What's New?

- Temporary Workers
- Petty Cash on Concur
- Year-End Calendar
- Guide to Year-End
- DDR Reminder
- Policy Page
- Question of the Month

TEMPORARY WORKERS
We have posted Guidelines for Paying Temporary Workers and related flowchart on
These guidelines describe the payment options for compensating various types of short-term workers and include a workflow that illustrates the process for initiating a payment. Also included are new standard agreements (as fill-in forms) for independent contractors, speakers and entertainers.

**PETTY CASH ON CONCUR**

As an alternative to filling out Petty Cash Forms, you can easily submit this payment request in Concur Invoice as a Non-Employee Reimbursement. This method is more cost effective and involves less risk for the University. Using Concur Invoice will ensure that the correct FOAPs are being charged and that payees receive their payment because it can be direct-deposited into their bank account. When using this method, please use the following invoice format:

**PETTYCASHMMDDYY** where MMDDYY represents the month, day and year of expense.

**YEAR END CALENDAR**

FY14 Year End Close Calendar is posted at [https://www.usfca.edu/busfin/calendar](https://www.usfca.edu/busfin/calendar)

**GUIDE TO YEAR END**


**DDR REMINDER**

If your department receives payments for services delivered May through July 2014...

- Payments received before June 1, 2014 for services rendered on or after June 1, 2014 are Deferred Revenues. Write FY15 on top of DDR form.
- Payments received after May 31, 2014 for services rendered on or before May 31, 2014 are Accrued Revenues. Write FY14 on top of DDR form.

Contact Sybil Cheng at swcheng@usfca.edu for more information.

**POLICY PAGE**
Accounting and other policies are posted at http://www.usfca.edu/policy/accounting/

QUESTION OF THE MONTH

Question: When a vendor sends you an invoice directly, what are your payment options?

Answer: There are 3 options as follows:

1. If the invoice is for a purchase order, please write “Okay to pay”, date and signature directly on the invoice. Then send it through campus mail to Melissa Melnikoff in ABS, LMN 3rd floor for payment.

2. Pay the invoice using your USF Purchasing Card (PCard). You will need to reconcile the credit card charges on your monthly expense report in Concur Expense. You will also need to provide a scanned image of the invoice as a receipt. For training on Concur Expense, please contact Lance Louie at llouie2@usfca.edu

3. Submit a payment request through Concur Invoice. You will need to provide a scanned image of the invoice as documentation. For training on Concur Invoice, please contact Melissa Melnikoff at mmelnikoff@usfca.edu