



Finance and Purchasing Office Procedures

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I. BUDGET

A. FUNCTION

The function of this office is to formulate the budget for the institution on an annual basis and monitor expenditures versus approved line item funding during the fiscal year. The office is also responsible for reporting and forecasting both current and future revenues and expenditures, through the development of monthly financial statements and the college's five-year fiscal plan, as well as through review of proposed and existing programs with respect to revenue/ expenditure relationships. Its interaction with the campus community involves assisting department heads, deans, and vice presidents in budget development, and on an annual basis, monitoring expenditures versus approved line item funding throughout the fiscal year, and programmatic review in terms of revenue/expenditure relationships.

B. BUDGET CLASSIFICATION/CODING

The college's operating budget is categorized into four major objects of expense classifications, which include:

- 1) Personal Services
- 2) Equipment
- 3) Contractual Expenses
- 4) Employee Benefits

1) Explanation of Objects of Expense

- a) **Personal Services** - This expense records the compensation for the personal services of full or part-time college employees.
- b) **Equipment** - This expense is used to record the purchase of equipment such as machinery, vehicles, classroom apparatus, furniture, etc.

An item meets the classification of equipment if **all** the following criteria are met:

- 1) *The cost of the item is equal to or greater than \$200*
- 2) *The item has a useful life of two or more years*
- 3) *The item does not lose its identity once installed or upon use.*

Example (Item meets the criteria)

The custodial department requests the purchase of a vacuum cleaner totaling \$600. This item is classified as equipment since its cost is greater than \$200, its useful life is more than two years, and it retains its identity when utilized.

Example (Item does not meet the criteria)

The CIS department requests the purchase of computer software for instructional purposes. The purchase price is \$1,000. This item is NOT classified as equipment since it loses its identity once installed in the computer workstation.

c) **Contractual Expenses**

This object of expense records contractual services such as, but not limited to, local mileage, memberships, utilities, lease/purchase of equipment, office supplies, educational supplies, maintenance contracts, professional services, etc.

d) **Employee Benefits**

This object of expense records the college's cost of FICA, retirements and other types of insurance related to employee benefits.

2) **Explanation of Budget Code**

Each object of expense is further categorized as a budget line item appropriation, which is referred to as budget account code line item.

Example: The **contractual expense** object is comprised of budget account codes (either 5 or 6 digits) such as travel, local mileage, office supplies, educational supplies, etc. A complete listing of the account codes currently in use is included in this section (**Exhibit I A**), as well as an explanation of the FOAPAL elements is listed on page 3.

C. ON-LINE BUDGET SYSTEM THROUGH FORMS ON BANNER/REPORTS

Each department head has a budget that is their approved plan for expenditures for the fiscal year, which begins September 1 and ends August 31. Department heads, deans, and vice presidents can monitor expenditures as they compare to budget by accessing budget forms (**Exhibit I B**) on the Banner system. The budget inquiry forms available to system users are listed on Page 4.

Chart Elements (FOAPAL)

- **F = Fund code**
- **O = Organization code**
- **A = Account code**
- **P = Program code**
- **A = Activity code (n/a)**
- **L = Location code (n/a)**

Chart elements

- Chart code

A systematic classification of accounts. **This is “H” for Hudson Valley Community College.**

- Fund

Self-balancing set of accounts. Balance sheets and revenue/expense reports can be produced for any fund. A fund can be restricted (e.g. grants) or unrestricted (e.g. general). **The unrestricted fund for Hudson Valley Community College is 110000.**

- Organization

An organization **usually describes a department** within an enterprise, and identifies a unit of budgetary responsibility.

- Account

A budget line item within an enterprise’s structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (income and expense).

- Program

Information item only. Programs enable you to establish a method of pulling transactions across organizations and accounts. Examples include instruction, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Offices (NACUBO). The program code will automatically populate when you perform a NEXT BLOCK function.

- Activity (**This field is not used**)

Though this field is not required or globally defined, it is available for departmental use in tracking non-budget-control financial activities. An example of an activity is the YMCA renting your enterprise’s pool to teach a lifesaving course.

- Location (**This field is not used**)

A physical location, such as a building or a room within a building.

1. Budget Inquiry Forms

FGIBDST

Organizational Budget Status Form. You can query online the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, and available balance for selected FOAPAL values. **(Exhibit 1 C)**

FGIBSUM

Organizational Budget Summary Form. You can query the organizational account status at the account type summary level. The financial information is displayed at the internal account type within the fund and organization combination for adjusted budget (i.e., adopted budget plus or minus budget adjustments), year-to-date activity, budget reservations (commitments) and available balance. **(Exhibit 1 D)**

2. Computer Reports

Budget Detail Report – This report provides the commitments (open encumbrances) and YTD disbursements for each account code through the period ending date, grouped by date. Initial and Adjusted Budget, commitments, YTD and Available Balance amounts for each account, as well as group level expense and Organization (department) totals are also provided. This report can be printed off a networked printer/copier using the form **FGRZBUDD**. Contact the Budget Office for assistance when using this form for the first time.

D. REQUEST FOR TRANSFER OF FUNDS

Since a departmental budget is a one-year plan for expenditures developed far in advance of the fiscal year beginning, modifications may be required throughout the fiscal year as actual and/or anticipated expenditures vary from budget.

To request a budget account modification, the department head should complete the **Request for Transfer of Funds** form (found on the web at <http://www.hvcc.edu/secure/staff/finance/transfer-funds.pdf>) and forward to the Budget Office for approval. The form should be used to request a transfer of funds between equipment and contractual expense accounts, between contractual accounts within a department, or between departmental accounts. The account(s), where funds are being transferred from and to, must be indicated on the form. (**Exhibit 1 E**)

Example:

<u>From</u>	<u>Account Title</u> Educational Supplies	<u>Organization Code</u> 22121	<u>Account Code</u> 71603	<u>Amount</u> \$200
<u>To</u>	<u>Account Title</u> Office Supplies	<u>Organization Code</u> 22121	<u>Account Code</u> 71602	<u>Amount</u> \$200

Justification for the transfer, along with the reason funds are available, must be provided. The appropriate signatures as they relate to each area must be obtained prior to submission to the Budget Office.

E. DEPARTMENTAL CHARGEBACK BILLINGS

On a monthly basis, departmental accounts are billed for microcomputer supplies acquired from Computer Services with the expense charged to account 71604 - data processing supplies.

Department heads can view these expenditure amounts by accessing the Banner system or reviewing a computer printout that reflects departmental expenditures.

F. BUDGET PROCESS

Please refer to the web at <https://www.hvcc.edu/secure/staff/finance/budget-call-letter.pdf> for the 2013-2014 budget call letter which became available in late September.

G. BUDGET DEVELOPMENT SYSTEM

Department Heads, Deans and Vice Presidents transmit their budget requests for the next fiscal year through use of the college's budget development system on Banner. Please refer to the Budget Development system manual located on the web at <https://www.hvcc.edu/finance/budgetmanual.pdf> for detailed instructions.

BUDGET ACCOUNT CODE LIST

CONTRACTUAL EXPENSES

Travel/Local Mileage/Field Trips/Dues & Memberships/Hospitality

BANNER

71001 Travel
71002 Mileage
71003 Field Trips
71004 Memberships
71005 Hospitality
71007 Academic/Fin Based Grants
71008 Admissions Recruitment

PRINTING EXPENSE

BANNER

71111 Printing
71112 Off-Campus Printing
71113 On-Campus Printing
71114 Admissions Printing
71115 Printing Chargeback-External Users
71116 Continuing Education Printing (Credit)
71117 Continuing Education Printing (Non-Credit)
71118 Continuing Education/Non Credit

Advertising/Telephone/Postage

BANNER

71201 Advertising
71202 Telemarketing
71203 Institutional Marketing/Advertising
71204 Bid Advertising
71205 Advertising-Workforce Development
71206 Advertising Chargeback's
71207 WEB Services
71208 Admission Initiatives
71209 Technology Day
71301 Telephone Expense
713021 Postage
713022 Postage-Other

Rentals/Lease Purchase Expense

BANNER

71401 Uniform Rentals
71402 Real Estate Rental
71403 Equipment Rental/Lease Purchase
71404 Rental Other: Utilities, Taxes, etc.
71405 Administrative Software

Publications Expense

BANNER

71501 Publications
71502 Books
71503 Standing Orders
71504 Book Binding
71505 Filmstrips/VHS/Other
71506 Sage Library Acquisitions

Supplies Expense

BANNER

71601 Automotive Supplies
71602 Office
716021 Office Supplies-Stdl Advse Ctr
71603 Educational
71604 Data Processing
71605 Departmental Supplies
71606 Tools
71607 Campus Protective Equipment
71608 Custodial Supplies
71609 Gasoline Expense
71610 Safety Supplies

Repairs Expense

BANNER

71701 Educational Equipment Repair
71702 Repair Materials and Supplies
71703 Maintenance/Service Contracts
71704 Non-Educational Equipment Repair
71705 Equipment Maintenance Insurance
71706 Project Work
71707 Environmental Projects
71708 Pavilion Costs

Utilities Expense

BANNER

71801 Energy Savings
71802 Gas Expense
71803 Electricity
71804 Street Lighting
71805 Water & Sewer
71806 CoGen Restricted Account

Other Expenses

BANNER

71901 Miscellaneous Expense
71902 Innovation Fund
71903 Insurance
71904 Consultants Expense
71905 Professional Services
71906 Attorney Fees Not on Retainer
71908 Acreage Fees
71909 Tec-Smart Custodial/Plowing
71910 OLIS Costs
71911 Mobile Web Access
71913 AIG Legal Fees Deductible
71914 WIB Cost Share
71916 Student Copy Right Costs
71917 Institutional Signage
71918 HIPPA

EQUIPMENT NEW

BANNER

75001 Equipment- Instructional (New)
75003 Equipment- Administrative (New)
75005 Ice Rink Equipment
75500 Planning Reinvestment Initiatives

Equipment-REPLACEMENT

BANNER

75201 Equipment-Instructional (Replacement)
75203 Equipment-Administrative (Replacement)

The screenshot displays the Oracle Developer Forms Runtime Web interface. At the top, the browser title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The address bar shows "General Menu GUAGMNU 8.3.0.5 (PROD) Thursday, November 4, 2010 - Last login Wednesday, November 3, 2010 08:07:54 AM".

