1772 Equipment Inventory and UM1777 Lost or Stolen University Property.**

Policy Definitions

- **Capital Equipment:** Single equipment items (movable, repairable, durable, and unique) costing \$5,000 or more
- **Sensitive Minor Equipment:** Single equipment items (movable, repairable, durable, and unique) costing between \$1,500 and \$5,000 and that are vulnerable to theft
- **Workflow System:** Centralized Fixed Asset System to track all Capital Equipment and Sensitive Minor Equipment

Policy Requirements

- **Capital Equipment and Sensitive Minor Equipment must be tagged with a p-tag (decal) and tracked in the Workflow System to ensure accurate location, identifying information, transfers and other changes, and deletions.**
- **A Request for Off-Campus Use of Equipment form must be completed for any other usage or removal from campus, including release to a faculty's or employee's custody.**

Policy Requirements

- An annual inventory confirmation must be performed by those responsible for the Fixed Assets. (Annual inventory confirmations must be completed, certified by the Equipment Representative and the Financial Manager, and returned to the Accounting Office by **March 30, 2018.**)
- The department must file the Report of Lost or Stolen Property with Police Services whenever University property is lost, stolen, or missing, whether or not the item is in the Workflow System.

Auditing Fixed Assets

- 1. Select a department or organization for audit.**
- 2. Obtain the Fixed Asset list for the department or organization.**
- 3. Select a sample of Fixed Assets and physically verify each selected asset with assistance from the designated Equipment Representative.**
- 4. Verify the accuracy of the asset record (description, make, model, SN, and location).**

Auditing Fixed Assets

- 5. Review supply transactions for the last few years to identify Capital Equipment or Sensitive Minor Equipment that was not recorded in the Workflow System and tagged.**
- 6. Review the last annual inventory confirmation submitted to Accounting and note the date completed, authorized signatures, and accuracy of the asset records.**
- 7. Ensure that Reports of Lost or Stolen Property are completed and filed as necessary.**

Audit Issues Identified

While auditing Fixed Assets in various departments during FY2017, we found:

- 1. Some Fixed Assets could not be located.**
- 2. Many Fixed Assets were not in the location noted in the Workflow System asset record.**
- 3. Many Fixed Asset records are not accurate in the Workflow System (description, make, model, SN).**

Audit Issues Identified

- 4. Some Fixed Assets were off campus, but no Request for Off-Campus Use of Equipment form was completed.**
- 5. Some Fixed Assets were coded as supplies and did not get capitalized promptly.**
- 6. Some annual inventory confirmations were not completed accurately or in a timely manner.**

Audit Action Plans Developed

Departmental management agreed to complete the following steps to address these audit issues:

- ✓ All Capital Equipment and Sensitive Minor Equipment will be entered in the Workflow System and tagged.
- ✓ The Equipment Representative will physically verify all Fixed Assets.
- ✓ Fixed Asset records will be updated in the Workflow System.
- ✓ Request for Off-Campus Use of Equipment forms will be completed as needed.
- ✓ Reports of Lost or Stolen Property will be completed for all Fixed Assets that cannot be located.
- ✓ The annual inventory confirmation will be completed accurately and timely.

Questions



Tips & Tricks

Encumbrance Review



**Deborah Keeney, Associate Director Budget
Financial Planning**

Encumbrance Reports

ePrint Report FGROPNE

Open Encumbrance Report

INB Screen FGIOENC

Organizational Encumbrance List

TigerBuy – Change Order Request

FGROPNE – Open Encumbrance Report

FGROPNE 8.9

University of Memphis
Open Encumbrance Report

05-FEB-2018 06:54:10 PM

Page 1

DOCUMENT TYPE: Purchase Orders

Fund: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 243000 ACCT: 73200 PROG: 2000 ACTV: LOCN:

P. O. NUMBER	VENDOR / PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINNG BALANCE
P0217162	U00012345 Rabbit, Roger	DKKEENEY		29-AUG-2017	1,500.00	83.82
P0224404	U00123456 Meadows, Melissa	DKKEENEY		19-DEC-2017	380.00	380.00
P0224849	U00012345 Rabbit, Roger	DKKEENEY		05-JAN-2018	2,300.00	2,300.00

TOTALS FOR FUND: Undesignated E and G

Open Purchase Order Records: 3 Purchase Order Balance: \$ 2,763.82

Fund: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 243000 ACCT: 74500 PROG: 2000 ACTV: LOCN:

P. O. NUMBER	VENDOR / PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINNG BALANCE
P0224104	U00016426 Staples Contract and Commercial Inc	DKKEENEY		13-DEC-2017	182.77	64.79

