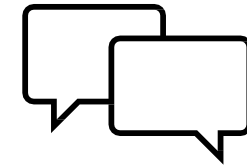


# Business Office Onboarding Training

May 6, 2024

# We're here to help!



Message us on Teams



Email us



Create a Help Ticket

# General Process and Expectations

- **What you can do:** as soon as you know you need to make a purchase, hire a speaker or other contractor, or need a contract signed, let us know. More notice is always better!
- **What we will do:**
  - We will review your request and let you know if any additional information is needed
  - We will send you the appropriate forms or advise you of the best purchasing method
  - For contracts, we will negotiate terms and route for signature
  - We will keep you informed along the way until your request is resolved



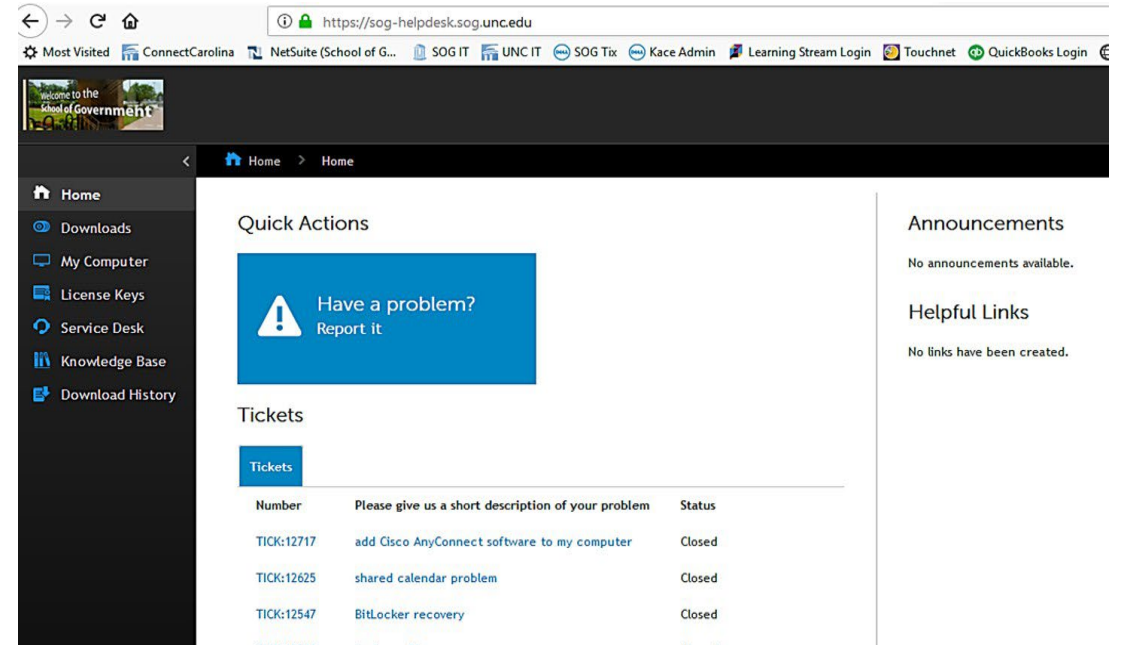
Keep us posted  
as things  
change and  
don't hesitate  
to reach out for  
help!

# We're here to help!

## TICKETING SYSTEM



- Create a Help Ticket Online
  - <https://sog-helpdesk.sog.unc.edu>
- Create a Help Ticket via Email
  - [sog\\_bod\\_tickets@sog.unc.edu](mailto:sog_bod_tickets@sog.unc.edu)
- [Ticketing System FAQ](#)

A screenshot of a web browser displaying the Sog Helpdesk website. The browser's address bar shows the URL 'https://sog-helpdesk.sog.unc.edu'. The website has a dark navigation bar with a 'Home' link. A sidebar on the left contains links for Home, Downloads, My Computer, License Keys, Service Desk, Knowledge Base, and Download History. The main content area features a 'Quick Actions' section with a blue button that says 'Have a problem? Report it'. Below this is a 'Tickets' section with a table of open tickets. The table has columns for 'Number', 'Please give us a short description of your problem', and 'Status'. Three tickets are listed, all with a status of 'Closed'. On the right side of the page, there are sections for 'Announcements' (stating 'No announcements available.') and 'Helpful Links' (stating 'No links have been created.').

Number	Please give us a short description of your problem	Status
TICK:12717	add Cisco AnyConnect software to my computer	Closed
TICK:12625	shared calendar problem	Closed
TICK:12547	BitLocker recovery	Closed

# Three Businesses, One School

UNC SCHOOL OF GOVERNMENT

# THREE BUSINESSES, ONE SCHOOL

## UNC School of Government

- Established in 1931 as the Institute of Government, the School provides educational, advisory, and research services for state and local governments. The School carries out its mission through three separate but related avenues: teaching, research and writing, and advising. Each of these avenues is supported through a unique mix of funding.