The main content area features a "Go To..." dropdown menu with a "Welcome, Your name here" label. Below this is a tree view under "My Banner" with the following sub-items:

- Banner
 - Student [*STUDENT]
 - Advancement [*ALUMNI]
 - Finance System Menu [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]

A callout box labeled "Type Budget Inquiry Form" points to the "Finance System Menu [*FINANCE]" item. To the right, there is a "My Links" section with links for "Check Banner Messages", "Bookshelf 8.x", "Personal Link 2", "Personal Link 3", "Personal Link 4", "Personal Link 5", and "Personal Link 6". Below this is a "My Institution" section with a "SUNGARD HIGHER EDUCATION" logo and a photograph of a building's archway.

At the bottom, the "Banner Broadcast Messages" section lists several messages:

- 02-NOV-2010 Withdrawal deadline for Fall 2010 Parts of Term 1 2 4 5 & 9 is Friday, November 19.
- 02-NOV-2010 Reserves will drop for Spring 2011 courses after the close of business on Wednesday, Dec 1.
- 02-NOV-2010 Withdrawal deadline for Fall 2010 Part of Term 6 is Thursday, December 2.
- 02-NOV-2010 Withdrawal deadline for Fall 2010 Part of Term 7 is Wednesday, December 8.

The bottom status bar shows "Enter the object name; Press LIST for listing." and "Record: 1/1". The Windows taskbar at the very bottom includes the "start" button and several open applications.

Form FGIBDST

Exhibit I C

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.4 (PROD)

Chart: **Fiscal Year:** **Index:**

Query Specific Account
 Include Revenue Accounts
Commit Type:

Organization: **Fund:**
Program: **Account:** Travel
Account Type: **Activity:**
Location:

13 Yr Here **Type Your Organization Code**

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Net Total:					

Account Code; Press LIST for valid codes.
 Record: 1/1 ... <OSC>

start Oracle Applicatio... Welcome | Hudso... Zimbra: Inbox (1... Oracle Developer... Document2 - Mchr... 8:39 AM

Form FGIBSUM

Oracle Developer Forms Runtime - Web: Open > FGIBSUM

File Edit Options Block Item Record Query Tools Help

Organization Budget Summary FGIBSUM 8.3 (PROD)

Chart of Accounts: [dropdown] Organization: [dropdown] ← **Type Your Organization Code Here** Indicator: Both [dropdown]
Fiscal Year: [dropdown] Fund: [dropdown]

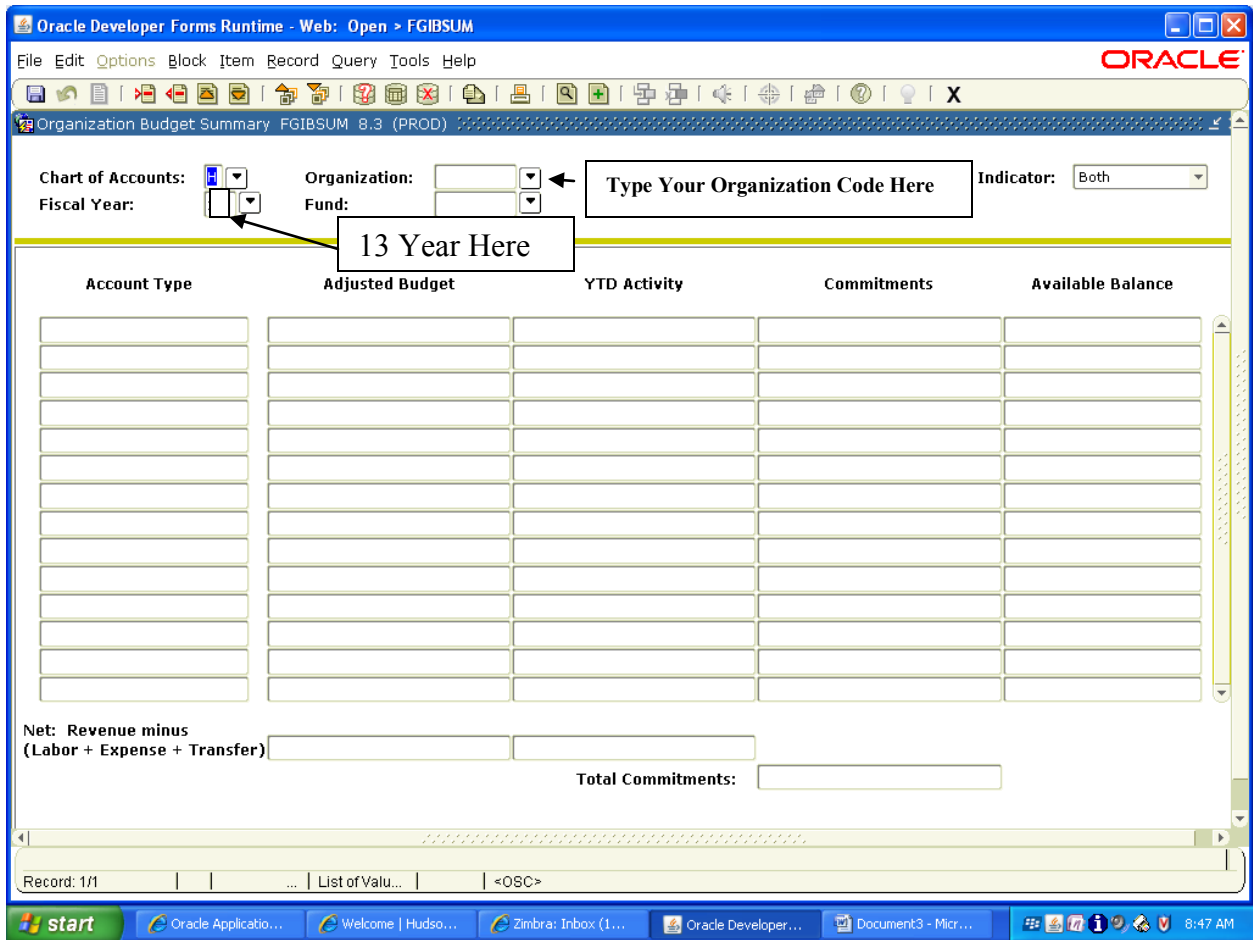
13 Year Here

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance

Net: Revenue minus (Labor + Expense + Transfer) [input]

Total Commitments: [input]

Record: 1/1 ... List of Valu... <OSC>



REQUEST FOR TRANSFER OF FUNDS

This form should be utilized to request any transfer of funds between a) equipment and contractual expense accounts, b) subsidiary contractual accounts, or c) departmental accounts.

FROM

<u>Organization Code</u>	<u>Account Code</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL		\$ _____

Reason for transfer _____

Why are funds available in this account(s)? _____

TO

<u>Organization Code</u>	<u>Account Code</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL		\$ _____

Department Head

Division Dean

Vice President

Date

Date

Date

II. BUSINESS SERVICES - PURCHASING

A. INTRODUCTION

The Office of Business Services is charged with the responsibility of performing all purchasing functions. It must do so in compliance with current law, rules and regulations. Its purchasing references are:

1. General Municipal Law
2. Code of Standards and Procedures for the Administration and operation of Community Colleges under the Program of the State University of New York.
3. Rensselaer County Purchasing Procedures Manual
4. College Policy as approved by the College's Board of Trustees Policy Manual

B. PURPOSE

The purpose of the purchasing section of this manual is to provide answers to frequently asked questions regarding the purchasing process and provide a "how to" guide.

C. RESPONSIBILITIES

The Office of Business Services is responsible for the processing of purchase orders for supplies, equipment and services in compliance with all rules and regulations. The Office of Business Services is also responsible for the preparation of written quotations, bids and Requests for Proposal.

D. STARTING A PURCHASE

What should I do when I need to purchase something?

The first step is to determine your needs. Before you initiate the request, make sure you allow plenty of time for the entire purchasing process to unfold. You must allow time for purchase order preparation, approvals and delivery. Total processing time usually depends upon what you order and how completely you have initiated the purchase order.

If you are not certain of exactly what you want, purchasing can make inquiries on your behalf or put you in touch with sales representatives who can answer any questions you may have. **You can save much time and effort by calling purchasing before you submit a requisition if you have any questions about what you need to buy or how to buy it.**

EXPENSES INCURRED PRIOR TO THE APPROVAL BY THE DIRECTOR OF BUSINESS SERVICES MAY RESULT IN AN "OUT OF POCKET" EXPENSE FOR THE EMPLOYEE PLACING THE ORDER. IN ADDITION, FUTURE REQUISITIONING PRIVILEGES MAY BE TERMINATED FOR UP TO ONE YEAR AFTER SUCH AN OCCURRENCE.

When you have determined what to purchase, a purchase requisition needs to be completed in Banner.

For training on how to prepare a requisition in Banner, please contact the Purchasing Office at Ext. 4517.

Where are incoming goods and equipment delivered on campus?

With the exception of office supplies, which are delivered directly to the receiver, Central Receiving is designated as the delivery location for goods and equipment where it is checked for completeness and then delivered to the department.

