

DOLLARS & SENSE

The Monthly Helpful Hints Newsletter



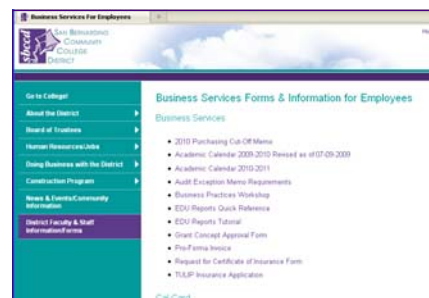
Volume 1, Issue 1, 4/8/2010

Purchasing deadlines fast approaching

The Purchasing cut-off dates are quickly approaching. Make sure you follow these simple, yet important instructions:

- April 16 is the cut-off date for all general fund and unrestricted account purchases.
- May 7 is the cut-off date for all other funding sources (grants, categorical funds, etc.).
- All PRs must be in Financial 2000 and approved through to the Purchasing Dept by 5:00 p.m. on the respective cut-off date.
- Your campus or site may have established earlier deadlines at their discretion. Make sure you know if they have and what they are.
- All exceptions must be reviewed and approved by the Chancellor's Cabinet.

More details can be found on our website [here](#).



Have you seen our website? Check it out today for useful information:
www.sbccd.org/businessdocs

All items must be received by June 30

Each Department holds certain responsibilities for their purchases. One of those responsibilities is following up with vendors who haven't shipped their orders. If more than a month has passed since a Purchase Order has been created and you still haven't received your materials, make sure you call the vendor to follow-up on the order. This is especially important during this time of year, because all items must be received by June 30 or the purchase will be charged to next year's budget allocations.

If the vendor claims they haven't received a PO, call June Flores or Ben Gamboa in Purchasing immediately to get a PO resent to the vendor. We can mail, fax, or even scan a copy of the PO to the vendor. Simply let us know how you would like the PO to be sent, and we'll have a PO out to the vendor within minutes—guaranteed.

Purchasing Contact Information: June ext. 4088 and Ben ext. 4089

Contracts Corner

“How do I get a contract for next fiscal year to the June 10th Board Meeting if I can't create a PR against next year's funding until June 14?”

As we prepare to start Fiscal Year 2011, we need to have certain contracts in place starting July 1. To get a contract to the June 10th Board Meeting: simply prepare a Contract Cover Sheet, write the 2011 budget number you will be using on the Cover Sheet, and send the contract to Business Services for processing. Then on June 14, sign in to Financial 2000 and create a PR to encumber funds for your contract. Contact Virginia Diggle at ext. 4085 if you have any questions.

Approval paths changing with retirees and campus reorganizations

As we prepare to say goodbye to some of our dearest friends and co-workers on June 30, many departments and divisions have begun to look at rewriting their approval paths for purchase requisitions and change orders within Financial 2000.

Some positions are being held vacant or abolished, some are being replaced, and others are being moved. If there is a user retiring in your area or your area is being reorganized, be sure to complete an electronic Purchasing 2000 Account Setup Form for any affected employees.

Because Fiscal Year 2011 opens before many users retire, it is imperative to have these forms submitted timely in order to prevent new requisitions and future change orders from getting stuck in obsolete approval paths.

Find the Account Setup Form at www.sbccd.org/businessdocs.

School's out for summer, take steps to avoid being another brick in the wall

Summer months bring intensive preparation for the fall term, four-ten work weeks, hot temperatures, and family vacations. For some Financial 2000 approvers, it also brings additional responsibilities.

Financial 2000 has a built-in workflow forwarding feature which allows approvers to forward their approvals to another user. This feature provides the ability for faculty without a summer load and staff who have planned vacations to proactively keep requisitions moving forward in the approval path while out of the office.

Instructions on how to forward your approval rights to another user can be found on our website under the Purchasing document titled, "Forwarding PR Approvals." For additional assistance, you can contact Purchasing at the extensions below.