University

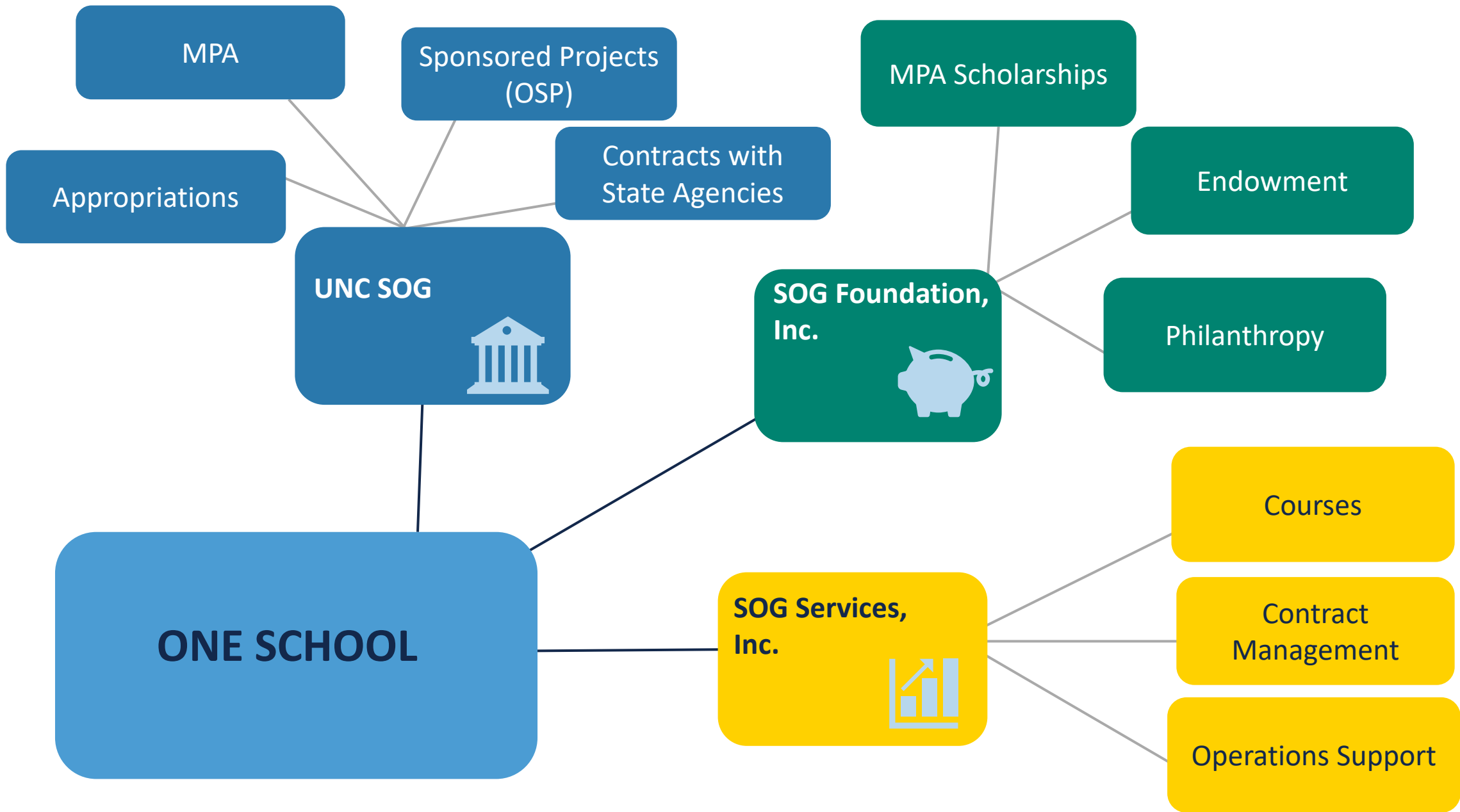
## School of Government Foundation, Inc.

- Established in 1996 to help strengthen financial support for faculty teaching and research, statewide education programs, student scholarships, staff development, and general operating needs. Funding for The School of Government Foundation is provided through gifts from private donors in support of the School, as well as membership dues paid by local governments in North Carolina.

## School of Government Services, Inc.

- Established in 2021, SOGS assists faculty and staff at the UNC School of Government in carrying out its important mission: to improve the lives of North Carolinians by engaging in practical scholarship that helps public officials and citizens understand and improve state and local government. It is a non-profit corporation and an official associated entity of the School of Government at The University of North Carolina at Chapel Hill. Funding for School of Government Services, Inc. is provided through course registration fees and contracts for services.

