Account Managers Group

mwsu.edu
Welcome

Marilyn Fowlé
Account Managers Group

Contract Management

Steve Shelley       Barry Macha
Contract Management

When is a routing sheet necessary?

For anything that obligates MSU by signature or requisition that is at or above the $5,000 value.
Contract Management

Who is required to sign the routing sheet?

Contract Management will send the routing sheet around for signatures. However, some areas have the contract and want to get it signed before they route to Contract Management. If this is done, the following signatures are required:

- Initiating Liaison
- Departmental Head
- Dean/Associate Vice President
- Appropriate Vice President
- If Information Technology related - IT Vice President (Dr. Clark)
- If over $50,000 - Vice President of Business Affairs (Dr. Fowlé)
- If contract is not on an MSU template - General Counsel (Mr. Macha)
- If over $100,000 - President (Dr. Rogers)
- If you are unsure, send to Contract Management and let them do the routing.
MSU CONTRACT ROUTING SHEET

IMPORTANT: Contracts are to be signed by the delegated authority after the completion of this review process.

☐ New Contract  ☐ Renewal Contract  ☐ Change Order  ☐ Other:

Revenue Account Number: ____________________________  Contract Amount: ____________________________

Expense Account Number: ____________________________  Date Rout: ____________________________

P.O. Number: ____________________________  Vendor Code: ____________________________

Departments shall complete this form in its entirety. Indicate non-applicable items by N/A.

Contract (brief description):

Board of Regents (BOR) Approval Required: Yes ☐ No ☐  Meeting Date: ____________________________  Board Item No:

This contract must go to the BOR if it is $500,000 or greater per year (except budgets, gifts, or grants, for a State agency agreement), or involves acquisition, purchase, sale, or encumbrance of real property (except mineral lease less than $100,000), or a contract in excess of 5 years (except with 120 days or less cancellation notice or mineral lease less than $100,000). If BOR approval is required, BOR specify signature authorization other than President? Yes ☐ No ☐ Attached

MSU Office of Origin: ____________________________  Individual Responsible: ____________________________  Phone No: ____________________________

University Funds Required: Yes ☐ No ☐  Certified Available: Yes ☐ No ☐  Revenue Contract Yes ☐ No ☐

Contract Period: ____________________________  Does Contract Renew? Yes ☐ No ☐  If so, When:

Contractor: ____________________________  Contractor's email address:

Procurement: bid out ☐ sole source (attached) ☐ State contract ☐ other:

Historically Underutilized Business (HUB): Yes ☐ No ☐  HUB Plan (required over $100,000): Yes ☐ No ☐

Contractor Representative: ____________________________  Phone: ____________________________  Fax:

Contractor's Address:

Resident Contractor: Yes ☐ No ☐  State of Non-Resident Contractor:

Is Contractor an MSU Employee? Yes ☐ No ☐  Or Related to an MSU Employee? Yes ☐ No ☐

Taxpayer Identification Number: ____________________________  Franchise Tax Good Standing: Yes ☐ No ☐ N/A ☐

Type of Business: Corp. ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Government ☐ Other ☐

# Bids/Proposals : ____________________________  # Bids/Proposals : ____________________________  # HUB’s Solicited: ____________________________  # HUB’s Received: ____________________________  # HUB’s Required: ____________________________  # HUB’s Received: ____________________________

Review and Approval Signatures:

Department ____________________________  Date: ____________________________

By signing this form, the Department is verifying that they will abide by the terms of the agreement and has obtained approval of any other department(s) contributing technical support, services, or personnel (e.g., IT Dept. – software; office of sponsored programs for external funding – grants and gifts).

Initiating Dept’s Designated Contract Liaison/Monitor: ____________________________  Date: ____________________________

Other Dept. Supervisor(s) Contributing Personnel/Services: ____________________________  Date: ____________________________

Dean/Associate Vice President: ____________________________  Date: ____________________________

Approval required on all contracts for reporting departments.

