What's New?

- Audited Financial Statements
- FY15 Restricted Fund Carry-Forwards
- FY16 Spendable Endowment
- Concur Announcement
- Honorarium Payments
- Tip of the Month

AUDITED FINANCIAL STATEMENTS
FY15 audit has been completed and audited financial statements are now available at
FY15 RESTRICTED FUND CARRY-FORWARDS
With the audit completed, restricted fund carry-forward balances from FY15 to FY16 have been finalized and no further adjustments are needed. Carry-forward balances were previously posted with JF001743.

FY16 SPENDABLE ENDOWMENT
With the audit completed and investment valuations finalized, there are no further adjustments to FY16 spendable endowment amounts previously posted with JF001790 and JF001791.

CONCUR ANNOUNCEMENT
If you receive a vendor statement, please review it to ensure that all invoices have been paid and all available credits have been taken. Please take vendor credits as soon as possible. If there is no payment to offset the credit, please request a refund check from the vendor so that USF can receive the funds back as soon as possible. If assistance is needed please contact the Disbursements department.

HONORARIUM PAYMENTS
An honorarium may be paid to an employee or non-employee as an expression of gratitude for certain personal services provided by the individual on behalf of the University such as a guest lecture, participating in a program review, appraising a manuscript, etc.

The payment of an honorarium is entirely at the discretion of the University and is limited to $1,500 per person. For payments in excess of this amount, departments should consider entering into a speaker or independent contractor agreement with the individual.

Honorariums and other forms of additional compensation paid to an employee, however, must be paid through the University’s payroll system.

For additional information, see http://web.usfca.edu/Business_and_Finance/Honorarium_Payments_Policy/

TIP OF THE MONTH
When creating payment requests in Concur Invoice, please search vendors in Concur’s
extensive Vendor List before clicking “Request a New Vendor”.
To obtain the best search results, change the search fields to “Vendor Name”
and “Contains” then enter vendor name.
If you use an existing vendor, most likely there is already a W-9 uploaded to their profile
and you will not have to request another one for your payment request.
Note: For brand-new vendors, a W-9 must be uploaded unless the payment is a
reimbursement or refund.