For office supplies only, HVCC initiated desktop delivery. The vendor will deliver your order to your department. After the receiver in the department checks the order, he/she must sign the receiver's copy of the purchase order and forward it to Accounts Payable, HRC 438. Any time there is a problem or shortage, the department should contact the vendor directly. If the problem cannot be solved this way, the Purchasing Department should be contacted and they will attempt to resolve the problem.

E. PURCHASING GUIDELINES

PHONE QUOTATIONS (\$0.01 TO \$1,000) - COMMODITIES

Requisitions created for materials, supplies or equipment in the range of \$.01 to \$1000.00 require one phone quote. A **Request for Telephone Quote** form should be forwarded to the Purchasing Office. **(Exhibit II A)** You must type on the requisition – “**phone quotes mailed or faxed**” prior to sending the quotes to the Purchasing Department. Telephone quotes obtained by the requisitioner are acceptable up to a purchase order level of \$1,000 within the same fiscal year.

Items to be purchased from a phone quote should be for a full year. If your department might purchase like or similar items again during the year, and the total amount exceeds \$1,000, written quotes must be obtained.

WRITTEN QUOTATIONS (\$1,000.01 TO \$20,000) - COMMODITIES

The Office of Business Services is the responsible office for the formulation and processing of written vendor quotations. A **Request for Written Quotation** and the specifications for materials or services should be completed and emailed to the Purchasing Office. After the Director of Business Services reviews the information, the data will be placed on the college's official quotation form and forwarded to vendors. After the quotations are completed by vendors, the vendor should mail the quotation form to the Director of Business Services (Purchasing Office). Fax quotes may be sent and received on materials and services, when time constraints are a factor. The results will be forwarded to the requesting department for analysis. The department will be notified via email that results of the quotation are on the way. The department will then type a requisition on-line with the quote number, in accordance with procedures. The following statement must be typed on all requisitions generated from a written quote: **ALL MERCHANDISE MUST BE SHIPPED PREPAID AND SHALL BE DELIVERED F.O.B. HUDSON VALLEY COMMUNITY COLLEGE, 80 VANDENBURGH AVENUE, TROY, NEW YORK, CENTRAL RECEIVING.** The quotations must be forwarded to the Purchasing Department to be attached to the purchase order for processing. If the department might purchase like or similar items again during the same year and the total of the purchases might exceed \$20,000, the bid process must be followed.

HUDSON VALLEY COMMUNITY COLLEGE

TELEPHONE QUOTATION RECORD FOR UNDER 1,000.00 ORDER BUYER _____

In 1989, and amended in 1992, the Rensselaer County Legislature passed Local Law No. 2, the County Ethics Law. Hudson Valley Community College is required to adhere to the County Ethics Law.

Public officials of Rensselaer County, and the spouse, child, stepchild, brother, sister, parent, and/or dependent of a public official or employee of Rensselaer County are prohibited from any business dealings with Hudson Valley Community College to include buying, selling, renting, leasing, or otherwise acquiring from or dispensing to Hudson Valley Community College, any goods, services or property.

		1st VENDOR			2nd VENDOR		
	PHONE NO.						
	DATE						
	QUOTED BY						
	NAME OF COMPANY						
	ADDRESS OF COMPANY						
	F.O.B. CHARGES						
ITEM	DESCRIPTION	QTY.	UNIT PRICE	TOTAL	QTY.	UNIT PRICE	TOTAL
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL							

Remarks
PRICE DETERMINED FAIR & REASONABLE BASED UPON:
 Price composition shown above ()

OTHER: EXPLAIN

White Copy: Attach to Requisition

Written Quotations (\$5,000.01 to \$15,000) - Public Works, Equipment Rental, Service/Maintenance Contracts & Professional Service

The same procedures are to be followed for public works, equipment rental, service/maintenance contracts and professional services as for commodities. Two (2) written quotes must be obtained

Written Quotations (\$15,000.01 to \$35,000) - Public Works, Equipment Rental, Service/Maintenance Contracts & Professional Service

All the procedures are the same as above, with the exception that three (3) written quotes must be obtained.

PUBLIC BIDDING

General Municipal Law (Section 103) requires purchase contracts exceeding \$20,000 and public works, equipment rental, service/maintenance contracts and professional services exceeding \$35,000, be awarded to the lowest responsible bidder after public advertising requesting submission of sealed bids.

A Request for Bid or RFP should be e-mailed with bid specifications attached and forwarded to the Purchasing Office.

The Director of Business Services will review specifications and formulate a bid document to be mailed to selected vendors. In addition, the Director of Business Services will formulate an advertisement for "public" notification.

The bid documents will be opened publicly on the bid opening date established by the Director of Business Services. The requester will review bid documents with the Director of Business Services prior to determining vendor selection and award. The requester will then create a requisition in accordance with established procedures and forward to the Office of Business Services for processing. Bid numbers must be placed on the requisition prior to sending it to the Office of Business Services.

The following statement must be typed on all requisitions generated from a bid: **ALL MERCHANDISE MUST BE SHIPPED PREPAID AND SHALL BE DELIVERED F.O.B. HUDSON VALLEY COMMUNITY COLLEGE, 80 VANDENBURGH AVENUE, TROY, NEW YORK, CENTRAL RECEIVING.**

Procedural Details

1. Preparation of Specifications
2. Advertisement for Bids
3. Bid Opening
4. Tabulation of Bids
5. Preliminary Review of Bids
6. Recommendation for Award
7. Award to Vendor
8. Requisition Creation

State Contracts

Through competitive bidding, the State of New York places awards to vendors for various items of supplies and equipment. The state contract commodity listing can be obtained from the college's Office of Business Services. A purchase, utilizing a state contract vendor and prices will alleviate the need for college generated quotations and bid processing. When typing the requisition, the state contract number should be placed on the requisition. Notification of new state contracts are emailed to the campus on a weekly basis.

Sole Source

Materials, supplies and equipment requisitioned in excess of \$1,000 may be purchased utilizing a "Sole Source" classification if the item(s) being acquired may only be purchased from one vendor. The form entitled "Sole Source Justification" should be completed, and forwarded to the Office of Business Services. The Director of Business Services will determine the validity of the use of the "sole source" status and notify the requisitioner. **(Exhibit II B)**

Emergencies

Emergency requisitioning is defined as "the purchase of goods or services arising out of an accident or other unforeseen occurrence whereby circumstances affecting buildings, property or the life, health, safety or property of employees, are involved." Emergency requisitions, may alleviate the need for the college's written quotation and bid processing. The requisitioner should e-mail the justifications for emergency purchase, and forward to the Office of Business Services. The Director of Business Services, after consultation with the Vice President for Administration and Finance will determine the validity for the "emergency" status. The requisitioner will be notified as to the decision.

What if I have an emergency order?

Even with the best of intentions and planning, emergencies do arise. It is understood there is no way to avoid an occasional crisis. Emergency situations are those, which "involve public health, public safety, or where the immediate expenditure is necessary for repairs to college property, to prevent or minimize serious disruption in college service or insure the integrity of college records.

Prison Made Goods

Purchase of prison made goods are not subject to competitive bidding requirements. A catalog of prison made goods is published by the New York State Department of Correctional Services. The catalog can be reviewed in the college's Office of Business Services.

SOLE SOURCE JUSTIFICATION

In 1989, and amended in 1992, the Rensselaer County Legislature passed Local Law No. 2, the County Ethics Law. Hudson Valley Community College is required to adhere to the County Ethics Law.

Public officials of Rensselaer County, and the spouse, child, stepchild, brother, sister, parent, and/or dependent of a public official or employee of Rensselaer County are prohibited from any business dealings with Hudson Valley Community College to include buying, selling, renting, leasing, or otherwise acquiring from or dispensing to Hudson Valley Community College, any goods, services or property.

PURPOSE:

This form, with one or more categories completed, must accompany purchase requisitions for the sole source procurement of equipment or supplies exceeding \$1000. (purchases from State Contract vendors excepted). The purpose of sole source justification is to show that competitive bidding is impractical because only one product can meet a specific need. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor which shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies which were considered as alternate sources must be provided. Sole source justification cannot be based on quality or price. Quality can be a subjective evaluation based upon opinion. Municipal (public) procurement law requires price considerations be evaluated via competitive quoting or bidding.

INSTRUCTIONS:

- 1) Please type or print legibly in ink.
- 2) Complete all categories and sections that apply.
- 3) Provide full explanation, complete descriptions, and/or list all relevant reasons where space has been provided. Sole source Justification forms lacking sufficient detail cannot be approved.
- 4) Sign (in ink) and date the form in the space provided for "signature."
- 5) Improperly completed, photocopies, and/or unsigned forms will be returned to the sender.

TO: BUSINESS SERVICES **DATE:** _____

FROM: _____ **DEPT:** _____
Names of Requisitioners and Department Head

SUBJECT: SOLE SOURCE JUSTIFICATION

Purchase Requisition # _____ (attached) Proposed Vender _____

Product Description _____

STATEMENT

I am aware that New York State Municipal Law mandates that the procurement of material, equipment, and supplies be via competitive bidding whenever the amount is over \$1000.00. However, I am requesting sole source procurement based on the following criteria. (Attach additional sheets as necessary):

- 1. The requested product is an integral repair part or accessory compatible with existing equipment. (Please state the manufacturer and model number of existing equipment).

- 2. The requested product has special design/performance features which are essential to my needs. **BOTH A AND B PORTIONS OF THIS CATEGORY MUST BE COMPLETED.**

- A. These features are:

- B. In addition to the product requested, I have contacted other suppliers and considered their product of similar capabilities. I find their product unacceptable for the following reasons (identify companies contacted, individuals contacted, model number and specific technical deficiency).

- 3. The requested product is essential in maintaining instructional or administrative continuity.

_____ Requested product is being used in continuing instructional experiments and require it for comparability of results.

