

## Agenda

### Guest Speakers

- a. Megan Lucy – Faculty and Staff Phased Retirement - *The Provost is implementing new changes in this policy. He will no longer approve faculty and staff phased retirement requests for a period longer than 3 years or greater than 80% FTE. This policy is not updated yet in the administrative regulations, but it will be soon.*

### 1. Procurement & Travel

- a. Pro Card
  - i. *The college will be making some changes in the pro card process as a result of a recent pro card audit. All aspects of the pro card will be reviewed and possibly changed, including the initial purchasing process, the editing process, the custodial and approval authorizations for the cards, and a new internal pro card voucher form for the college.*
  - ii. *Not all pro cards expire on the same date. All cards expire three years from the month in which they are issued. Cardholders should expect to receive new pro cards anywhere from 2-4 weeks before their cards expire. The new cards will be chip and PIN cards. Instructions will accompany the new cards.*
- b. Renovation Guidelines – *There are some renovation guidelines now for the college; this includes a one-page document of procedures for projects in all cost ranges and a renovation request form to be used for all projects costing \$100,000 or more. These are included in the handouts and will soon be uploaded to the Business Center website under "College Forms". Also attached is the Major Equipment Purchase form, which is required for major equipment purchases of \$200,000 or more. This form can be found on the UK Forms Page.*
- c. Surplus Property (New Form) – *There is a new Surplus Property Form (EXCEL document) on the UK Forms Page; one tab is the form and the other tab is the revised instruction document.*
- d. Sam's Club Membership and New Punch-Out Catalogs – *Sam's Club memberships are returning to UK on or about March 1, 2016. Departments may not purchase a membership at the store; memberships must be purchased via a PRD only, preferably only one membership per department. UK purchases must be made using a UK pro card. Also, purchases at Sam's Club must be made against a UK membership, not a personal membership. Information sessions are scheduled for February 17 and 25 to learn more about the Sam's Club memberships (times and locations are on the attached handout).*

### 2. Research & Grants

- a. Honoraria – *An honorarium is considered a gift to an individual, not payment for services; and these should never be paid on a grant.*
- b. Stipend vs. Wages – *Be cautious when paying individuals on grants; use the correct code for specific types of compensation. REU's and fellowships are different from grad student stipends. If a stipend is included in the grant budget, please consult with Betty Newsom or Kim Hall.*
- c. Residual Accounts – *These are industry grants (ABR 9) where the company pays for faculty to work on one of their projects. Budgets on these grants will have direct costs and F&A. At the end of the project, the Investigator can receive the residual balance if there is any remaining, provided they have met the requirements. There can be no cost share on the account; the investigator must use at least 80% of the funds; full F&A was charged and the project is complete. The Provost will get the residual balance if we don't meet these requirements.*

### 3. Budget & Finance

- a. Budget Process – *There is a tentative FY17 budget calendar out. Some tasks have firm deadlines; many others have uncertain dates attached to them. The general fund estimates were due last week, and the course fees (new and changed fees) are due March 4, 2016. The Governor has proposed a 9% budget cut on July 1, but this may change before the state legislative session is complete. We can expect some*

**\*\*NEXT MEETING: Wednesday – May 25, 2016 @ 9:00 am (Gorham Hall, Good Barn)\*\***

[Please pass along any pertinent information to faculty & staff in your departments](#)

amount of cuts this year and the next couple of years. So, colleges and departments must start thinking about reductions that can be made. The proposed non-recurring cut for the remainder of FY16 is still questionable. The Provost will meet with all deans on campus to talk strategies, including the potential for new degree programs, increased grants, and other sources of possible new revenue. Salary increases are not off the table, but it is too early to predict whether there will be a merit pool for the upcoming fiscal year.