Associated Entities



Check the [Programs Event Dashboard](#) to find which business applies

# PURCHASING REQUIREMENTS BY BUSINESS

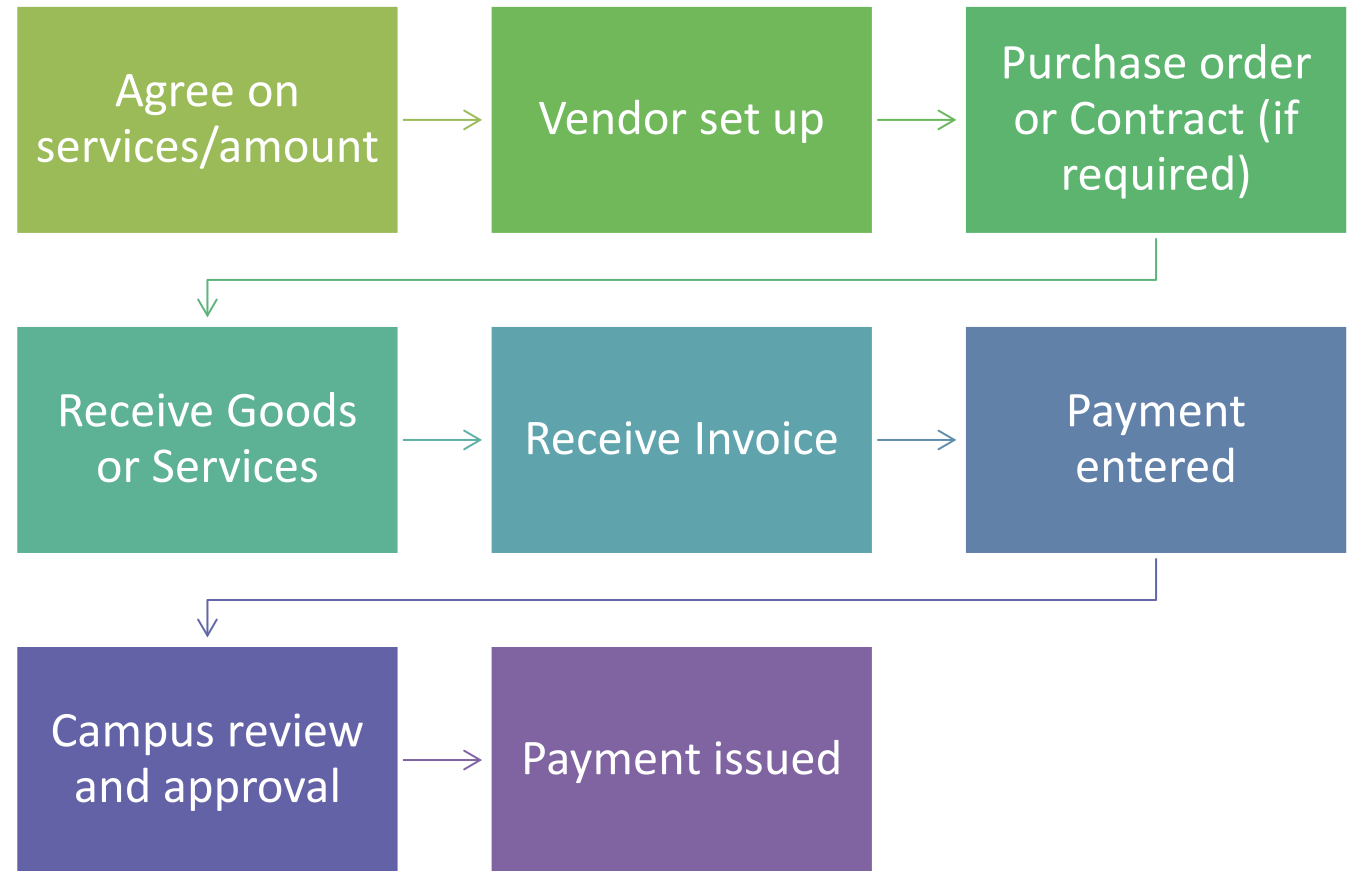
## Purchasing Requirements for SOG Businesses