_____ I have standardized the requested product; the use of another would require considerable time and money to evaluate.

Explain _____

- 4. The requested product is one which I (or my staff) have specialized training and/or extensive experience. Retraining would incur substantial cost in money and/or time.

Explain _____

- 5. Please consider sole source approval for this reason(s) (e.g. trade-in allowance; availability of service, parts and maintenance; product is a prototype; etc):

AUTHORIZATION:

Full Name and Title of Requisitioner _____
Typed or printed in ink

Signature _____

Date _____

Full name of Department Head and Title _____
Typed or printed in ink

Signature _____

Date _____

MR-11/2010

Petty Cash Funds

A "petty cash" fund may be established. The establishment of a fund may be requested through the college's comptroller who will determine the fund amount and review accountability procedures for the maintenance of receipts and funding replenishment.

What kind of purchases are subject to the quotation and bidding process?

Purchases up to \$1,000 require one phone quote obtained by the requisitioner. A phone quotation form must accompany the requisition when submitted to the Purchasing Office.

Formal quotations are solicited from vendors by the Purchasing Office when items total \$1,000.01 to \$20,000. Purchasing will prepare and mail/fax out the written quotation. The turn around time, in most cases, from request to return is 14 to 21 days.

Does the lowest bidder always receive the award?

The lowest bidder usually receives the bid award. The lowest bidder may not be awarded the bid if disqualified because of lack of responsibility, time requirements, reputation, or inability to meet the specifications. Justification in writing must be submitted by the requester for not accepting the lowest bid. The Director of Business Services in consultation with the Vice President for Administration and Finance will determine if sufficient justification has been provided. Legal assistance/consultation may also be required.

Is there anything I should know about preparing bid specifications?

You should try to describe the needed items as completely and accurately as possible. If you have particular requirements, specify them on the Request for Bid form. It is best to describe requirements in terms of functional needs. Describe what you want the item to do.

If there is a requirement that an item be compatible with a piece of equipment that is already owned, so indicate and attach all pertinent details or include a specification sheet of the owned equipment.

If you have found an item that fulfills your requirements, reference by manufacturer model number and catalog number (if available).

Are there exceptions to the bid process?

Exceptions include:

Where the goods or services are economically procurable from only one source, such as books, pamphlets, and periodicals, and specifically designed business or research equipment and related supplies, sole source is acceptable. If there is any doubt whether an item is truly "sole source", the item will be bid.

In emergencies involving public health, public safety, or when college property requires immediate repair in order to protect against further loss or damage, to prevent or minimize serious disruptions to college students, faculty and staff, bidding is not required. The Director of Business Services in consultation with the Vice President for Administration and Finance will determine if an emergency condition has been realized.

When a contract for maintenance or servicing of equipment is made when the manufacturer authorizes a specific dealer as agent, there is no bid requirement.

Bidding is not required when goods are acquired from other state agencies: State contracts, Division of Corrections.

F. PURCHASE ORDER DOCUMENT

A purchase order is an official college authorization issued directly to a vendor to acquire goods, services and equipment.

Most Purchase Orders are issued for "one time" purchase of supplies or equipment, or a "one time" performance of some type of service.

Standing or Blanket Purchase Orders may be used when purchases of goods and services are to be made on a repetitive basis over a longer period of time (usually a year) as the result of a bid or RFP for like or similar items. The standing order may be used instead of issuing multiple, periodic purchase orders for goods and services. Vendors are requested to make deliveries on a regular basis or upon request as defined in the purchase order document.

G. DEALING WITH VENDORS

Are there any special requirements for contacting and dealing with outside vendors?

The best interest of the college should be your primary concern throughout the purchasing process. As such, you must be absolutely fair and impartial when dealing with vendors.

If a vendor offers me a good deal, can I accept it on the spot?

You cannot sign a contract or obligate the college in any manner. Only a college representative who has purchasing authority may sign and approve purchases from vendors. All formal quotes, bids and RFP's must be completed by the Office of Business Services. Purchasing collaborates fully with department needs to insure the purchase of a commodity or service that is suitable, reasonable and timely.

Can vendors solicit business in college department offices?

Vendor representatives may contact college personnel directly if they have prior approval of the Director of Business Services, or if they have been specifically invited by college personnel to demonstrate a product.

Special Circumstances

Occasionally departments are faced with unexpected special circumstances. In those instances when something is needed yesterday, but is not a "real" emergency, a purchase order may be labeled "Rush", "Phone", "FAX" or "Expedite". Special handling of orders disrupts the normal process routine. Continuous interruptions to standard operating procedures cause backlogs and delay purchasing procedures. Please call when something is needed in a hurry. We will make every effort to fill your needs as quickly as possible after approval.

H. MISCELLANEOUS PURCHASES

Some types of purchase expenditures that are handled in slightly different ways:

Hazardous Materials - Certain commodities are restricted for various reasons by local, state and/or federal agencies to insure proper use, or to reduce the hazards resulting from improper handling. Hazardous materials to be purchased must be approved by the Safety Officer.

Advertising - Departments wishing to place advertisements in newspapers or journals should submit the request to information services for their placing the ad with the publication.

Computer and Software - Departments purchasing computer hardware and software must consult with and have the requisition approved of by the Director of Computer Services.

Copiers - Departments wishing to purchase a copier must consult with the Director of Business Services for approval prior to the acquisition, lease or lease purchase.

Memberships - Membership should be requested, whenever possible, during the college's budget process in order to provide annual funding. Individual memberships are only allowed if an "institutional membership" is not available. This unavailability must be specifically documented before an "individual membership" will be granted.

I. PRINTING SERVICES

A department with printing needs should contact the Print Shop before seeking outside services. The Print Shop can furnish a wide variety of services such as high-speed photocopying, collating, binding, punching, folding, etc. If the Print Shop cannot handle the request and a commercial printer is necessary, submit a request for quote or bid on a Request for Requisition to the Business Services Office (if under the \$1,000 limit).

J. EQUIPMENT ACQUISITIONS

What is considered equipment?

Equipment is defined as an item with a value of \$200 or more, a useful life of two or more years and has the ability to "stand alone" and be functional as a unit.

All equipment items must be requested and approved during the college's budget process.

Purchase orders may then be generated to acquire equipment items in accordance with purchasing guidelines depending on the level of expenditure, (i.e., written quotations, state contract, public bidding).

If an item of equipment is needed during the fiscal year and was not approved during the budget process:

1. Document the need with substantial justification to the Vice President for Administration and Finance for his/her consideration and review.
2. Identify a source of funding to acquire required equipment item(s).

Competitive bidding with the public advertisements placed in local newspapers is required for item(s) which total over \$20,000. Allow four to seven weeks for processing from initiation to issuance of purchase order.

How can I help?

You can help the purchasing process to go more smoothly by following the suggestions outlined:

- Planning ahead
- Providing all available information with your requisition
- Being realistic about turn-around and required delivery date
- Calling purchasing if you have a question, doubt or problem

K. CELL PHONES

Cell phones are provided to designated college officials. Personal phone calls on these cell phones will be billed by the college.

L. ETHICS

We subscribe to the National Association of Educational Buyers Code of Ethics.

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive offers equal consideration insofar as the established policies of my institution permit and regard each transaction on its own merits.
5. Conduct business with potential and current suppliers in an atmosphere of mutual confidence and integrity, void of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product
7. Use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. Be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity among them.

We encourage all departments of the college to follow this code.

III. ACCOUNTS PAYABLE

A. VENDOR PAYMENT AUTHORIZATION

After you have received delivery of goods or services you must authorize payment to the vendor. To do this, you must send the “**payment authorization**” copy of the purchase order (PO) to the Accounts Payable Office, ADM260. **(Exhibit III A)** Each of the individual items on the purchase order should be checked to ensure that the correct item and quantity were received. ALWAYS indicate the quantity received and sign the authorizations before sending to Accounts Payable. Completed payment authorizations should be forwarded to Accounts Payable as quickly as possible to avoid delays in payment to the vendor.

E-Mail Authorization

Should the Accounts Payable department receive the vendor invoice before the payment authorization is received, **an email** will be sent **(Exhibit III B)**. The email will include an attachment of the vendor invoice with the PO number referenced, requesting authorization to make payment. A response to the email will be accepted in lieu of the “**payment authorization**”.

B. PARTIAL PAYMENT AUTHORIZATION

Partial payment authorizations are issued to:

1. Authorize payment for goods and/or services that were ordered on an annual or blanket purchase order for the year; and/or
2. To authorize payments for partial shipments on a purchase order.

If you have an annual or blanket purchase order, or if you have only received partial delivery on an order, please complete the **Partial Payment Request** form **(Exhibit III C)** and forward it to the Accounts Payable Office. Contact the Accounts Payable Office for a supply of Partial Payment Request forms. The email authorization procedure identified above can be used in lieu of **Partial Payment Request** form.

C. MONTHLY PAYMENTS ON ANNUAL PURCHASE ORDERS

1. An annual Purchase Order Payment Authorization form can be used to authorize monthly payments from a purchase order when the invoice amount is the same dollar amount each month. An example of this type of purchase order would be a purchase order for an equipment lease. In this example, an **Annual Purchase Order Payment Authorization** can be forwarded to Accounts Payable and they will "automatically" pay the monthly invoices. **(Exhibit III D)**

D. RETURNS

1. The Accounts Payable Office should be notified immediately when you make a return and/or exchanges to a vendor. This will ensure that the Accounts Payable Office will withhold payment of the invoice that includes returned goods, until the credit memo is received from the vendor.