Appropriate Vice President: ____________________________  Date: ____________________________

Approval required on all contracts for reporting departments: VP Admin. & Inst. Effectiveness; approval required on all IT contracts; Provost and VP Academic Affairs; VP University Advancement & Public Affairs; signature authority of appropriate VP for contracts of less than $1,000,000 per year for reporting departments.

Provost and Vice President for Academic Affairs: ____________________________  Date: ____________________________

Approval required on: all contracts for reporting departments; affiliation/clinical agreements (or President’s); and all sponsored research grants; signature authority for contracts of less than $100,000 per year for reporting departments; affiliation/clinical agreements.

Vice President for Business Affairs and Finance: ____________________________  Date: ____________________________

Approval required on: all contracts for reporting departments; fiscal approval of contracts of $500,000 or more; and all sponsored research grants; signature authority for contracts of less than $100,000 per year for reporting departments.

Contract Administration Office: ____________________________  Date: ____________________________

Approval required on all contracts (except University employment contracts):

Proposed contract attached? Yes ☐ No ☐ If applicable, a copy is attached of the delegation of signature authority by the _BOC_ President

Other Reviews and Approval Signatures, as required:

General Counsel: ____________________________  Date: ____________________________

Approval required on all contracts unless using unmodified standard contract form pre-approved in writing.

Comment: ____________________________

President: ____________________________  Date: ____________________________

Approval required on all contracts: of $500,000 or more not requiring BOR approval, of $100,000 or more but less than $500,000, related to mineral interest in real property of less than $100,000, related to licensing/assignee of MSU intellectual property, and for direct reporting departments; required signature authority (or designee) on: all contracts for reporting departments, and all contracts of $100,000 or more (except contracts otherwise specified by the BOR).

Comment: ____________________________

MSU CON-001r10 06/09/2010
PLEASE RETURN COMPLETED FORM TO THE MSU CONTRACT ADMINISTRATION OFFICE
## MSU CONTRACT ROUTING SHEET

**IMPORTANT:** Contracts are to be signed by the delegated authority after the completion of this review process.

- **New Contract**
- **Renewal Contract**
- **Change Order**
- **Other:**

<table>
<thead>
<tr>
<th>Revenue Account Number:</th>
<th>Contract Amount:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Expense Account Number:</th>
<th>Date Routed:</th>
</tr>
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<tbody>
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<tr>
<th>P.O. Number:</th>
<th>Vendor Code:</th>
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Departments shall complete this form in its entirety. Indicate non-applicable items by N/A.

<table>
<thead>
<tr>
<th>Contract (brief description):</th>
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<table>
<thead>
<tr>
<th>Board of Regents (BOR) Approval Required: Yes ☐ No ☐</th>
<th>Meeting Date: __________</th>
<th>Board Item No: __________</th>
</tr>
</thead>
</table>

This contract must go to the BOR if it is $500,000 or greater per year (except bequests, gifts, or grants, or a State energy agreement), or involves acquisition, purchase, sale, or encumbrance of real property (except mineral lease less than $100,000), or a contract in excess of 5 years (except with 120 days or less cancellation notice or mineral lease less than $100,000). If BOR approval required, BOR specify signature authorization other than President? Yes ☐ No ☐ Attached

<table>
<thead>
<tr>
<th>MSU Office of Origin:</th>
<th>Individual Responsible:</th>
<th>Phone No:</th>
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<thead>
<tr>
<th>University Funds Required: No ☐ Yes ☐</th>
<th>$__________</th>
<th>Verified Available: Yes ☐ No ☐</th>
<th>Revenue Contract Yes ☐ No ☐</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contract Period:</th>
<th>Does Contract Renew? Yes ☐ No ☐</th>
<th>If so, When:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Contractor's email address:</th>
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</table>

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<thead>
<tr>
<th>Procurement:</th>
<th>sole source (attached)</th>
<th>State contract</th>
<th>other:</th>
</tr>
</thead>
</table>