UNC SOG		SOG Services	SOG Foundation
<b>CREDIT CARDS</b>			
Credit Card	P-card (Provide receipt, chartfield string in BOA Works) T&E Card for business meals and professional dues (Provide receipt, chartfield string in Concur)	Ramp Card (Provide Receipt and Cost Code in Ramp)	Pcard (Provide receipt, chartfield string in BOA Works) or SOG Foundation Civic Card (Provide receipt and business purpose to Foundation Accountant)
<b>INDEPENDENT CONTRACTORS</b>			
One-week speaker less than \$5,000	•Speaker Checklist •W-9	•SOG Services Speaker Checklist •W-9	•Speaker Checklist •W-9
Community collaborator less than \$5,000	•Collaborator Checklist •W-9	•SOG Services Collaborator Checklist •W-9	•Collaborator Checklist •W-9
IC less than \$10,000	•Employee/Independent Contractor Determination Checklist •W-9 •Background check if working with students	•SOG Services Contracted Service Authorization and Approval Form •W-9 •Scope of Work	•Employee/Independent Contractor Determination Checklist •W-9 •Background check if working with students •Scope of Work
IC greater than \$10,000	•Employee/Independent Contractor Determination Checklist •W-9 •Customer Request for a Brand/Vendor Specific Waiver of Competition •Independent Contractor Service Agreement •Statement of Work •Background check if working with students	•SOG Services Contracted Service Authorization and Approval Form •W-9 •Independent Contractor Services Agreement •Scope of Work	•Employee/Independent Contractor Determination Checklist •W-9 •Customer Request for a Brand/Vendor Specific Waiver of Competition •Independent Contractor Service Agreement •Statement of Work •Background check if working with students
<b>GOODS AND SERVICES</b>			
Goods or Services Less than \$5,000	•Invoice •Vendor setup forms: W-9, HUB Form, & ACH	•Invoice •W-9	•Invoice •W-9 •Approval from Foundation Treasurer >\$2,500
Goods or Services between \$5,000 and \$25,000	•Quote (Recommended: obtain pricing from multiple sources) •Requisition and Purchase Order (PO) •Vendor setup forms: W-9, HUB Form, & ACH	•Invoice •W-9 •Quote or agreement signed by SOG Services Director	•Invoice •W-9 •Quote or agreement signed by Foundation Director/Dean
Goods or Services between \$25,000 and \$100,000	•3 quotes through official University RFQ prepared by Purchasing Services or Waiver of Competition form •Requisition and Purchase Order (PO) •Vendor setup forms: W-9, HUB Form, & ACH	•Invoice •W-9 •Quote or agreement signed by SOG Services Director •Statement of Work (recommended)	•Invoice •W-9 •Quote or agreement signed by Foundation Director/Dean •Statement of Work (recommended)
Goods or Services exceeding \$100,000	•3 quotes through official University RFQ prepared by Purchasing Services or Waiver of Competition form •Requisition and Purchase Order (PO) •Detailed Statement of Work •Vendor setup forms: W-9, HUB Form, & ACH •Detailed Evaluation criteria	•Invoice •W-9 •Quote or agreement signed by SOG Services Director •Statement of Work	•Invoice •W-9 •Quote or agreement signed by Foundation Director/Dean •Statement of Work
<b>HOTEL AND CATERING AGREEMENTS</b>			
Hotel, Catering, and other Agreements	See requirements for "Goods or Services" above	Signed by SOG Services Director	Signed by Foundation Director
<b>TRAVEL</b>			
Travel	•Travel Request prior to travel for over night travels through Concur •Direct travel expenses paid for with T&E card •Expense Report through Concur, including per diem and mileage reimbursement	•Documented Travel Approval from Supervisor •Direct travel expenses paid for with Ramp Credit Card •Per diem and mileage reimbursement issued through Concur, travel request needed for overnight travel	•Documented Travel Approval from Supervisor •Direct travel expenses paid for with Civic Credit Union Credit Card •Per diem and mileage reimbursement issued through Concur, travel request needed for overnight travel



# Paying Vendors

# The Process



# Contracts with Vendors



## What to look for:

- Correct business name
- Authorized signatory
- Insurance requirements
- Tax exempt status
- Watch out for totals near or above \$5k