80 Vandenberg Avenue, Troy, New York 12180-6096
 PHONE (518) 629-4519 * FAX (518) 629-4547

PURCHASE ORDER

Number: **P0051824**

Please show this number on all packages and documents related to this order

Date: 07/08/10

Page: Page 1

Vendor:
 ABS IN, Inc.
 C/O Christine Sarratori
 161 Pinewoods Ave
 Troy NY 12180-7243

Ship To:
 Central Receiving Staff
 Central Receiving Department
 Lapan
 80 Vandenberg Ave.
 Troy NY 12180

Bill To:
 Hudson Valley Community College
 Attn: Accounts Payable
 P.O. Box 569
 Troy, New York 12181-0569

Hudson Valley Community College is a tax exempt political subdivision of Rensselaer County. Fed. ID is: 14-6009464.

INVOICES MUST BE ITEMIZED SHOWING QUANTITY, UNIT PRICE AND TOTAL INVOICE IN DUPLICATE.

Item	Qty	U/M	Item Description	Unit Price	Extended Price
1	1.00	EA	Instruction Summer 2010 Moderate HiLo 70233, Zumba - 70229, 70230, 70231, 70232 & 70300 CAROL LITRELL	5,284.5000	5,284.50
				DISCOUNT:	.00
				ADDL CHARGES:	.00
				TOTAL TAXES:	.00

**RECEIVED
 JUL 14 2010
 ACC'T PAYABLE**

FOB: TOTAL: 5,284.50

110000-22402-61101-71	5,284.50	H00350017
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RECEIVING INSTRUCTIONS - PLEASE RETURN THIS COPY TO ACCOUNTS PAYABLE, ADM 260.

- * WHEN RECEIVING MERCHANDISE, NOTE QUANTITY OF ITEM RECEIVED IN RECEIVED COLUMN ABOVE.
- * NOTE ALL SHORTAGES, DAMAGES AND/OR DISCREPANCIES OF ITEMS RECEIVED.
- * ATTACH ALL PACKING SLIPS, INVOICES, AND TRANSPORTATION PAPERS TO THIS COPY AND RETURN TO BUSINESS OFFICE.
- * USE THIS SPACE AND BACK OF FORM, IF NECESSARY, FOR SPECIAL NOTATIONS.

Upon completion of order, sign and forward to accounts payable: I authorize payment for completed order.

Carol Litrell Receiver's Signature 7/13/10 Date

MEMBER, NATIONAL ASSOCIATION OF EDUCATIONAL BUYERS
 Hudson Valley Community College is an Affirmative Action/Equal Opportunity Employer

Payment
 Authorization

From:
Sent: Wednesday, July 14, 2010 9:51 AM
To: accountspayable@hvcc.edu
Subject: RE: P0046318 PRECISION IND. MAINT. INVOICE 7764

Joyce, this is ok to pay

-----Original Message-----

From: Joyce Bruce [mailto:j.bruce@hvcc.edu] On Behalf Of accountspayable@hvcc.edu
Sent: Tuesday, July 13, 2010 12:07 PM
To:
Cc: 'Joyce Bruce'; 'Maureen Ferraro-Davis'
Subject: P0046318 PRECISION IND. MAINT. INVOICE 7764

We have received the attached invoice from the vendor for the purchase order noted. Please review this invoice and let us know, by replying to this e-mail, if the item(s) has been received and you authorize payment.

If there are any issues that are preventing payment, please let us know that too, by replying to this e-mail.

Thank you.
Joyce

HVCC
PARTIAL PAYMENT REQUEST

Date: _____

Vendor Name: _____

PO #: _____

Qty Rec'd	Description of Service/Merchandise Rec'd	Amount

1. Note Quantity of Items Received Above or Describe Services Rendered.
2. Note Shortages, Damages and/or Discrepancies.
3. Attach Invoices.
4. Sign and Return to Accounts Payable.

Please authorize a partial payment on the above referenced Purchase Order. Supporting documentation has been attached for your information. Thank You.

Approval Signature: _____

Return to Accounts Payable Office, ADMIN 260

ANNUAL PURCHASE ORDER PAYMENT AUTHORIZATION FORM

This form serves as authorization for the Accounts Payable office to make monthly payments for the fiscal year 20____ - 20____ for the following Purchase Orders:

<u>PO #</u>	<u>VENDOR</u>	<u>MONTHLY PAYMENT AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If for any reason the status on any of the above orders should change, please notify the Accounts Payable office either by e-mail (accountspayable@hvcc.edu) or phone (X4509). Should you have any further questions please call the office.

Requisitioner

Date

IV. TRAVEL

A. TRAVEL AUTHORIZATION

A **Travel Authorization** form needs to be created whenever an employee is on approved college travel, regardless of whether there is a cost associated with the travel.

The **Travel Authorization Form (Exhibit IV A)** should include all pertinent travel information and all travel authorizations must be submitted to the department chairperson or supervisor/department head, and vice president for approval **PRIOR** to the anticipated departure date. Documentation regarding the intended trip (Ex.: copy of the conference brochure or letter of invitation) must be attached to the travel authorization form. In addition, if there is a registration form or hotel reservation form, these items should be completed and attached to the travel authorization form.

The travel authorization form requires the signature of the immediate supervisor, department head and the responsible Vice President for the department, before it is forwarded to the Purchasing Office, ADM240. The President must also sign out-of-state travel.

The travel authorization form must be received in the Purchasing Office and approved before travel commences. Travel reservations, for airlines, train transportation and hotel accommodations cannot be made until the travel authorization has been received and approved.

After the Travel Authorization form is received in the Purchasing Office, and upon confirmation of availability of funds, the total estimated expense will be encumbered and a purchase order number will be assigned to the travel authorization. If requested on the travel authorization form, reservations will then be made for airfare, train and/or lodging. The traveler will be sent a copy of the approved travel authorization form and the “vendor” copy of the purchase order for their records/files. Accounts Payable is then given their copy of the travel authorization form and purchase order, as well as the back up material so that any registration fees can be pre-paid if requested on the form by the traveler. In the event a trip must be cancelled, the traveler must notify the Purchasing Office immediately of the cancellation. Any unrecoverable prepayments, i.e. transportation, registration fees, will be charged to the traveler's home department.

B. MILEAGE

A Travel Authorization form must be completed for local mileage. A Travel Expense Report should be completed for reimbursement of local mileage, specifically, Side 2 Part III (Mileage Claim) and Side 1 Part II (Certification & Approval). The Travel Expense Report (**Exhibit IV B**) is available on the Accounts Payable web page <https://www.hvcc.edu/finance/ap/index.html>.

The college will reimburse employee mileage costs at the current IRS rate per mile for approved college related travel when a personal vehicle is used.

Any college owned vehicle must be fueled at Physical Plant. If travel exceeds distance of tank of gas, the traveler may refuel the college van while traveling. Fuel purchased should be minimized, i.e. if traveler can return home safely on half a tank, then only half a tank should be purchased. The college van should be refueled at Physical Plant when van is returned to campus. The expense report must include mileage on college van when vehicle was fueled off campus.

1. Mileage Deduction

If you are claiming mileage reimbursement and traveling directly from your home you must deduct the mileage from your home to HVCC. This is what you normally travel and you are not entitled to reimbursement for these miles. For example, if you live 10 miles from the college you record the first 10 miles of your trip in the deduction column.

If travel originates from HVCC but you go directly home rather than back to HVCC, you must deduct the distance between your home and HVCC in the deduction column on the mileage form.

If you leave from home (rather than from HVCC) and return home (rather than HVCC), you must record your round trip mileage - between HVCC and your home - in the deduction column.

The only time these rules do not apply is if you are traveling on a non-work day, such as Saturday or Sunday.

C. OUT-OF-STATE TRAVEL – PRESIDENTIAL APPROVAL

Out-of-state travel requires approval of the President for distances outside of New York State. The travel authorization form must be completed in its entirety with all appropriate signatures.

D. TRAVEL ARRANGEMENTS

1. Registration Fees

Registration fees will be prepaid in advance upon request if you so note on the travel authorization form. Any related registration forms should be completed and attached to your travel form.

2. Airline, Train or Hotel Reservations

Airline, train or hotel reservations must be made by the Purchasing Office. If you are traveling by air, please indicate on the travel authorization form and contact the Purchasing Office to relay your desired travel times and dates. You may also request a train reservation and have a hotel reservation made, and guaranteed by the college; however it is the responsibility of the traveler to pay for the lodging upon arrival with either a personal credit card (seeking reimbursement after the travel has taken place), or from promissory note (travel advance) funds.

TO BE COMPLETED BY DEPARTMENT

FOAPAL _____
 PRC FOAPAL _____ \$ _____
 GRANT FOAPAL _____

HUDSON VALLEY COMMUNITY COLLEGE

Travel Authorization

All travel authorization forms are to be submitted **PRIOR** to the date of travel.

OFFICE USE ONLY

Travel No. _____
 Amount of Promissory Note: \$ _____

Name _____ Department _____

Destination(s) _____

Purpose _____

Anticipated Departure: Time _____ Date _____ Anticipated Return: Time _____ Date _____

Estimated Total Mileage for Travel: _____ @ .50 per mile Mileage claim \$ _____

SPECIAL REQUESTS

If airline reservations are needed, call ext. 7813 or check box. Yes No Should HVCC guarantee your hotel reservation? Yes No

If train reservations are needed, call ext. 7813, or check box. Yes No Name _____

Should HVCC prepay your registration fee? Yes No Address: _____

Amount \$ _____ Phone Number: _____

Payable to: _____ (Attach Any Required Forms)

Address: _____

(Attach Any Required Forms)

DO YOU REQUIRE A PROMISSORY NOTE? Yes No

To obtain Promissory Note for travel, please contact Accounts Payable at ext. 4509 at least 10 days prior to travel.

Maximum allowable rates are as follows: Breakfast - \$4.50 Lunch - \$6.50 Dinner - \$14.00

An employee must commence travel prior to 7:00 am. to be entitled to breakfast and return after 7:00 pm. to be entitled to dinner.