Purchasing Contacts: June ext. 4088 and Ben ext. 4089

Volume 1, Issue 3, 6/8/2010



© Dave Birss

Metaphor of the Month:

“Life is like an ever-shifting kaleidoscope—a slight change, and all patterns alter.”

- Sharon Salzberg

Contracts Corner

“I’ve already submitted my contracts for the new fiscal year. What do I need to do now?”

Thank you to those who have submitted their new contracts early. All you need for these contracts now is a valid FY 2011 requisition sent for approval by 4 p.m. on Thursday, June 17. New PRs will be available starting June 14, and you only need to email Virginia Diggle the PR number with the full name of the contractor (no acronyms, please).

Any contract that has already been submitted for next fiscal year without a valid PR must either be rescinded or sent back unprocessed. The contract will then need to be resubmitted when a valid PR is available. PRs must encumber the full amount of the contracts and use the correct budget codes.

If you have any questions, please

District adopts digitized signatures in Financial 2000 for Purchase Orders

Financial 2000 will be upgraded on Friday, September 10, and a portion of this upgrade will allow the District to begin using a digitized signature on Purchase Orders.

Using a digitized signature on each Purchase Order will allow the Purchasing Department to save nearly an entire day in processing time on each batch of Purchase Orders.

“This new process allows the District to better meet the needs of our students by shortening the length of time departments have to wait for their orders to be delivered,” said Steve Sutorus, Business Manager for the District.

Program review of procurement this year identified streamlining the requisition process as an important goal, which has led to other improvements in Purchasing.

The programming changes to Financial 2000 will begin immediately on Monday, and the digitized signature will begin appearing on Purchase Orders starting in late September.

Find more information at www.sbccd.org/businessdocs.

Ordering toner for HP LaserJet printers becomes easier for faculty and staff

A part of the new contract with Konica Minolta is service maintenance and toner supply for HP LaserJet printers throughout the District.

Each covered printer has a sticker affixed to the front with Konica Minolta’s Service Department phone number to call when you need service or toner, and faculty and staff have already begun using the service.

“It’s wonderful beyond words,” said Laura Cross, Administrative Secretary for Criminal Justice at Valley College. “It simplifies our purchasing, and we don’t have to wait as long when our toner is getting low.”

For questions, contact Purchasing or your campus technology department representatives.

Purchasing Contacts: June ext. 4088 and Ben ext. 4089



© Press Photos/Paul L. Newby II

Quote of the Month:

“We have to ensure learners of any age are given the opportunity to succeed and thrive in the digital age.”

- Michael Kelly, 1957-2003

Contracts Corner

“Why do I need to submit a Purchase Requisition for approval when submitting a contract packet to Business Services?”

Each contract for services becomes a financial obligation of the District once it is approved by the Board and signed.

A Purchase Requisition sent for approval in Financial 2000 sets aside the funds necessary to pay for this new obligation.

This process of setting aside funds for each contractual obligation is a part of the fiscally sound procedures that has allowed our District to continue to meet the needs of our students during the current state budget stalemate.

Therefore, only contracts with a valid Purchase Requisition may be processed.

Please call Virginia at ext. 4085 if you have any questions.

Financial 2000, EduReports trainings planned for SBVC, CHC, District sites

Purchasing & Business Services is planning multiple trainings for the colleges and district offices over the next few months and is calling for ideas to ensure that your needs are met during the trainings. If you have any topic suggestions, please email Ben at bgamboa@sbccd.edu with your ideas.

Prior trainings have included in depth looks at creating requisitions in Purchasing 2000, building a department budget, using Purchase Orders in lieu of contracts, and developing a time schedule to plan your purchases.

Previous presentations are available on PowerPoint through our website under the Purchasing section.

The first trainings scheduled for Valley College are January 12 and 13 through the Professional Development office.

Additional training notices including locations, dates, and times will be sent out to all Financial 2000 users as they become available.

Find more information at www.sbccd.org/businessdocs.