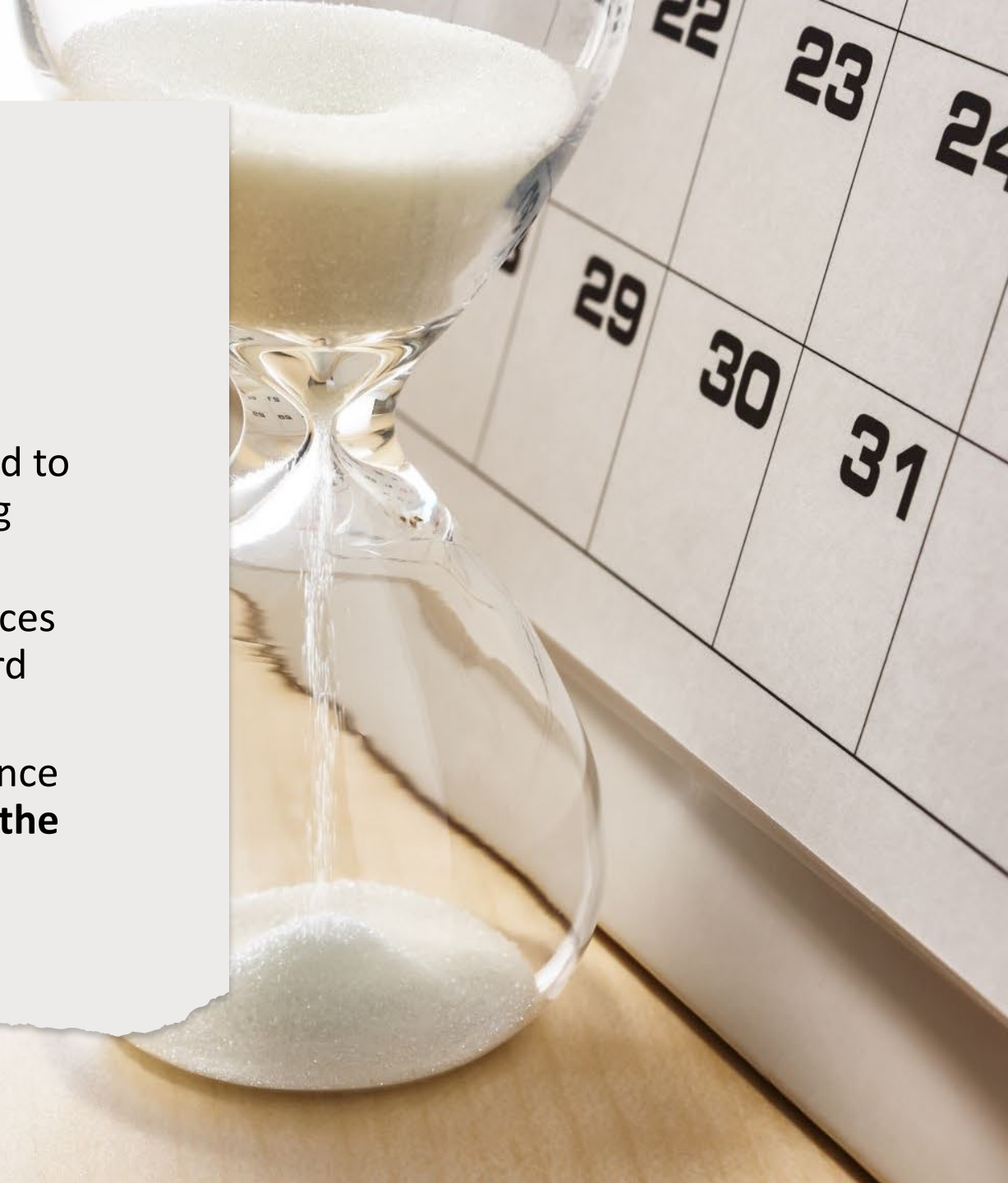


## Payment:

- Deposits – limited to 25% up front
- Invoices are required for payment

# Advanced Payments

- As a state entity, the University is not required to pay any amounts in advance of services being received.
- The University recognizes that for some services (esp catering & venue contracts), it is standard industry practice to request a deposit.
- The University is only authorized to pay advance deposits in an amount **not to exceed 25% of the estimated total for the event.**



# Purchase Orders

---

**Purchases \$5,000 or greater require prior approval from campus via a requisition and purchase order.**

Requirements depend on the purchase amount:

Between \$5,000 and \$25,000

Between \$25,000 and \$100,000

Greater than \$100,000

**Let us know as soon as possible by submitting a ticket!**



# Taxes

**UNC is exempt from sales tax**

See [Tax Exemption Letter](#)

**UNC is a non-profit & tax-exempt**

See [UNC Tax-Exempt Status Letter](#)



# P-card

# T&E Card

For cardholder travel  
& expenses only

## UNIVERSITY MANAGED

- Business meals, catering, and entertainment (no alcohol)
- Conference registrations
- Professional Membership Dues
- Advertising
- Conference calls
- Copying/framing/photo
- Background checks
- Inventory purchases
- Newspaper, magazine, online subscriptions
- Postage/shipping
- Rentals (no contracts)
- Services from a vendor
- State contract purchases
- Supplies
- Utilities

**BOA Works**

- Business meals, catering, and entertainment (including alcohol)
- Conference registrations
- Professional Membership Dues
- Airfare
- Lodging
- Parking
- Rental vehicles and ground transportation
- Gas for rental vehicles
- Uber and Lyft
- Wifi costs (if necessary for conducting business)