#### 4. HR & Payroll

- a. **Performance Evaluation (Deadline)** – *The college deadline for 2015 performance evaluations to be completed is February 26, 2016. Spreadsheets with evaluation scores will be sent to department heads. The college will work with any department who needs assistance with employee improvement. More than 92% of PE's are currently in process within our college.*
- b. **Payroll Earliest Retro Date** – *The payroll retro date will reset at the end of February. For biweekly staff, the earliest retro date will reset to 12/27/15. The earliest retro date for monthly staff will reset to 1/1/16 (currently 12/14/14 for biweekly and 1/1/15 for monthly). After March 1, 2016, any payroll retro request will require a BPE.*
- c. **Staff Position Action Request Form** – *There is a new form for department heads to use when requesting new REGULAR staff positions, reclassifications of REGULAR staff positions, or to fill a REGULAR staff position. This form (included in the handouts and on the business center website) will make things easier, faster and more consistent throughout the college when making these requests. The direct link to the form is: [http://acsg.uky.edu/forms/CAFE\\_Staff\\_Position\\_Action\\_Request\\_Form.pdf](http://acsg.uky.edu/forms/CAFE_Staff_Position_Action_Request_Form.pdf)*

#### 5. Other

- a. **Topic Requests for Future Meetings** – *If anyone has a topic that they would like to have covered at a future Users Group meeting (during the regular agenda portion or as a break-out session), please forward your suggestion to any business center staff person.*
- b. **Sign-In Sheet**

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<http://acsg.uky.edu/AgBusOff/>



# COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

## PPD WORK ORDERS and RENOVATION PROCEDURES

### **Projects <\$10,000**

For projects estimated to cost less than \$10,000 (and the department does not require an estimate before work begins), complete and submit the online Work Request via the myUK portal (Enterprise Services, Facilities Management).

### **Projects \$10,000 - \$99,999**

For projects estimated to cost \$10,000 - \$99,999 complete and submit an [Estimate Request](#), and PPD will provide you with an estimate and a Project Establishment Form. You will complete Sections 1 and 2 on both the estimate form and the Project Establishment Form, obtain a signature from the department head, and forward both the estimate and the establishment form to **CAFE Business Center, S103-A Ag North, 0091**, for review by the Assistant Dean for Facilities Management. After approvals are obtained, the Business Center will submit the forms to PPD with copy to department.

### **Projects \$100,000 or more**

For projects estimated to cost \$100,000 or more (or a piece of equipment costing \$200,000 or more\*), a plant fund must be established. You will need to complete the CAFE Renovation Request Form (which must include the department head's signature) and forward that form along with a copy of the estimate to the **CAFE Business Center, S103-A Ag North, 0091**, for review and necessary approvals. The Project Establishment Form, Journal Voucher and other documentation will then be prepared and submitted to the Provost Budget Office. Once the PBO approves the renovation, it is forwarded to General Accounting, where they will review, approve and assign a plant fund number (WBS element) to the project. The department will then be notified of the project number.

\*For projects that involve a major equipment item costing \$200,000 or more, the [Major Equipment Purchase Form](#) must also be completed.

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

RENOVATION REQUEST FORM

For projects estimated to cost less than \$100,000, please refer to the guidelines on the "PPD Work Orders and Renovation Procedures".

For projects estimated to cost \$100,000 or more (or for a piece of equipment costing \$200,000 or more), please complete this form, including the signature of the department head. Forward this form, plus the estimate, to the CAFE Business Center, S-103-A Ag North, 0091.

Project Title: \_\_\_\_\_

Department #: \_\_\_\_\_ Responsible Person & Phone #: \_\_\_\_\_

Building Name & Number: \_\_\_\_\_ Room #: \_\_\_\_\_

Will this change the classification of space (e.g. classroom to office)? Yes  No

If yes, explain: \_\_\_\_\_

Briefly describe work to be performed and who (company name) will be performing the work:

\_\_\_\_\_  
\_\_\_\_\_

Justification of Request: \_\_\_\_\_

Renovation Mission (check only one): Instruction  Research  Admin  Other

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

FUNDING SOURCE (please provide amounts and account numbers used to fund this renovation):

\_\_\_\_\_  
\_\_\_\_\_

This is a capital equipment purchase. Must include Major Equipment Purchase form.