Financial reporting tools important to departments during difficult budgets

Departments find themselves using EduReports more this year than in previous years in order to track their budgets and forecast their expected expenditures.

“It’s a priceless, useful, necessary tool because we are running budgets so tightly this year,” said Tina Gimple, Project Analyst for Crafton Hills College Administrative Services.

By using the financial transaction inquiry tool, departments are able to plot expenses over the current and previous fiscal years. When expenses are tracking lower for on-going purchases than was budgeted for the year, funds can be transferred to another account and used for other purchases. Conversely, when expenses are tracking higher, funds can be earmarked now to ensure funds will be available when needed.

Purchasing Contacts: June ext. 4088 and Ben ext. 4089



© Los Angeles Times

Quote of the Month:

“I have enough money to last me the rest of my life, unless I buy something.”

- Jackie Mason, Comedian

Contracts Corner

“How many copies of a contract do I need to forward to Business Services?”

In order to streamline the contracts process and lessen its overall impact on the environment, Business Services adopted the ImageNow document system for contracts management.

All contracts are now scanned into this system, so departments need only send two (2) “wet ink” signed copies of contracts to Business Services.

This requirement has been updated on the Contracts Checklist on the Business Services for Employees website.

Be sure to periodically review the Contracts Checklist to keep up-to-date on other revisions as they occur.

Please call Virginia at ext. 4085 if you have any questions.

DOLLARS & SENSE

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Volume 1, Issue 7, 12/14/2010



© Craig Petinak, SBVC

Quote of the Month:

“The men who create productivity, opportunity, employment, wealth and wages for a community are public benefactors and should be recognized as such.”

- William Randolph Hearst

Bid threshold for equipment and certain services to be adjusted higher on Jan. 1

The first day of the New Year means many things to many people and many cultures—for the Purchasing Department it means a higher bid threshold for certain purchases.

The new threshold will increase by \$400 from \$78,500 to \$78,900, which is the smallest increase seen since January 1, 1997 when the Board of Governors started adjusting the bid threshold for inflation.

The Board of Governors of the California Community Colleges uses a standardized public purchasing inflation formula to determine the new threshold annually.

If your department’s planned purchase of equipment or non-construction services approaches \$75,000 in 2011, please contact Ben in the Purchasing Department as soon as possible to begin the formal bid process.

Purchasing Contacts: June ext. 4088 and Ben ext. 4089

Contracts Corner

“I heard there’s a new process to submit Audit Exception Memos.”

That’s correct! Business Services has now taken the guess work out of submitting Audit Exception Memos. These memos are typically required when a department has obligated the District in a purchase or contract without appropriate approvals.

Audit Exception Memos are now available electronically. Visit our website to use the new form.

www.sbccd.org/businessdocs

Please contact Virginia at ext. 4085 or vdiggle@sbccd.cc.ca.us if you have any questions.

Returned W-2s sit unclaimed in Payroll

Each year, the Payroll department receives numerous W-2s returned by the Post Office as undeliverable to the employee due to an undocumented change of address.

As of today, Payroll has received and still holds approximately fifty W-2s returned by the Post Office.

If you have not yet received your W-2 in the mail, contact the Payroll department as soon as possible to claim this important income tax document.

When you move, it is required to timely update your address through Human Resources in order to continue receiving your paychecks and W-2s by mail.

Payroll Contacts: Angie x4060, Colleen x4061, Diana x4062

Departments begin planning purchases ahead of cut-off dates in April, May

The Purchasing cut-off dates for this fiscal year have been set. Make sure to follow these instructions for your purchases:

- ⌘ April 15 is the cut-off date for all general fund and unrestricted account purchases.
- ⌘ May 6 is the cut-off date for all other funding sources (grants, categorical funds, etc.).
- ⌘ All Purchase Requisitions must be in Financial 2000 and approved through to the Purchasing Department by 5:00 p.m. on the respective cut-off date.
- ⌘ Your campus or site may have established earlier deadlines at their discretion. Make sure you know if they have and what they are.
- ⌘ All exceptions must be reviewed and approved by the Chancellor's Cabinet.
- ⌘ Anticipate all conference, travel, and mileage expenses through June 30 and have a PR processed by the respective cut-off date.
- ⌘ 2012 Purchase Requisitions may be entered starting Monday, May 16—a full month earlier than in previous years!