RECEIPTS ARE REQUIRED FOR: lodging, transportation, registration fees, tolls, parking, taxis, business related telephone calls.

PROJECTED EXPENSE

Lodging: Number of days _____ @ _____ Total Lodging \$ _____

Meals: Breakfast # _____
 Lunch # _____
 Dinner # _____ Total Meals \$ _____

Mileage by Private Vehicle:
 Mileage Eligible for Reimbursement _____ miles @ .50 per mile Mileage Claim \$ _____

Mileage claim is limited, on a daily basis, to the number of miles that exceed the round trip travel to your assigned work site.

Miscellaneous and Other Transportation Expenses:

1.	Registration Fee	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
TOTAL EXPENSE		\$ _____

LOCAL & OR ANNUAL MILEAGE ONLY

Budgeted Mileage for Year: _____ @ .50 per mile \$ _____

Parking/Tolls: \$ _____

TOTAL: \$ _____

INDIVIDUAL MAKING REQUEST: _____ Date _____

APPROVALS:

_____ Department Head	_____ Date	_____ Dean	_____ Date
_____ President/Vice President	_____ Date	_____ Business Office	_____ Date

(Please submit form to the Director of Business Services, Administration Building, Room 240)

E. TRAVEL ADVANCE

A travel advance is available to employees who do not wish to pay for the entire cost of traveling upfront.

If a travel advance is desired, the appropriate box on the Travel Authorization form should be checked. An advance can be issued to cover expenses such as hotel, meals, and conference registration fees. **The cost of airfare will not be covered by an advance.** All airfare arrangements must be made by the Purchasing Office.

Approximately 2 weeks prior to travel, the traveler must contact the Accounts Payable Office at extension 4509 or 4518 to confirm travel advance and make arrangements to pick up the travel advance check. The traveler will be required to sign a Promissory Note when they receive the check.

A travel advance check must be picked up **prior** to the date of the trip. If you fail to pick up the check before traveling then you must submit your Travel Expense Report and await reimbursement.

The traveler is responsible for submitting a Travel Expense Report to Accounts Payable within 30 days of conclusion of the travel.

If travel expenses exceed the amount of the travel advance, the travel advance will be considered repaid and a check will be issued to the traveler for the amount of the expenses that exceed the advance.

If travel expenses are less than the amount of the advance, the traveler will have to repay the difference (between the travel expenses and the travel advance) to the Accounts Payable Office. The traveler will be contacted by the Accounts Payable office regarding the amount due. **Any amount due must be repaid within one week of notification.**

F. TRAVEL EXPENSES DEFINED

1. Receipts

- Receipts are required for all expenses with the exception of per diem meals, mileage and baggage transfers.

2. Registration Fees

- Receipts are needed to substantiate payment of registration fee. If the college prepays the registration fee, a receipt is not required; however registration fee documentation, i.e. course or conference information that includes amount of fee and payee must be provided with the Travel Authorization form.

3. Mileage

- License plate number of traveler's vehicle is required on mileage claim report.
- All columns must be completed on the Mileage Claim Form. Note that if you are traveling from home, or going home directly rather than returning to the College, you must deduct the mileage between your home and the College.

Mileage Deduction

If you are claiming mileage reimbursement and traveling directly from your home you must deduct the mileage from your home to HVCC. This is what you normally travel and you are not entitled to reimbursement for these miles. For example, if you live 10 miles from the college you record the first 10 miles of your trip in the deduction column.

If travel originates from HVCC but you go directly home rather than back to HVCC, you must deduct the distance between your home and HVCC in the deduction column on the mileage form.

If you leave from home (rather than from HVCC) and return home (rather than HVCC), you must record your round trip mileage - between HVCC and your home - in the deduction column.

The only time these rules do not apply is if you are traveling on a non-work day, such as Saturday or Sunday.

4. Tolls

- Receipts are needed for toll expenses. If traveler did not request a receipt, he or she must attach a memo to his/her expense report indicating a receipt was not obtained. The memo should also identify the road and the exit number for the toll expense.
- If tolls were paid through an E-Z pass account, a copy of the E-Z pass statement must be included with the expense report.

5. Fuel for Rental Car

- The cost of gasoline is reimbursed for rental cars. Fuel receipts must include the number of gallons and date purchased.
- Rental cars should be refueled before they are returned to avoid premium prices for fuel charged by the rental agencies.
- Rental car receipts must accompany expense report when reimbursement for gasoline purchased is claimed.
- Miles traveled in rental car must be identified when fuel purchase is claimed as an expense.

6. Meals

- Meals will be reimbursed at the college's per diem meal rates.
- Current per diem meal rates are as follows:
 - Breakfast = \$ 4.50
 - Lunch = \$ 6.50
 - Dinner = \$ 14.00
- Conference Meals – Per Diem rates apply to all college funded meals unless specific meal rates apply for a conference. Conference meal rates must be supported by documentation which includes the rates. Additionally, you will not be reimbursed for meals at the per diem rate if meals are included in the conference fee.
- Breakfast is reimbursed if departure is before 7:00 AM.
- Lunch is reimbursed if return is after 2:00 PM.
- Dinner is reimbursed if return is after 7:00 PM.
- If travel is grant funded, meals will be reimbursed in accordance with the grant's meal reimbursement policy. In the absence of a grant policy, the college's policy will prevail.

7. Lodging

- Original hotel receipt with dates of stay, charges and payment must be submitted with travel expense report.
- Dates on hotel bill must conform to dates on approved Travel Authorization.
- Sales tax will not be reimbursed for lodging in New York State. Tax exempt document can be obtained from Purchasing and should be given to the hotel upon check in for sales tax exemption. See Sales Tax below.

8. Miscellaneous Expenses

- Baggage handling will be reimbursed within reason without receipts. A signed statement must accompany claim for reimbursement.

9. College Vans

- College owned vehicles must be fueled at Physical Plant.
- If travel exceeds distance of tank of gas, the traveler may refuel the college van while traveling. Fuel purchased should be minimized, i.e. if traveler can return home safely on half a tank, then only half a tank should be purchased.
- College van should be refueled at Physical Plant when van is returned to campus.
- Expense report must include mileage on college van when car was fueled off campus.

10. Airfare

- All airfare must be arranged through the Purchasing Office and therefore airfare expenses will be paid directly to the travel agency. Any exceptions to this procedure must be approved by the Director of Business Services prior to the approval of the travel authorization.
- Airfare costs will **not** be reimbursed to employees.

11. Other Transportation

- All other transportation expenses will be reimbursed with receipts, i.e. taxi, airport shuttle, subway.

12. Gratuities

- Gratuities are the responsibility of the traveler and will not be reimbursed by the college. However, mandatory gratuities charged directly to the traveler's hotel bill will be reimbursed when claimed on the Travel Expense Report.

13. Sales Tax

- When traveling on behalf of the college (on college approved and college funded travel) you are exempt from New York State sales tax. Before you commence your travel, if you are planning on incurring lodging costs in New York State, you should obtain **Form ST-129 Exemption Certificate** (for hotel rooms) from the Purchasing Office. **(Exhibit IV C)** This form should be presented to the hotel to exempt you from the New York State sales tax associated with your lodging. In addition, a sales tax exemption letter may also be obtained from Purchasing to exempt you from any sales tax incurred on non-lodging expenses. **(Exhibit IV D)**

G. EXPENSE REIMBURSEMENT

You must complete a **Travel Expense Report (Exhibit IV B)** to be reimbursed for travel expenses. The Travel Expense Report is available on line at <https://www.hvcc.edu/finance/ap/> . You should identify all travel expenses that were approved for reimbursement including, but not limited to, meals, lodging, transportation and conference registration fees. Receipts should be affixed to the report. The Travel Expense Report must be signed by both the traveler and the traveler's direct supervisor. In addition, the expense report must be signed by the traveler's Vice-President for out-of-state travel. After appropriate signatures have been obtained, the Travel Expense Report must be forwarded to the Accounts Payable Office, ADM260 for payment processing.



Exemption Certificate

Tax on occupancy of hotel rooms

ST-129

(10/00)

Exhibit IV C

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel, motel, lodging house, etc.		Dates of occupancy	
		From: / /	To: / /
Number and street	City, village, or post office	State	ZIP code
			Country
<p><i>This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.</i></p>			
Governmental entity (federal, state, or local)		Agency, department, or division	
Employee name (print or type)	Employee title	Employee signature	Date
			/ /

Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Please note:

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

Caution: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to \$10,000.

Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; or 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.



New York State Department of
TAXATION and FINANCE

OTPA Sales Tax Exempt Organizations Unit
Building 9 Room 154
W.A. Harriman Campus
Albany, NY 12227

Exhibit IV D

Hudson Valley Community College
80 Vandenberg Avenue
Troy, NY 12180-6096

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Hudson Valley Community College, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, from you, the Hudson Valley Community College may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the Hudson Valley Community College is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

New York State Department of Taxation and Finance
OTPA-Technical Services Bureau
Sales Tax - Exempt Organizations Unit
Building 9, Room 154
W.A. Harriman Campus
Albany, NY 12227
(518) 457-2782

V. PAYROLL

A. Payroll Schedule – Fiscal Year 2014/2015

<u>Paydates</u>			<u>Timesheet Due Dates</u>	
Friday	09/05/14		Thursday	08/28/14
Friday	09/19/14		Friday	09/12/14
Friday	10/03/14		Friday	09/26/14
Friday	10/17/14		Friday	10/10/14
Friday	10/31/14	*	Friday	10/24/14
Friday	11/14/14		Friday	11/07/14
Tuesday	11/25/14		Tuesday	11/18/14
Friday	12/12/14		Friday	12/05/14
Friday	12/26/14		Wednesday	12/17/14
Friday	01/09/15		Friday	01/02/15
Friday	01/23/15		Friday	01/16/15
Friday	02/06/15		Friday	01/30/15
Friday	02/20/15		Friday	02/13/15
Friday	03/06/15		Friday	02/27/15
Friday	03/20/15		Friday	03/13/15
Thursday	04/02/15		Thursday	03/26/15
Friday	04/17/15		Friday	04/10/15
Friday	05/01/15		Friday	04/24/15
Friday	05/15/15		Friday	05/08/15
Friday	05/29/15	*	Thursday	05/21/15
Friday	06/12/15		Friday	06/05/15
Friday	06/26/15		Friday	06/19/15
Friday	07/10/15		Thursday	07/02/15
Friday	07/24/15		Friday	07/17/15
Friday	08/07/15		Friday	07/31/15
Friday	08/21/15		Friday	08/14/15

**There will not be a health insurance deduction taken on this pay-date because it is the third pay-date in a month.*

B. PAYCHECK FORMAT

Your paycheck and earnings statement will allow you to quickly locate how many hours you worked, what type of hours you worked, your current and year-to-date earnings, and your current and year-to-date statutory and voluntary deductions.

