ABC Open Forum

Spend Smart Initiative

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Spend Smart Initiative

- [afd.calpoly.edu/business_connection/spendsmart.asp](afd.calpoly.edu/business_connection/spendsmart.asp)

SSI is a systematic review and overhaul of policies and procedures related to:
- Procurement
- Payment
- Delegation of Authority
The ultimate purpose of the SSI is to reduce costs of doing business so that Cal Poly remains able to serve students at the highest possible level in spite of ongoing financial challenges.
The goals of the effort are
- To help the university stretch available dollars
- Solidify internal controls
- Improve administrative efficiency in the process
AFD's plan includes:

- Strategic sourcing
- eProcurement
- Advanced spend analysis
- Standardization of delegated authority
- Improved budget analysis
- Streamlined payment processing
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Changes in Allowable Amounts on Forms

- **Guest Lecture Form** not to exceed $1,000
  - Reduced in order to ensure high dollar engagements are properly documented

- **Direct Buy Form** not to exceed $2,500
  - Reduced in order to direct higher dollar purchases through Contracts & Procurement Services which allows for strategic sourcing and the ability to analyze and improve spending patterns
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- Link to FAQ’s and Form Tabs

  afd.calpoly.edu/fiscalservices/forms.asp

  - Guest Lecturer Form
  - Direct Buy Form
  - Hospitality Policy
  - Travel Forms
Accounts Payable - Policy, Procedures and Forms

- Guest Lecturer Form
- Direct Buy Form
- Hospitality Policy

State Travel
- Travel Pre-Authorization Form 1A
- Travel Claim Form Form 262
- Authorization to Use Privately Owned Vehicles Form 261
- Hotel/Motel Tax Waiver Form Form 236

Fiscal Services
- Accounts Payable
- General Accounting
- Financial Reporting
- Property Accounting
- Travel
- Payroll Services
- Student Financial Services
- Policies, Procedures and Forms
- Organizational Chart
- Contacts
- Fiscal Services Home

abc.afd.calpoly.edu
Guest Lecturer Form

**Purpose:** This form is required to be used for one-time services provided by a Guest Lecturer, not to exceed $1,000. Guest lecture services that extend beyond a one-time engagement, or exceed $1,000, should be directed to Contracts and Procurement.

<table>
<thead>
<tr>
<th>Information Regarding the Individual or Business Providing Services and Receiving Pay</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Complete Address:</td>
<td></td>
</tr>
</tbody>
</table>

Please note the payment will be issued within 30 days after the date of service once a complete and approved form has been received by the Accounts Payable Office.

**Information Regarding Services Being Provided:**

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>to</th>
</tr>
</thead>
</table>

Please provide a description of services being provided, if services are being provided in the classroom then include course name and number.

If guest lecturer services will extend beyond a one-time engagement this form cannot be used and Contracts and Procurement must be consulted. C&P can be reached at 8-2232.

**Payee Certification Statement:**

- [ ] I hereby certify that all information is true and correct, that prior payment has not been received, and that I am not subject to Federal Backup Withholding. Signature below replaces the Vendor Data Record Form.

<table>
<thead>
<tr>
<th>Signature of Payee/Guest Lecturer</th>
<th>Date Signed</th>
</tr>
</thead>
</table>

**Chartfields (State Accounts Only):**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>FUND</th>
<th>DEPT ID</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Requested by: (please type/print) Signature: Date:
- Approved by: (please type/print name and title) Signature: Date:
- Department: Contact Name: Phone #:

*Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential

**AP USE ONLY**

<table>
<thead>
<tr>
<th>VENDOR #:</th>
<th>VOUCHER #:</th>
</tr>
</thead>
</table>
NOTE:

* Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential
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- Always use the link to access the current form and fill out forms online
  - Form may be cached even if you use the link, Control R to refresh if you are not sure

- Invoices not associated with a Purchase Order must be submitted to A/P via Direct Buy Form

- Approve to Pay stamps are used for PO invoices only

- Cross out and initial any changes
Accounts Payable Contacts

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