**SAP Concur**

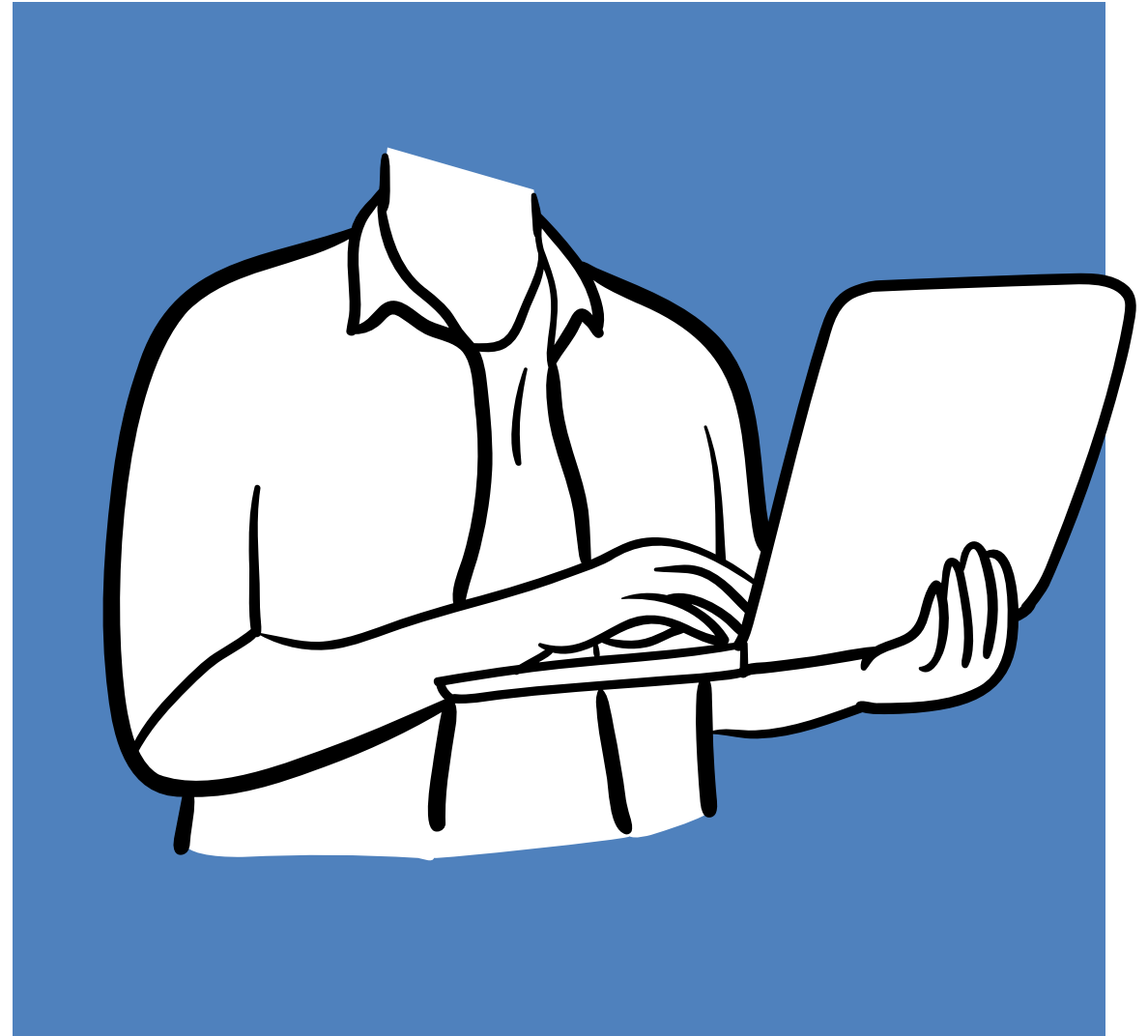


# Paying People



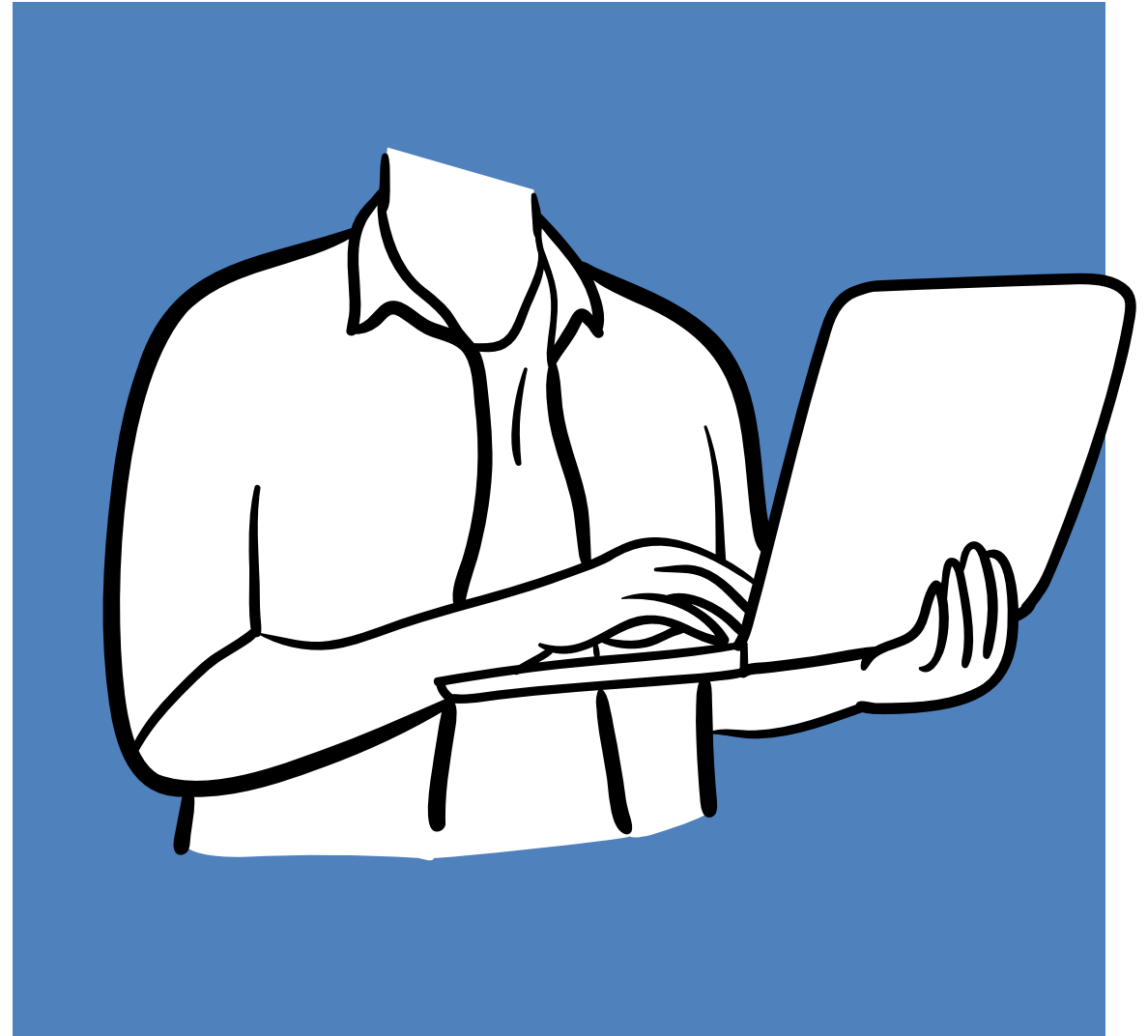
# Independent Contractors

- **Submit all contractor requests through our [online form](#) *before work starts***
- **Contractor types**
  - Speakers
  - Community Collaborators
  - Consulting
- **Former/current UNC employees**
- **Background checks**



# Independent Contractors

- **Payment cannot be issued without an invoice**
  - **Include documentation for travel reimbursements**
- **New agreements are needed for each project/engagement**



# Affiliate Matrix

- Your guide to the options for hiring anything other than a permanent employee:

Temporary Employee

Independent Contractors

Research Assistants

Graduate Assistants

Visiting Scholars

Research Collaborator

Fellow (Unpaid)

Intern

[SOG Affiliate Matrix](#)



# Travel

# Summer Travel Updates

- Reminders when booking airfare:
  - Airfare booked through Concur (for UNC Employees)
  - Book in nonrefundable in coach/economy/main cabin
  - Cost comparison required when combining business and personal travel
  
- Other updates:
  - T&E Cards expiring in June
  - Missing profile info in Concur



# Reimbursement Cutoff

To comply with IRS rules, the University will begin to enforce a firm cutoff for how long employees are able to request reimbursement for business expenses, including travel.

- **Requests must be submitted within 60 days of the trip end date to be eligible for reimbursement and for the reimbursement to be non-taxable.**
- Requests submitted after 60 days will be reimbursed but may be taxable.
- Requests submitted 180 days or more after the expense is incurred will not be reimbursed.