\_\_\_\_\_  
Department Head

# Major Equipment Purchase Without Specific State Authority

Date: \_\_\_\_\_

- A. Department: \_\_\_\_\_
- B. Name of equipment: \_\_\_\_\_
- C. Cost of equipment only: \_\_\_\_\_
- D. Approximate amount of total purchase contract to supplier/manufacturer: \_\_\_\_\_
- E. Contact person for questions: \_\_\_\_\_
- F. Secondary contact person for questions: \_\_\_\_\_
- G. Is it research, scientific, or medical equipment? \_\_\_\_\_
- H. A brief description of the equipment. (a physical description using technical terms is OK).
- I. What does it do? What is its purpose? (technical language ok as long as the message comes across to a non-scientist.)
- J. Why is it beneficial to UK to have this piece of equipment? Why is it needed?
- K. How is the purchase to be funded? How much from each source, if multiple sources?
- L. Will the funding involve funds from the Office of the Vice President for Research?
- M. Typically, all the funds needed are moved into a plant fund before the purchase process proceeds. If not fully funded prior to the purchase order, will the supplier/manufacturer finance it for UK? How much are the finance charges? Are the finance charges contained in the total purchase price?
- N. If the supplier/manufacturer is not financing it for UK, who is? How are the payments being funded over time?
- O. Financing over time is debt. What assurance can be given to the UK Debt Committee that the funding will be available in the future for the future payments? Is there a back up source for funding within UK specifically for this equipment purchase?
- P. Have the funding arrangements and/or budget transactions been discussed with the Provost Budget Office yet? \_\_\_\_\_ If so, with whom? \_\_\_\_\_
- Q. Is there a deadline to purchase the equipment? Explain.

Return to: Provost Office of Resource Management  
502 M. I. King Science Library  
0039  
Fax: 323-6158

UNIVERSITY OF KENTUCKY  
SURPLUS PROPERTY DEPARTMENT SURPLUS PROPERTY PICKUP FORM  
(Please Type)

Move Order {For Surplus office Use} \_\_\_\_\_ Date \_\_\_\_\_  
 Department Name \_\_\_\_\_  
 Building \_\_\_\_\_ Room No. \_\_\_\_\_  
 Speed Sort \_\_\_\_\_

The property listed below is declared surplus to the needs of this department and is hereby requested to be transferred to Surplus Property . Pursuant to Business Procedures E-12-4, Electronic devices must have the memory cleaned before they can be transferred or sent to surplus. A completed "Electronic Storage Device Cleaning Form" must be attached to each electronic item.

<http://www.uky.edu/eForms/forms/computerclean.pdf>

I certify that the property contains no hazardous waste or materials.

(Contact Environmental Health and Safety for disposal of items containing hazardous waste 859-257-3241 or refer to their WEB site)

<http://ehs.uky.edu/>

Authorizer Name \_\_\_\_\_ (Person authorizing transfer)  
 Contact Name \_\_\_\_\_ (Person to contact for moving instructions)  
 Contact Phone No. \_\_\_\_\_ Contact Email \_\_\_\_\_

Property Tag No.	Capital	Condition (Works Yes/No)	Description of Property (Please include each Serial number)	Cost Center	Dept. Number	Bldg. Number	Room Number



### **Sam's Club is Returning to UK!**

Retail warehouse memberships with Sam's Club will once again be available to the University. Interested departments will be able to purchase institutional memberships with \$45.00 yearly fee and receive departmental membership card(s). Departments must use the Payment Request Document (PRD) for payment of the membership fee (use GL account 535024). Once membership is established, departments must use the procurement card for purchases of goods within the store.

Representatives from Sam's Club will be available for questions on a drop-in basis as follows:

Wednesday, February 17 from 1:00 to 3:00	Room 379 Peterson Service Building
Thursday, February 25 from 10:00 to noon	Room 379 Peterson Service Building

Memberships are not available for purchase at the store; departments must work through Purchasing to receive the University designated membership applications. Details are being finalized and more information will be published on the Purchasing home page news when available. **The tentative start date for University memberships is March 1.** Questions may be directed to: [UKPurchasing@uky.edu](mailto:UKPurchasing@uky.edu).

New Grainger E-Catalog within SRM.

Life Technologies E-Catalog is coming soon.

E-Catalogs Quick Reference document and other purchasing information is included in the January 2016 Purchasing newsletter which is now available on the Purchasing website at:

<http://www.uky.edu/Purchasing/docs/newsletterjan2016.pdf>

Today's Date:  Requested by:

Department:

Action requested:

- New** regular staff position
- Reclassification** of regular staff position
- Fill** existing regular staff position

Position number (leave blank if a new position request):

Funding sources (cost object number):

Additional funding source information:

Justification (need, funding availability):

**After clicking the submit button please attach the updated *Position Description* to the email.**

**Submit**

For Internal use only:

Reviewer Comments

Approver Comments