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<tr>
<th>Historically Underutilized Business (HUB): Yes ☐ No ☐</th>
<th>HUB Plan (required over $100,000): Yes ☐ No ☐</th>
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</thead>
</table>

<table>
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<tr>
<th>Contractor Representative:</th>
<th>Phone:</th>
<th>Fax:</th>
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<tr>
<th>Contractor's Address:</th>
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</table>

<table>
<thead>
<tr>
<th>Resident Contractor: Yes ☐ No ☐</th>
<th>State of Non-Resident Contractor:</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Is Contractor an MSU Employee Yes ☐ No ☐</th>
<th>Or Related to an MSU Employee? Yes ☐ No ☐</th>
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</thead>
</table>

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<tr>
<th>Taxpayer Identification Number:</th>
<th>Franchise Tax Good Standing Yes ☐ No ☐ N/A ☐</th>
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<tr>
<th>Type of Business:</th>
<th>Corp. ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Government ☐ Other ☐</th>
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<th># Bids/Proposals Solicited:</th>
<th># Bids/Proposals Received:</th>
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Department

By signing this form, the Department is verifying that they will abide by the terms of the agreement and has obtained approval of any other department(s) contributing technical support, services, and/or personnel (e.g., IT Dept., software; office of sponsored programs for external funding, grants and gifts).

Initiating Dept.’s Designated Contract Liaison/Monitor

Date

Other Dept. Supervisor(s) Contributing Personnel/Services

Date

Dean/Associate Vice President

Approval required on all contracts for reporting departments

Date

Appropriate Vice President

Approval required on all contracts for reporting departments; VP Admin. & Inst. Effectiveness approval required on all IT contracts; Provost and VP Academic Affairs and VP Univ. Advancement & Public Affairs: signature authority of appropriate VP for contracts less than $100,000 per year for reporting departments

Date

Provost and Vice President for Academic Affairs

Approval required on: all contracts for reporting departments, affiliation/clinical agreements (or President’s), and all sponsored research grants; signature authority for contracts of less than $100,000 per year for reporting departments, affiliation/clinical agreements

Date

Vice President for Business Affairs and Finance

Approval required on: all contracts for reporting departments, fiscal approval of contracts of $50,000 or more per year, and all sponsored research grants; signature authority for: contracts of less than $100,000 for reporting departments

Date

Contract Administration Office

Approval required on all contracts (except University employment contracts)

Date

Proposed contract attached? Yes No If applicable, a copy is attached of the delegation of signature authority by the BOR President

Other Reviews and Approval Signatures, as required:

General Counsel

Approval required on all contracts unless using an unmodified standard contract form pre-approved in writing

Date

Comment:

President

Approval required on all contracts: of $500,000 or more not requiring BOR approval, of $100,000 or more but less than $500,000, related to mineral interest in real property of less than $100,000, related to licenses/conveyances of MSU intellectual property, and for direct reporting departments; required signature authority (or designee) on: all contracts for reporting departments, and all contracts of $100,000 or more (except contracts otherwise specified by the BOR)

Comment:
Account Managers Group

Encumbrances

Debbie Vaughn
Encumbrances

What is an encumbrance?
• It is a separate amount of money set aside for an identified expense and **not** included in available balances.
• In Banner it shows as “Commitments.”

Why do we encumber?
• Allows account managers to be sure how much is truly available to spend.
• Avoids account shortages at year-end.
• Allows for easier identification of savings.
Encumbrances

What all is encumbered?

• Salaries
  • Benefit Eligible Faculty and Staff
  • Graduate Assistants
  • Adjuncts
• Cell Phone Stipends
• Longevity
• Fringe Benefits
• Purchase Requisitions
• Travel Expense Amounts from RTA’s
Examples:  
Admin Salaries = Salaries, Longevity  
Fringe Benefits = Payroll Taxes, Cell Phone Stipends  
M&O = Bulk Fuel, Xerox, Central Plant Materials
Encumbrances

How do the amounts get encumbered?