- Charges on T&E Cards must also be reconciled within these deadlines.



# Mileage Update

- New mileage rate: **\$0.67/ mile**

When driving a personal vehicle for business purposes, mileage will be reimbursed as follows:

- Mileage up to 350 miles (round-trip) will be reimbursed at the full IRS rate.
- Mileage which exceeds 350 miles (round-trip) will be reimbursed at the full IRS rate for the first 350 miles and reimbursed at 50 percent (50%) of the full IRS rate for all miles over 350.
- Mileage which exceeds 750 miles (round-trip) will require that the traveler provide a comparable round-trip, economy class airfare ticket quote from Concur or World Travel, Inc. obtained at least 21 days prior to the trip.



# Concur Reminders

- Concur Help Desk - [go.unc.edu/concursupport](https://go.unc.edu/concursupport)
- Standard description format for request and expense reports:
  - [Last Name], [First Initial] [Travel Date] [Purpose and/or Destination]
  - ex: Doe, J 10/31/23 ABCD Conf
  - *Note: there is a 32-character limit. Fit as much as you can.*





# Non-Employee Travel

## Policy/Process – Non-Employee Travel

- When a non-employee travels, all receipts of expenses incurred during travel should be submitted via ticketing system. Meals and mileage are reimbursed at [rates established by the University](#).
- Collect receipts and W-9 from the individual and complete the non-employee travel reimbursement form
- Submit to the business office ticketing system along with source of funding

## Reimbursement Form

### **SOG/SOGS Non-employee Travel Reimbursement Request Form**

<input type="text"/>
Name
<input type="text"/>
Street Address (Home)
<input type="text"/>
City, State, Zip Code
<input type="text"/>
Email & Phone Number

