In connection with our year-end audit requirements, please submit financial certifications by July 15. Emails have already been sent to those who are required to sign the certifications. Thank you to those who have already submitted them.

The financial certification form is located at: http://myusf.usfca.edu/sites/default/files
Please submit the signed certifications to Jessica Lee at jwlee1@usfca.edu. You can also contact Jessica or Frank Wasilewski at fmwasilewski@usfca.edu if you have any questions.

MONTH END REPORTS
Updated May 2016 preliminary close reports were generated on June 15 and June 29 and posted on Finance Monthly ePrint. Updated reports for FY16 and FY17 are run daily and available on Finance Daily ePrint.

JUNE & JULY JOURNALS
Please submit all June and July 2016 journals as soon as possible. We plan to close both months on Tuesday, Aug. 16.

Please contact Shirley Wing at swing@usfca.edu for info and assistance.

AUDIT UPDATE
Moss Adams auditors will be on campus starting Aug. 1 to begin field work. ABS is preparing financial statements and obtaining supporting documentation for the auditors.

If you find anything related to FY16 that is unrecorded and greater than $1,000, please provide details to Desmond Dair at ddair@usfca.edu immediately.

NEW POLICIES
The following new policies have been published by Accounting and Business Services (ABS):

Student Clubs and Agency Funds Policy
This policy includes procedures for the establishment of agency funds. Most agency funds held by the university are owned by student clubs and similar student organizations that generate their own revenue from memberships, student fees, or other income. An agency fund, however, may also be established for a non-student organization affiliated with the university.

Credit Card Acceptance Policy
Departments authorized by ABS to accept credit card payments in connection with the sale of university goods or services must ensure that adequate internal controls have been implemented to protect cardholder data from identity theft and other unauthorized uses. This policy includes requirements for the processing of credit card transactions in accordance with the Payment Card Industry Data Security Standards (PCI DSS) which are designed to ensure the safe handling of sensitive cardholder information collected by merchants. Compliance with the policy is mandatory for both departments and any third parties processing credit card payments or accessing cardholder data on behalf of the university.

In addition, the Department Cash Handling Policy has been substantially revised in
response to the publication of the Credit Card Acceptance Policy. Previously, university and PCI DSS procedures applicable to credit card processing were contained in the Department Cash Handling Policy.

The new policies may be found on ABS policy web page at: https://myusf.usfca.edu/abs/policies

CONCUR INVOICE
An IRS Form W-8BEN (for individuals) or Form W-8BEN-E (for entities) is now required for all payments (including non-employee reimbursements) to new vendors that are foreign persons or entities.

If you wish to be removed from this group's mailing list, click here