• **Salaries and Cell Phone Stipends** – Done automatically through the Payroll system.

• **Fringe Benefits and Longevity** – Manual process done in Budget Office.

• **Purchase Requisitions** – Automatic when requisitions are submitted by user. Will encumber even before complete!

• **Travel Amounts** – Manual process done in Business Office based on Request for Travel Authorization (RTA).
Encumbrances

How do these amounts get released?

When the expense hits your account, the encumbrance is released.

- **Salaries and Cell Phone Stipends** – Done automatically when Payroll runs.
- **Fringe Benefits and Longevity** – Manual process done in Budget Office after Payroll runs.
- **Purchase Requisitions** – Automatic when invoices are paid in Business Office.
- **Travel Amounts** – Manual process done in Business Office when Travel Voucher is received. If travel is cancelled, email Terry Ortiz.
Account Managers Group

Updates - Kathy Rice

- Timesheets Issues:
  - Holidays/Closed Days
  - Approved Hours

- Paperless:
  - Time Sheets
  - PTFs

- Budget Worksheets going out
Tip of the Month

Doodle.com

The nifty meeting scheduling tool!!

Anna Daugherty
Welcome to Doodle, Anna Daugherty.

Here are a few things to get you started with Doodle:

- Activate your Doodle account
- Connect your calendar
- Set up your MeetMe page
- Spread the word about Doodle
- Become a Premium Doodle member

Create new poll

- Schedule an event
- Make a choice

Your polls

Subject | Participants | Latest activity
Schedule an event


Title

Location (optional)

Description (optional)

Your name
Anna Daugherty

E-mail address
anna.reed.0704@students.mwsu.edu

You will receive the link to administer your poll at the address.
Schedule an event


Title
Account Managers Group

Location (optional)
Dilliard 189

Description (optional)
Meeting to discuss common issues that account managers have come across.

Your name
Anna Daugherty

E-mail address
anna.daugherty@mwsu.edu

You will receive the link to administer your poll at the address.
Schedule an event


Days

Click on the dates you would like to choose.

Selected dates:

27
28
Schedule an event


Times

Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

Switch on time-zone support

<table>
<thead>
<tr>
<th></th>
<th>Thu, 2/27/14</th>
<th>Fri, 2/28/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time 1</td>
<td>10:00 AM</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Time 2</td>
<td>11:00 AM</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>Time 3</td>
<td>1:00 PM</td>
<td>1:00 PM</td>
</tr>
</tbody>
</table>

Add further time slots  
Copy and paste first row

Back  Next
Schedule an event


Basic Poll
For a basic poll you can just skip this step, otherwise choose from the settings below.

Settings  ➤ (optional)
Yes-No-If-needed, Hidden poll, Limits and Extra fields
You send the invitation

Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

Finish

Doodle sends the invitation

E-mail addresses

Address books: connect

Start typing to enter e-mail recipients ...

Separate multiple e-mail recipients by commas.

I also want to receive an invitation at anna.reed.0704@students.mwsu.edu in order to participate in the poll.

Message

Anna Daugherty (anna.reed.0704@students.mwsu.edu) invites you to participate in the Doodle poll "Account Managers Group".

Follow this link to open the poll:
(poll link)

Meeting to discuss common issues that account managers have come across
Thanks, Anna Daugherty,
your poll has been sent.
Account Managers Group

Meeting to discuss common issues that account managers have come across

2 participants

Debbie Vaughn
Anna Daugherty
Your name

February 2014
Thu 27

10:00 AM 11:00 AM 1:00 PM 10:00 AM 11:00 AM 1:00 PM

Cannot make it  Save
Account Managers Group

Open For Questions and Answers
Account Managers Group

Next meetings:

✓ March 27, 2014 – 10:00 AM
✓ April 24, 2014 – 10:00 AM
✓ Location to be determined 😊
Thank you!

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