Purchasing Contacts: June x4088 and Ben x4089

Volume 2, Issue 2, 2/16/2011



© Associated Press

Quote of the Month:

“A hen is only an egg's way of making another egg.”

-Samuel Butler (1835-1902)

Contracts Corner

“Top Ten Contract Boo-Boos”

1. Missing two original copies signed by contractor
2. Contract is in name of college instead of “San Bernardino Community College District”
3. Lacks a PR in Financial 2000
4. PR is not sent for approval
5. PR is underfunded
6. Contract has blanks or is missing important information
7. Missing approving signature of President or Executive Director on contract cover page
8. Missing contractor's mailing address, phone number, and/or contact name
9. Missing the contract's start and/or end dates
10. Missing the event's Board approval date

If you have questions, please contact Virginia at ext. 4085 or email at vdiggle@sbccd.cc.ca.us

Academic Calendars go paperless

“Going paperless” and “going green” are key phrases heard in offices across the country as we all try to modernize, reduce costs, and reduce our carbon footprint.

Like other businesses and organizations, the district is continuously examining its processes to see how and where we can improve our operations in both large and small ways.

One of these annual processes has been the printing of approximately 2,000 full color Academic Calendars on card stock paper for all faculty and staff.

Starting four years ago, the Academic Calendars have also been made available on our website [here](#) in electronic format.

In the spirit of continuing to “go green” to reduce our carbon footprint and reduce costs, the district will not be printing the Academic Calendars this year.

All Academic Calendars will be made available at the district website: www.sbccd.org under [District Faculty & Staff Information/Forms](#).

Surge protectors here, there, everywhere

Need a new surge protector in your office?

We have a FREE one for you!

Southern California Edison and the district are working together to save electricity—the most expensive utility throughout the district.

Upwards of 2,000 new motion-sensitive surge protectors have arrived on our campuses through the California Energy Efficient Program at not cost to the district or college budgets.

Your technology services department is developing a plan to distribute these high-tech, low-energy surge protectors to classrooms and offices throughout the district.

Once deployed, these surge protectors could save up to \$50 per year, per desk.

First purchasing deadline in one month

The Purchasing cut-off dates for this fiscal year have been set. Make sure to follow these instructions for your purchases:

- April 15 is the cut-off date for all general fund and unrestricted account purchases.
- All Purchase Requisitions must be in Financial 2000 and approved through to the Purchasing Department by 5:00 p.m. on the respective cut-off date.
- Your campus or site may have established earlier deadlines at their discretion. Make sure you know if they have and what they are.
- All exceptions must be reviewed and approved by the Chancellor’s Cabinet.
- Anticipate all conference, travel, and mileage expenses through June 30 and have a PR processed by the respective cut-off date.

Purchasing Contacts: June ext. 4088 and Ben ext. 4089



Crafton Hills College students go green

Quote of the Month:

“I don't think we're going to save anything if we go around talking about saving plants and animals only; we've got to translate that into what's in it for us.”

- Jim Fowler, zoologist

Contracts Corner

“Taking the Guess Work Out of Audit Exception Memorandums: what are they, why do we need them, and how do we do them?”

The Board of Trustees through the collegial consultation process have adopted a set of policies and procedures that guide how the district does business.

From time to time, some of us deviate from these set policies for any number of reasons.

When we do, we have to document for audit purposes why there was a deviation, how it occurred, and how we will prevent future deviations: this documentation is called an Audit Exception Memo.

The easy-to-fill-out form is electronically available on the Business Services website and titled “Audit Exception Memo Requirements.”

The form is completed by the individual who caused the deviation (the From person), signed off by the appropriate managers, and then forwarded to Business Services.