C. PAYROLL TIMESHEET SUBMISSION PROCEDURES

If you are (1) an hourly employee and you are paid based on timesheets **OR** (2) an employee with overtime hours **OR** (3) a salaried employee receiving hourly compensation for certain work, the yellow copy of your timesheet must be submitted to the Payroll Office no later than 9:00 am on the Friday before payday.*

The best way to get your timesheet to the Payroll Office is to personally deliver them to the locked timesheet drop box located outside of the Payroll Office (ADM 270), the Thursday before the due date.

Timesheets that are sent via interoffice mail, that arrive in the Payroll Office after the submission deadline, will be paid on the following payday.

*Holiday timesheet submission schedule will be distributed via e-mail and will be published in the Campus Chronicle.

All Timesheets Should Be Submitted in a Timely Manner.

Timesheets must be submitted to the Payroll Office within 60 days of the date the hours were worked.

If a timesheet is submitted after 60 days it must be accompanied by a written explanation for the delayed submission, which must also be submitted to individual's DC/Dean/Director and Vice President.

Timesheets for hours worked that are over 60 days past, that are submitted without the required explanation, will be returned to the authorizing supervisor with a request for resubmission with written explanation for delayed submission.

D. PAYCHECK DISTRIBUTION OPTIONS

There are three options for receiving your paychecks or direct deposit statements:

1. **Pick Up:** You may pick up your paycheck on payday in the Cashier's Office located in the Guenther Enrollment Services Center from 8:00 am to 5:00 pm. **If you do not pick up your paycheck by the following Wednesday your check will be mailed.**
2. **Mail:** You may request that your paycheck be mailed to your home. Checks are mailed the Thursday before payday.
3. **Direct Deposit:** The Payroll Office can accommodate up to three direct deposit accounts. The forms for direct deposit are available in the Payroll Office and it takes approximately two pay periods (4 weeks) for your direct deposit to take effect. Once your direct deposit is in place your pay stub can be sent through interoffice mail.

Distribution changes can be made any time in the Payroll Office from 8:00 am to 4:30 pm (8:00 am to 4:00 pm during Summer Hours).

Early Pickup: Paychecks can be picked up in the Cashier's Office **AFTER** 2:00 pm on the day before payday **ONLY** if you are not scheduled to work on payday and a request for early pickup is made by your supervisor by emailing or calling the Payroll Office.

E. GRANT PAYROLL AUTHORIZATIONS

All grant employees (salary funded through grant), must have a fully authorized (signed) Payroll Authorization on file in the Payroll Office in order to receive payroll payment.

Payroll payments for grant employees will occur only for the period of the Payroll Authorization.

New Payroll Authorizations must be created for new grant periods in order to continue payroll payments.

All grant authorizations are subject to budgetary restrictions.

F. PAYROLL EARNINGS CODES

Following are earnings codes used to identify certain types of payroll payments. These earnings codes, if applicable, will appear on your pay stub.

Earnings Code	Definition
AT	Athletics – College Workers
B	Prior Year
CD	Curriculum Development
D	Department Chair Stipend
E	Overload (Day/Evening)
F	Workforce Development
FR	Fitness Room – College Workers
G	Grant Earnings
GG	Grant Funded Stipends
H	Clinical Work/X-ray Summer
I	Intercession
IR	Ice Rink – College Workers
J	HVCC Summer School
L	Instructional Earnings
M	Non-Credit State-Aidable
N	Shift Differential-Phys Plant
O	Part-time Ed Specialists
P	Special Assignment
PT	Prof Tutor
P2	Special Assignment
S	Stipend
SB	Sick Leave Bank
T	Distance Learning

F. PAYROLL EARNINGS CODE (Cont.)

Earnings Code	Definition
U	Non-Credit Non-State-Aidable
W	DC Days
X	Substitution
X2	Substitution
X3	Substitution
Z	EOC Alliance Stipends
2	Overtime
3	Double-time KRONOS
4	Sick Time Payout
5	Prior Year Health Insurance Refund (Prior Calendar Year)
7	Miscellaneous
9	Health Insurance Waiver Payout
10	Prior Year Retirement Refund (Prior Calendar Year)
11	Vacation Accrual Leave Payout
13	Off Campus Advisement
14	Business Faculty Advisement
15	Human Services Faculty Advisement
16	Technology Faculty Advisement
17	Liberal Arts Advisement
20	Sick (Accruals) - KRONOS
21	Vacation (Accruals) - KRONOS
22	Personal (Accruals) - KRONOS
25	SOS Call Center
26	Prior-Year Retro
27	2nd Job Regular Earnings
28	Hudsonian & Student Activities (CW)
31	Military Leave Pay
33	Half Pay
34	Auto Allowance Comp
35	Awards (Merit, Chancellor, etc)

G. PAYROLL DEDUCTION CODES

Following are the codes used to identify payroll deductions. These codes, if applicable, will appear on your pay stub.

Deduction Code	Deduction Description
1	TIAA
4	Pre-Tax Medical
5	Prior Year Pre-Tax Medical
8	Agency Shop Fee
12	Misc.
13	Flex. Dependent Care
14	Flex. Medical
15	Foundation
57	457B Withholding
A	Arrears
CB	Cobra
D	Annuity Withholding
E	NIEU Dues
F	Faculty Dues
G	Garnishment
J	Judgment
K	DC Dues
L	Loans
M	Life Insurance
N	NTP Dues
P	TRS W/H
Q	ERS W/H
T	TIAA
U	United Way
V	Savings Bonds
W	Foundation

If you have questions concerning earnings or deduction codes please contact the Payroll Office.

H. MANDATORY DEDUCTIONS

The following are mandatory deductions for most employees:

1. **Federal Social Security Tax** - Federally set rate
2. **Federal Medicare Tax** - Federally set rate
3. **Federal Income Tax** - Based on earnings, withholding status, exemptions and income tax tables.
4. **New York State Income Tax** – Based on earnings, withholding status, exemptions and New York State income tax tables.
5. **Retirement (ERS, TRS, TIAA)** – If you are a contributing member of a retirement system your contribution will be deducted through payroll.
6. **Health Insurance** – If you have health insurance through the college, any related employee cost will be deducted through payroll. Health insurance deductions are taken from the first two pays per month. In months when there are three pays, no deduction will be taken from the third pay.
7. **Contract Dues** - If you are a member of a bargaining unit, your dues will be deducted and paid through payroll. The units include NIEU, Faculty, Department Chairpersons, and Non-Teaching Professionals. Dues will be deducted in accordance with any corresponding agency's regulations.

I. OPTIONAL DEDUCTIONS

The following optional deductions can be initiated through the Payroll Office or Human Resources:

1. **Direct Deposits** – The Payroll Office can accommodate three direct deposit accounts. Forms are available in the Payroll Office.
2. **Savings Bonds** – Effective January 1, 2011, savings bonds can be deposited into a TreasuryDirect account. Please contact the Payroll Office for more information.
3. **Tax Sheltered Annuity (403B)** – Tax Sheltered Annuity contributions can be made through payroll deductions. Information on participating companies and forms are available through the Office of Human Resources.
4. **New York State Deferred Compensation Plan** – Eligible employees can contribute to the NYS Deferred Compensation Plan through payroll deductions. Contact the Office of Human Resources for further information.
5. **United Way** – United Way contributions can be made through payroll deductions. Fund raising campaigns occur annually at which time you can sign up for this deduction.
6. **HVCC Foundation** – Contributions to HVCC Foundation can be made through payroll deductions. Contact the Foundation Office for further information and to obtain a form to sign up for the deduction.
7. **Flex Medical & Flex Dependent Care** – Contributions can be deducted for both plans through payroll deductions. Contact the Office of Human Resources for further information.

J. EMPLOYMENT AUTHORIZATION AND ATTENDANCE RECORDS

Questions concerning the creation of Employment and Payroll Authorization forms and attendance record keeping should be directed to the Office of Human Resources.

K. ADDRESS CHANGES AND W-2s

The Payroll Office will mail all W-2 forms to employees in January; therefore, it is important to make sure your address is always current and correct on your paycheck. If you need to change your address, please contact the Office of Human Resources for a Change of Address form.

VI. CONTRACT/GRANT PROCEDURES

A. RESPONSIBILITIES

Stewardship and accountability in the management of funds on behalf of the contracting/grant agency necessitates the establishment of procedures applicable to all types of restricted funding. Most contracts/grants have specific reporting and management requirements, as well administrative support needs.

The objective of this document is to provide general information and outline responsibilities with respect to financial management and fiscal reporting aspects of contract/grant funding.