TOTALS FOR FUND: Undesignated E and G

Open Purchase Order Records: 1 Purchase Order Balance: \$ 64.79

Total Open Purchase Order Records: 4 Total Purchase Order Balance: \$ 2,828.61

FGROPNE – Open Encumbrance Report

FGROPNE

8.9

University of Memphis
Open Encumbrance Report

05-FEB-2018 06:54:10 PM

Page 1

DOCUMENT TYPE: Purchase Orders

Code lookup results

Title	Account
Individual Out of State Travel	73200

Fund: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 243000 ACCT: 73200 PROG: 2000 ACTV: LOCN:

P. O. NUMBER	VENDOR / PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0217162	U00012345 Rabbit, Roger	DKKEENEY		29-AUG-2017	1,500.00	83.82
P0224404	U00123456 Meadows, Melissa	DKKEENEY		19-DEC-2017	380.00	380.00
P0224849	U00012345 Rabbit, Roger	DKKEENEY		05-JAN-2018	2,300.00	2,300.00

TOTALS FOR FUND: Undesignated E and G

Open Purchase Order Records: 3 Purchase Order Balance:

\$ 2,763.82

Travel PO's are managed by Accounting Accounts Payable

a - email AccountsPayable@memphis.edu to close out Travel P0217162

b - Travel was scheduled for the 1st week in January, verify Travel Claim has been submitted

c - No Action at this time due Travel scheduled for 3rd week in February

Note, when you submit the final Travel Claim, write **Close PO** on form.

FGROPNE – Open Encumbrance Report

FGROPNE 8.9

University of Memphis
Open Encumbrance Report

05-FEB-2018 06:54:10 PM

Page 1

DOCUMENT TYPE: Purchase Orders

Code lookup results

Title	Account
Supplies	74500

Fund: 110001 Undesignated E and G

COAS: U FUND: 110001 ORGN: 243000 ACCT: 74500 PROG: 2000 ACTV: LOCN:

P. O. NUMBER	VENDOR / PAYEE NUMBER NAME	USER ID	BLANKET NUMBER	TRANSACTION DATE	ENCUMBRANCE AMOUNT	REMAINING BALANCE
P0224104	U00016426 Staples Contract and Commercial Inc	DKKEENEY		13-DEC-2017	182.77	64.79

TOTALS FOR FUND: Undesignated E and G

Open Purchase Order Records: 1 Purchase Order Balance: \$ 64.79

Total Open Purchase Order Records: 4 Total Purchase Order Balance: \$ 2,763.82

TigerBuy PO's are managed by Procurement and Contract Services

d - Determine the status of PO

- 1) The user needs to verify all POs have been receipted, invoices matched and paid in the TigerBuy system
- 2) The user to notify vendor to provide invoice, if needed for payment or credit for return to be processed by Accounts Payable
- 3) The user to complete a TigerBuy Change Order Request: To cancel/close PO (Decrease PO) or To add funds (Increase PO)

FGIOENC – Organizational Encumbrance List

Organizational Encumbrance List FGIOENC 8.0.0.1 (PROD)

Chart: Index: Organization: Tom Tiger
Fiscal Year: Fund: Undesignated E and G

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0217162	Rabbit, Roger	0	73200	2000			83.82	U
P0224104	Staples Contract and Commercial Inc	1	74500	2000			64.79	U
P0224404	Meadows, Melissa	0	73200	2000			380.00	U
P0224849	Rabbit, Roger	0	73200	2000			2,300.00	U
PR180001		0	61258	2000			47,400.00	U
PR180001		0	61257	2000			13,125.00	U
PR180001		0	61210	2000			369,207.91	U
PR180001		1	62990	2000			137,944.55	U

Lookup Results Matching Index 213456: Tom Tiger				
Fund	Org	Program	Activity	Location
110001	243000	2000		
(Undesignated E and G)	(Tom Tiger)	(General Academic Instruction)		


FGIOENC – Organizational Encumbrance List

[illegible]

FGIOENC – Organizational Encumbrance List

[illegible]

TigerBuy – Document Search PO



[Documents](#) > [Document Search](#) > [Search Documents](#) > [Status - PO P0224104](#)

Supplier: **Staples Contract...**

Status: **Completed**

Document Total: **182.77 USD**

[View Related Documents](#)

General Information

PO/Reference No. **P0224104**

Revision No. **0**

Document Status

A/P status: Open

Workflow: **✓ Completed**
(12/13/2017 1:17 PM)

