



Council of the University of Idaho Business Officers

Summary Notes

September 8, 2011 10 a.m. – 12 p.m. pac

Introduction of Melissa Husebye – Dan Stephens

Melissa just joined the Finance & Administration Office and will now be acting as support for the CUIBO meeting. Please contact her at (208) 885-2719 or via email at melissah@uidaho.edu in order to add anything to the meeting agendas.

Dell Master Lease Agreement – Dan Stephens

This is a new alternative finance resource available to UI colleges and departments to purchase materials or supplies. It will primarily be useful when purchasing IT equipment or software upgrades – but is not strictly limited to Dell products. The agreement includes three options. **Option one** – purchase equipment and make payments spread over three years. At the end of the three years the product/equipment is owned by the department. **Option two** – fair market value lease. Departments lease the product/equipment for three years at fair market value plus interest. This option is strictly a lease with no option to buy. Please consider this option carefully as this may be the least desirable financial arrangement unless you are certain you do not want to purchase the equipment. **Option three** – Dell flex plan. This plan is a combination of Option one and option two. At the end of three years you are given the option to purchase the merchandise or not. This is a good option if you are not sure up front if you plan on purchasing the equipment/product as it will only add approximately \$1,000 more to the total cost.

We have also negotiated a no cross-collateral clause with Dell, which states that a department can cancel a lease (with a penalty) and this will not cause a negative ripple effect across any other lease agreements within the university.

Please contact Dan with any questions or to discuss plan options and financial arrangements. He will be able to help you determine if this is a good payment option for your department to consider. All existing purchasing processes and requirements still need to be followed if this payment option is chosen. This payment option does not replace the Vandal Loan program but is just another payment option available for the university.

A2B Software Training Update – Dan Stephens

Previous training arrangements were delayed due to contract issues with the vendor. Those contract issues have been resolved and our office will begin working with A2B to set up training sessions within the next month. We hope to have two to three training sessions available via the web. Anyone interested will be able to connect to the sessions via Net Meeting. We plan to book the training room for those taking the training on the Moscow campus.

There was also discussion on problems that people are still having with the operating system. Mary George from ITS is going to look into the problem and provide an update.

Asset Inventory Compliance Reporting – Gary Fuller & Joe Groves

The state mandated annual inventory for FY12 is now in place & inventory forms were sent out in late August. They ask that these forms be completed and returned no later than Oct 31, 2011. If you have not received your inventory form for FY12 contact their office.

Asset Inventory training is scheduled to take place on Sept 16th from 8 a.m. – 11:30 pac in Ed 103. All staff and faculty are encouraged to attend this training. Sign up on Net Learning.

P-Card Update – Linda Keeney

The p-card transition from the old system to the new system has been completed. The majority of cards were migrated to the new system without having to change card numbers or reissue cards. All previous card information should remain the same on the new system. If you were dealing with any fraud on your p-card these cards did not automatically transfer to the new system and you will need to work with Linda Keeney to order a new card. Also, anyone that has recently submitted a p-card request these were delayed due to the transition to the new system but these should be ordered this week and you should receive them in 5 to 7 days.

The new system does not currently have the same merchant code blocks as the old system. The only merchant code blocks currently in place are banking and high risk purchases. Restrictions on merchant codes will not be put back in place in order to allow for better usage across the university. As this additional check will no longer be in place, all departments are asked to be aware of policy and ensure that all p-card transactions conform to regulations.

With the new program, Linda Keeney is now able to create blocking groups which can be set for departments or colleges that would like to restrict specific merchant codes. Please work with her to set this up if you are interested.

FY11 p-card charges- Linda Keeney

Linda asked that everyone work to clear any FY11 charges from their p-cards as soon as possible.

FY12 Fringe Cap- Trina Mahoney

Trina willing be running reports and plans to get the Fringe cap information out in the next week or two. She is still looking at fringe budgeting options and will try to come up with a list of options in the future.

Purchasing –Chris Johnson

There may be delays in processing contracts as General Counsel is extremely busy currently and Chris will be on vacation for the next two weeks. They ask everyone to be patient during this time.

Vandal Strategic Loan Fund – Trina Mahoney

The deadline for applications was Sept 2nd. However, there were only two applications received and funds are still available. Everyone was asked to encourage anyone to turn in their application if they are interested. The first committee meeting to review applications is scheduled for Sept 16th.

These are summary notes of the general topics discussed and do not reflect all of the details.