If you have any questions or need clarification while completing the form, please feel free to contact Business Services as soon as possible.

Virginia Diggle, ext. 4085
Find this and more information at the Business Services website:
www.sbccd.org/businessdocs

Fiscal year 2011-2012 purchasing opens

May 16 marks the first day for purchasing for fiscal year 2011-2012. When you log into Financial 2000, you will need to change your fiscal year by following these four easy steps:

- 1) Log into Financial 2000
- 2) Select the File menu
- 3) Select "Set Fiscal Year..."
- 4) Enter "2012" and click OK

After a moment, the system will reflect the 2012 year in the bottom right-hand corner of the program window.

If you have difficulties changing your fiscal year or if there are problems with your access, please contact Purchasing immediately for assistance.

Purchasing Contacts: June ext. 4088 and Ben ext. 4089

Payroll updates website forms to secure employee's personal information

At the request of District Assembly, payroll conducted a review of its forms in relation to the security of employee's personal information.

Payroll forms have been revised to reference only the last four digits of an employee's Social Security number, and the District will continuously review its processes to ensure that all employees' personal information is securely transmitted and maintained.

These revised timesheets and forms are all available on Payroll's website: www.sbccd.org/payroll.

To help keep your information secure, please begin using the revised forms immediately.

Payroll Contacts: Angie x4060, Colleen x4061, Diane x4062

County sets deadline of June 3 for final vendor payments for fiscal year

Each year the San Bernardino County Superintendent of Schools establishes deadlines for all districts to complete payments to vendors, and this year the County audit department has set a deadline of June 3 for all payments to be released by our accounts payable department.

Rhonda, Margarita, and Martha need your help in successfully reaching this deadline.

Please make sure all invoices are reviewed, signed "OK to Pay," and sent back to the District office as soon as possible.

Waiting until June 3 won't give the accounts payable team enough time to process all payments, so your immediate attention is greatly appreciated.

A/P Contacts: Rhonda x4024, Margarita x4071, Martha x4025



CTA protests at State Capital. © Bryan Patrick, Sacramento Bee

Quote of the Month:

“We are all here on earth to help others; what on earth the others are here for, I don't know.”

- John Foster Hall, as stated by W.H. Auden, poet

Contracts Corner

Fiscal Year 2011-2012 Contracts

Important Reminder

If your department submitted contract packets prior to May 16, it is now time to complete and submit your purchase requisition for the contract packet.

Once your requisition has been sent for approval, please email the requisition number and the name of the contractor to Virginia as soon as possible.

The deadline for sending in this important information is May 30.

Now that fiscal year 2011-2012 requisitions may be entered into Financial 2000, all contract packets must again have a valid corresponding requisition sent for approval within Financial 2000.

Contract packets missing this a requisition will be sent back to your department unprocessed until a requisition has been sent for approval.

For more information on what makes a contract packet complete, please visit our website or contact Virginia.

If you have questions, please contact Virginia at ext. 4085 or email at vdiggle@sbccd.cc.ca.us

Self-service accounts provide secure access for employee payroll, leave data

The payroll department may only be open Monday through Friday 8 AM to 4 PM, but employees can securely access their payroll and leave data 24/7 online.

Employees may create accounts through the San Bernardino County Superintendent of Schools Employee Self Service Site at <https://employeeselfservice.sbcss.k12.ca.us>.

In order to create your account, you will need:

- c First name as it appears on your stub
- c Last name as it appears on your stub
- c Social Security Number
- c Net pay from your most recent earnings

Employees' leave data is available through Campus Central and updated monthly, typically by mid-month.

To access your leave data, simply log in to your Campus Central account and select My Leave under the Employee Menu.