Distribution: The system distributed the purchase order using the method(s) indicated below the last
cXML (Electronic Integration)

Distribution Date/Time: 12/13/2017 1:17 PM

Supplier: Sent/Confirmed
Partially Shipped

Click On:

[Purchase Order >](#)

[Revisions](#)

[PO Approvals](#)

[Shipments](#)

[Receipts](#)

[Invoices](#) **1**

[Comments](#)


[Attachment Overview](#)

Lines

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	✓ 3M 4950 VHB Tape, White, 3/4" x 5 yds., 1/Pack more info...	404279	RO	64.79	1 RO	64.79 USD	Sent/Confirmed	Fully Received	none	No Matches
2	✓ Expo Low Odor Dry Erase Marker, Chisel Tip, Black, 36/Bx more info...	1867905	PK	29.36	1 PK	29.36 USD	Sent To Supplier Fully Shipped	Fully Received	Fully Invoiced	Fully Matched
3	✓ Expo Low Odor Dry-Erase Markers, Chisel Tip, Assorted Colors, 592678 16/pk (81045) more info...		PK	13.74	1 PK	13.74 USD	Sent To Supplier Fully Shipped	Fully Received	Fully Invoiced	Fully Matched
4	✓ Staples Copy Paper; 8-1/2x11", Letter Size more info...	135848	CT	37.44	2 CT	74.88 USD	Sent To Supplier Fully Shipped	Fully Received	Fully Invoiced	Fully Matched
							Total			182.77 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

TigerBuy - Invoices



[Documents](#) > [Document Search](#) > [Search Documents](#) > [Invoices - PO P0224104](#)

[< Back to Search Results](#)

1 of 1 Results < >

Purchase Order:
P0224104 Revision 0
75938071

Supplier: Staples Contract...

Status: Completed

Document Total: **182.77 USD**

[View Related Documents](#)

Status

[Purchase Order >](#)

Revisions

PO Approvals

Shipments

Receipts

Invoices 1

Comments





Attachment Overview

Invoices Document Actions History ?


Invoicing Summary ?

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
TB172635	3366765774	1/27/2018	2/26/2018	Invoice	Paid	117.98 USD	System
						Total	117.98 USD

Invoice Line Details ?

Line No.	Product Name	Catalog No.	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Status
1	 3M 4950 VHB Tape, White, 3/4" x 5 yds., 1/Pack	404279	64.79 USD	1 RO	64.79 USD	1 / 64.79 USD	Open
2	 Expo Low Odor Dry Erase Marker, Chisel Tip, Black, 36/Bx	1867905	29.36 USD	1 PK	29.36 USD	1 / 29.36 USD	Net Invoiced
3	 Expo Low Odor Dry-Erase Markers, Chisel Tip, Assorted Colors, 16/pk (81045)	592678	13.74 USD	1 PK	13.74 USD	1 / 13.74 USD	Net Invoiced
4	 Staples Copy Paper; 8-1/2x11", Letter Size	135848	37.44 USD	2 CT	74.88 USD	2 / 74.88 USD	Net Invoiced

TigerBuy – Change Order Request



Deborah Keeney ★ 🏠 🔔 0.00 USD Search (Alt+Q) 🔍

Shop > Shopping > Shopping Home > Home/Shop

Shop Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

MESSAGE BOARD

Welcome to **Tigerbuy**, the online marketplace for eProcurement at the [University of Memphis](#)

If there are any questions, contact Procurement & Contract Services at purchasing@memphis.edu or 2265.

Attached are guidelines to provide users with information related to using the Tigerbuy System to create, approve, query, track, and cancel requisitions: [Using the Tigerbuy E-Procurement System](#)

To access Tigerbuy training documents and general video snippets, view this information at:
[Tigerbuy Training Materials](#)

VENDOR INFORMATION

All Vendors have to be registered in Tigerbuy before you can begin a purchase requisition. The link below will take you to Tigerbuy's Vendor Registration site.