To: BUSINESS OFFICE  
SCHOOL OF GOVERNMENT/SOGS  
CB# 3330, Knapp-Sanders Building  
UNC-Chapel Hill  
Chapel Hill, NC 27599-3330  
[sog\\_bod\\_tickets@sog.unc.edu](mailto:sog_bod_tickets@sog.unc.edu)

For: Services with dates

Honorarium: \$

# Business Meals

# Business Meals

- **Policy**

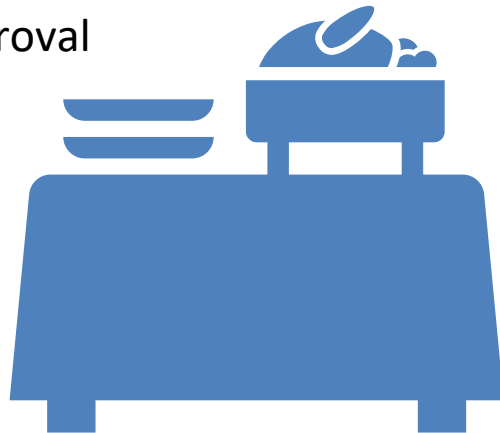
Occur when hosting a group of individuals for a specific business purpose and the meal is provided as a part of that business meeting.

Funding for business meals is limited, and not all fund sources may pay for business meals

Business meals are not the same as personal meals while traveling

Require internal SOG approval

[See full policy for specifics](#)



- **Allowable payment methods**

SOG Credit card (P-card, T&E card, or Ramp Card)

Invoice from vendor

If greater than \$5,000 a purchase order may be required

- **Required Documentation**

List of participants

Business purpose justification

Receipts

# Alcohol Policy and Procedure

- **Alcohol Purchases**

- Must be funded by an allowable funding source
- Must adhere to the policies and standards detailed in the [University Alcohol Policy](#).
- May only be purchased from and distributed by a third-party vendor such as a professional caterer, bartender, or food & beverage establishment, with proper licensing and liability insurance. Includes events held both on-campus and off-campus.
- Alcohol may not be purchased from a package store, convenience store, grocery store, or other vendors except for those detailed above.

- **Procedure**

- Complete the [request form](#) (directly sent to Provost Office)
- Full instructions are described on the [Business Office Microsite](#)



# Fiscal Year End Deadlines

# Deadlines

Last day for BuyCarolina purchases  
(Staples, Amazon Business, etc.)

Last day to submit requisition requests  
(anything over \$5,000) this fiscal  
year. This is the last day to pay a purchase  
order invoice for this fiscal year as well.

Last day to submit PAAT requests.



Last day for invoices to be submitted.

Last day to submit travel expense reports  
for approval in Concur.

Last day to make & reconcile purchases  
using a pcard



# Resources

# Business Office FAQ

- Answers to all your questions!
  - General Information
  - Credit Cards
  - Purchasing Alcohol
  - Hotel Contracts
  - Service Agreements
  - Independent Contractors
  - Travel

[Access the FAQ](#)





# Microsite: Everything you need!

[HTTPS://WWW.SOG.UNC.EDU/RESOURCES/MICROSITES/OFFICE-BUSINESS-AND-FINANCE/](https://www.sog.unc.edu/resources/microsites/office-business-and-finance/)



**NC SCHOOL OF GOVERNMENT**

Public Officials | Topics | Courses | Publications | Blogs | Resources | Giving | Knapp Library | MPA Degree

Microsites | Office of Business and Finance | Office of Business and Finance

**Office of Business and Finance**

Overview | Contributors | Roles / Topics

**Our Mission:**  
The Office of Business and Finance at the School of Government is dedicated to providing high quality business, finance and human resources services to the School of Government community. Our mission is to ensure the integrity, accountability, and efficiency of all business, finance, and HR functions of the School. We do this by working collaboratively with the University and other state agencies to provide accurate and timely services in a courteous, cooperative and cost-effective manner.

**Core Services Include:**  
**Business Efforts:** Accounts Payable, Accounts Receivable, Deposits, Processing of Independent Contractors, and Travel

**TICKETING SYSTEM**  
Submit a Ticket  
FAQ

**BUSINESS SERVICES**  
Hotel Contracts  
Catering Services  
Independent Contractor Speakers  
Order Supplies  
Reimbursements  
Goods or Services More  
Travel Expenses  
Non-UNC Employee Travel  
Third Party Lodging  
Cash Advance  
Resources and Forms  
FAQ

**GRANTS AND BUDGET**  
Training & Advising Services  
Funding Types  
General Information

# Reporting

## Tableau

## Ram Reports



What's next?

# Save the Date

- **Next Business Office Update Session:**  
Monday July 29<sup>th</sup> at 2pm
- **Monthly Check-In with OSP:** First Monday  
of each month at 1:30pm
- **Travel/Concur Help Sessions:** Wednesdays  
from 3-4pm
  
- **Operations Brown-Bag Sessions:**  
Compensation & Classification May 16 –  
12:00-1:30pm



# Questions