Questions on your information? Call Payroll at ext. 4063

Independent audit firm scheduled on site between August 29 and September 9

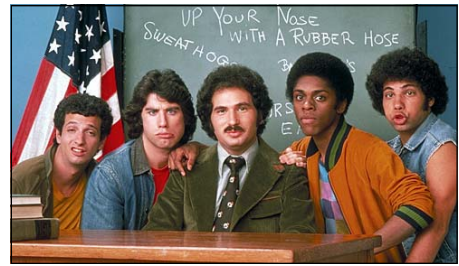
The district's independent audit firm, Christy White Accountancy Corporation, will be on site at the district offices and colleges between August 29 and September 9 to complete the year-end portion of their testing and begin drafting the district's 2010-2011 financial statements.

While most work related to both state and federal compliance has been completed, there may be a few additional open items that require departments and individuals to meet with or provide information to the auditors.

As the district liaison to the independent auditors, Director of Internal Audits, Tanya Rogers, will contact individual departments as needed and with as much advance notice as possible for any information the independent auditors may request.

Questions about the audit? Call Tanya at ext. 4081

Volume 2, Issue 8, 8/15/2011



Welcome Back Kotter, 9/9/1975 ABC Photo Archives/Getty Images

Quote of the Month:

“Genius is initiative on fire.”

- **Holbrook Jackson**
Writer & editor, 1874-1948

Contracts Corner

*Proactive:
More than a Face Wash*

Business Services offers many benefits to departments—one of them being a contract analysis prior to submission of the contract for approval.

Because there are many things to consider when putting together the scope of work and terms of a contract, Business Services will review the draft of a contract and recommend appropriate improvements to the contract's terms.

Recommendations include best contract practices, pitfalls to avoid, possible hidden costs, and questionable items to consider removing.

For questions or to request an analysis of a contract, please contact Virginia at ext. 4085 or email at vdiggle@sbccd.cc.ca.us

Board of Trustees adopt balanced budget for fiscal year 2011-2012

The district and colleges were proud to present the Board of Trustees, students, and employees with a balanced budget, which the Board adopted at their meeting last night. The Board appreciated that the budget prioritizes and provides additional investment into student access and success issues spawned by the poor economy and state budget cuts.

The budget is balanced with the assumption of a worst-case 7.7% decrease in state-funded enrollment and revenues. Even with these cuts, the colleges will still enroll 3% more students, or 13,456 FTES total, than the state has funded.

“We must acknowledge the hard work and sacrifice of our faculty and staff,” said Chancellor Baron in a letter to the Board, “We could not have accomplished this balanced budget without their support and cooperation.”

Faculty and staff may review the entire balanced budget at www.sbccd.org/budget under Fiscal Year 2011-12 Budget.

Questions? Contact Charlie Ng at x4021 or chng@sbccd.edu

Federal grant, categorical programs must verify vendor debarment status

Contractors and vendors who have been found guilty of committing certain federal crimes, such as tax evasion or failure to perform a previous government contract, may be debarred and prevented from being awarded future government contracts.

If your department is purchasing goods or services using federal grant and/or categorical funds, it is imperative that you maintain the federal debarment status of your selected vendor with your purchasing records. These records should be kept for review by a federal or independent auditor.

To check and maintain proper records for debarment statuses of your selected vendors, simply go to www.epls.gov, search for your vendor, screen print the search results, and attach the printed item to the appropriate purchasing file.

Questions? Contact Ben at x4089 or bgamboa@sbccd.edu



Families mark 10th anniversary of 9/11 REUTERS/Jim Young

Quote of the Month:

“Everyone thinks his sack heaviest.”

- George Herbert, 1593-1633

Contracts Corner

*You asked for it—
and we listened*

The first program review of district services has yielded great changes over the last year in how the district serves your department and your students.

One of these changes was the updated Administrative Procedure on Contracts (AP [6340](#)) approved by District Assembly in March and reviewed by the Board of Trustees in April.

This updated procedure outlines a streamlined approval and ratification process for your contracts and provides clear expectations on a variety of routine and non-routine contracts.

Give it a [read](#) today!

For questions, please contact Virginia at ext. 4085 or email at vdiggle@sbccd.cc.ca.us