[TIGERBUY VENDOR REGISTRATION](#)

PUNCHOUT VENDOR INFORMATION

AIRGAS PUNCHOUT SITE

Airgas is migrating to a new punchout site designed to make doing business with them simpler and faster. Please see the below link to the Quick Reference Guide for details on how to navigate the new Airgas punchout site:
[Airgas Quick Reference Guide](#)

Staples Punch-out Navigation

Please see the below link to the user's guide for details on how to navigate the Staples punchout site: [Staples Advantage Order Management Overview.pdf](#)


Tigerbuy Specialty Forms

Change Order Request
Used to Modify Purchase Orders


Moving Services
Campus Moves

Vendor Payment
Orders <\$10K - EXCEPTION Basis

Hosted Catalog Suppliers



Orders > \$10K must have quotes


PC Specialists Inc
Orders > \$10K must have quotes


US Comm-Los Angles - 03/31/18


Punch-out

Airgas
E&I CNR01362 09/30/19



TBR_105 Consortium 07/31/17



SWC# 338-4694 12/31/19


Fisher Scientific Part of Thermo F...
UT5500006867 02/28/2022


Orders > \$10K must have quotes

Insight
US Comm Fairfax Co VA 04/30/19


TBR 104866 6/30/18


TN-NASPO #49150 03/31/19


SWC #235-39788 02/28/18

TigerBuy – Change Order Request

Change Order Request - Internet Explorer

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3338124&wantReloadOnClose=3338124&FavPageContext=2&tmstmp=1517939843809955

Change Order Request Available Actions: Add and go to Cart **Go** Close

Supplier Info ?

Enter Supplier Staples Contracts and Commercial Inc
or
[Supplier Search](#)

Once filled out
Click On: Go

General Info ?

Non-Configurable Fields

GeneralInstructions

Use this form if you want to modify an existing Purchase Order (i.e increase/decrease funds, cancel a PO, renew/extend an existing agreement, etc.) Attach supporting documentation, if necessary. Reference the Requisition Number on all documents related/attached to this Change Order Request.

All attachments and notes can be added in cart review.

Form Type

Change Order Request

Catalog No.

Product Description Cancel P0123456 - Vendor not shipping
254 characters remaining [expand](#) | [clear](#)

Quantity

Packaging (UOM) EA - Each

Estimated Price

Configurable Fields

Manufacturer Name

Manufacturer Part No

Purchase Order Number P0123456

Total 0.00

TigerBuy – Change Order Request

Change Order Request - Internet Explorer

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3338124&wantReloadOnClose=3338124&FavPageContext=2&tmstmp=1517939843809955

Change Order Request Available Actions: Add and go to Cart **Go** Close

Supplier Info ?

Enter Supplier Staples Contracts and Commercial Inc Once filled out
or Click On: Go
Supplier Search

General Info ?

Non-Configurable Fields

GeneralInstructions

Use this form if you want to modify an existing Purchase Order (i.e increase/decrease funds, cancel a PO, renew/extend an existing agreement, etc.) Attach supporting documentation, if necessary. Reference the Requisition Number on all documents related/attached to this Change Order Request.

All attachments and notes can be added in cart review.

Form Type

Change Order Request

Catalog No. 404279

Product Description Add Quantity 2 - Vendor shipped and Dept keeping
254 characters remaining expand | clear

Quantity 2

Packaging (UOM) \$64.79 EA - Each

Estimated Price \$129.58

Configurable Fields

Manufacturer Name

Manufacturer Part No

Purchase Order Number P0123456

Note: This will increase PO by \$129.58 and will be processed through the TigerBuy approval process.

Total 0.00

QUESTIONS?



accounting@memphis.edu

901-678-2271

Who Knew? / What's New? / What's Due?



Who Knew?

<i>Workshops</i>	<i>Date</i>
Fixed Asset Inventory (Finance Workshop) Admin Bldg. - Room 178	Tuesday, March 27, 2018 11:30 AM - 12:30 PM
Budget Basics Admin Bldg. - Room 178	Tuesday, April 03, 2018 9:30 - 11:00 AM
Accounting Basics Admin Bldg. - Room 178	Thursday, April 05, 2018 1:30 - 3:00 PM

What's New?

≡

Q

Home

Ms Terrice Elaine Watson

Sign Out

BANNER >

MY BANNER >


BANNER SELF-SERVICE >

EMPLOYEE PROFILE (BANNER 9)

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Release: 2.1

 Keyboard Shortcuts

What's Due?

<i>Activity</i>	<i>Deadline</i>
Revenue FYBR001 Pages and Budget Revisions	Friday, March 16, 2018
<i>Inventory Confirmation</i>	<i>Friday, March 30, 2018</i>
Capital/R&R/Facility Projects	Monday, April 02, 2018
<i>Expenditure & Position Paper Budget Revisions</i>	<i>Monday, April 02, 2018</i>
BD4 Online Budget Revisions	Friday, April 06, 2018

Next Focus on Finance

April 19, 2018

1:30-3:00 PM

UC Memphis Room 340

- **Comments or suggestions?**
Email: bffin@memphis.edu
- **Focus on Finance website:**
<http://memphis.edu/focusonfinance>