Memorandum

To:

From: Liz Halpin, Grants Assistant for Financial Analysis

Re: New Grant Director Information Letter

Congratulations on receiving your grant! I would like to introduce myself, or perhaps re-introduce myself if we've met or worked together already. My name is Liz Halpin. I work in the Finance Office and I'm responsible for the financial administration of HVCC and EOC grants and restricted accounts. I will be your contact for the financial aspects of your grant.

This Memo is intended to highlight information that you will find useful in monitoring your grant.

1. The Finance Office has a Contract/Grant Procedures Manual on our web page. That address is cited below. This manual will give you an overview about how grant funds are managed. Included in this manual is information on monitoring your budget, employment authorization and payroll procedures, purchasing procedures, grant Invoicing, forms you may need and an overview of Banner screens that will help you monitor financial transactions for your grant.

Grants Manual: <https://www.hvcc.edu/finance/grants/manual.pdf>

Other web pages that may be of some interest to you are listed below:

Finance Dept: <https://www.hvcc.edu/finance/index.html>
Purchasing Dept: <https://www.hvcc.edu/purchasing/index.html>
Accounts Payable Dept: <https://www.hvcc.edu/finance/ap/index.html>
Payroll Dept: <https://www.hvcc.edu/finance/payroll/index.html>

2. **Grant Document:** Please send me the original grant award document, or a copy, including the approved budget and any other related information that you received from the grantor.
3. **Banner Access:** You will need access to Banner in order to view the financial information for your grant – information such as the grant budget, expenditures and available balance, and to create and view purchase orders. If you do not have access to Banner you will need to complete the *Usercode Request Form for Banner System* which is available on the Computer Services web page. The specific address is http://www.hvcc.edu/secure/staff/its/forms/banner_usercode.pdf.
Print and fill out the form and send the completed form to Computer Services. You will be given a user name and password by Computer Services. Contact me after you have a user name and I will give you access to the screens and accounts in Banner that will help you monitor your budget and view the expenditure activity in your grant.
4. **Purchasing:** After you have Banner access you will need to set up an appointment with Purchasing to receive training on how to create purchase requisitions. You will need to create purchase requisitions to expend your grant funds.
5. **HR:** If your grant includes funding for a new employee you will need to work with the Office of Human Resources to obtain the necessary approvals and information regarding the college's hiring procedures. If the grant includes

funding for additional compensation for you, or other college employees, you will need to complete Payroll Authorizations and obtain the necessary approvals before hours are worked on the grant. All expenditures, including payroll expenditures, must be approved in advance. The Office of Human Resources can provide you with instructions on how to complete the Payroll Authorization forms.

6. **Effort Report:** Employees who are paid from grant funds must complete an Effort Report on a monthly basis. The Effort Report serves as verification that grant-funded employees are working on grant related tasks/duties. This form can be found on the HVCC Website under the **Grant Manual** link listed above. Effort Reports must be completed and signed by the grant employee, approved by the employees' supervisor, and sent to me within 15 days following the end of the month.
7. **Invoicing & Fiscal Reporting:** All invoicing and fiscal reporting will be done by me. Program and all narrative reporting is your responsibility. Reporting requirements can be found in the grant award and/or the supporting documentation.

I am here to help you in any way I can with all financial issues. You can reach me at extension 7990 (629-7990), or via e-mail at e.halpin@hvcc.edu. You can also stop by my office which is in the Administration Building, Room 266. Don't hesitate to contact me with any questions you may have. If I am unable to answer your question, I will gladly try to find an answer or will direct you to someone who can help.

Again Congratulations on receiving your grant and I look forward to meeting/speaking to you.

Liz Halpin

B. GRANT/CONTRACT PROPOSAL

All contract/grant **proposals** must be thoroughly reviewed by the Comptroller prior to **submission to the contract/grant agency. The individual (or department) who has prepared the proposal** must provide sufficient time for this review process to be conducted.

Procedure

Step 1. All grants/contracts will be processed through the Director of Grants. The Vice President for Administration and Finance and/or Comptroller should be consulted during the grant funding negotiation process.

Step 2. A *Grant/Contract Proposal Form* will be prepared and become the cover page for all grant/contract proposals (**Exhibit VI A**). This form must be complete and have the signatures of all principals.

Note: The budget for each grant/contract proposal must be complete in all detail. It should include all direct and indirect costs including in-kind and/or cost sharing contributions by the College.

Negotiations with grant and contracting agencies should not be considered complete until the grant/contract proposal has been signed by the President or the Vice President for Administration and Finance.

C. CONTRACT APPROVAL AND NOTIFICATION

A contract/grant award is effective for use on campus when the contract document is signed by both the College and the contracting/grant agency, and/or the College receives an award letter that fully outlines the budget that has been approved, with effective beginning and ending dates. Letters of intent are not considered “official” notification, and as a result, can not be utilized as the document to authorize expenditures.

Payroll authorizations and requisitions should not be processed until a fully executed contract is received unless approved by the Vice President for Administration and Finance.

Employees are not authorized to perform work on contract/grant activities until after the above award documentation is received and the necessary payroll authorization(s) has been fully processed.

1. Business Office Notification to Project Director

The Grants Assistant for Financial Analysis in the Business Office will advise the Project Director of the budgetary account structure and other guidelines relevant to grant expenditures. (**Exhibit VI B**)

2. **Budget and Modifications**

1. Expenditures must stay within approved expense category budget levels.
2. The Grant/Contract Budget Modification Form (**Exhibit VI C**) must be completed and approved for all budget modifications.
3. Fully executed/approved budget modifications must be forwarded to the Grants Assistant for Financial Analysis. Expenditures will not be authorized in advance of the receipt of an approved budget modification.
4. Contract/grant amendments must be accepted by the President before they will be implemented.

3. **No Cost Extension**

1. Request for no-cost extensions must be forwarded to the Comptroller's Office for review and approval prior to submission to contracting agency.
2. Fully executed/approved no-cost extension must be forwarded to the Comptroller's Office to enable expenditures to occur beyond original contract ending date.

D. **COMPUTERIZATION OF BUDGET**

1. **On-line Access/Retrieval**

Following the receipt of a fully executed contract document, the Grants Assistant for Financial Analysis in the Business Office will assign a contract/grant number for computerization. The following data is computerized:

- Contract/grant (fund) number;
- Contract description/title;
- Expiration date;
- Expense/account numbers that correspond with grant budget

2. **Access to Grant Budget in Banner:**

To access the following Banner forms you must have Banner access. If you do not have access to Banner, please contact Computer Services to obtain access. After you have Banner access, contact the Grants Assistant for Financial Analysis to gain further access to the forms listed below for your grant.

- a) FGIBDST - Organizational Budget Status (**Exhibit VI D**)
 1. This form will enable you to view your grant activity, budget and available balance.
- b) FGRZBUDC – Funds Budget Detail Report (**Exhibit VI E**)
 1. This will enable you to view grant expenditures in more detail.

3. Expenditures:

It is the responsibility of the grant director to regularly review the above financial reports, i.e. monthly. Transfers of expenditures is not generally allowed unless the reason for the transfer can be sufficiently explained (and documented), and the request for transfer is received within 60 days of expenditure. Expenditures incorrectly directed to a grant will be transferred to the project director's departmental (college) budget if received more than 60 days after expenditure, or if there are insufficient funds in the grant.

E. HUMAN RESOURCES/PAYROLL PROCESSING

1. Search Procedures

Employment of contract/grant employees should follow the College's search procedures which are administered by the Office of Human Resources.

2. Payroll Authorizations

Payroll Authorization forms are required to be completed for all employees who are either paid from contract/grant funds, or whose salary or a portion thereof is charged to a contract or grant. Payroll Authorizations should be created by the Grant Director and authorized by the responsible Dean and Vice President, Director of Human Resources, and Vice President for Administration and Finance prior to any service being rendered. Payroll Authorizations should designate the contract/grant number(s) to be charged upon disbursement of funds.

Payroll Authorizations should also be created for full-time College employees who are assigned to perform direct contract/grant duties as part of their "College" workload if their salary or a portion thereof, is being charged to the grant. When this occurs, the Payroll Authorization should specify the duties/functions to be performed and indicate the following: "For chargeback purposes only". This description indicates that the College employee will continue to receive his/her College salary, and that the contract/grant will be charged for the applicable portion of his/her salary that relates to the performance of contract/grant functions (*See Effort Reports Section*).

3. Time Sheets

a. Time Sheet Submission - Hourly

Contract/grant employees who are paid on an hourly basis for services rendered, will be paid via the submission of time sheets to the Payroll Office. Payroll Authorizations will indicate the need for the submission of time sheets. Time sheets should be signed by the employee and authorized by his/her immediate supervisor, usually the Project Director of the contract/grant. Time sheets should be submitted to the Payroll Office no later than 9:00 A.M. on the Friday prior to payday and should indicate the grant/contract number(s) in addition to the dates and hours to be paid.

Individuals authorized, via Payroll Authorization, to work on and have all or a portion of their pay billed to a grant, must submit timesheets within 30 days of working. If approved timesheets are not submitted to the Payroll Office within 30 days of working, the payroll expense may not be charged to the grant, in which case an alternate source of college funding will have to be identified by the department.

b. Time Sheet/Attendance Records

All employees paid on a salary basis (not hourly) should submit biweekly attendance records to the Office of Human Resources.

4. Effort Reports (Exhibit VI F)

Monthly Effort Report forms must be completed to certify, after the fact, the percentage of an employee's effort that was expended on a grant/contract, or various grants/contracts.

The Effort Report must be approved by the employee's supervisor and submitted to the Grants Assistant for Financial Analysis in the Administration Building Room 266 by the 15th of the following month.

5. Fringe Benefit Chargebacks

Fringe benefits are charged back using a composite rate which is calculated by the Business Office on an annual basis. Fringe benefit expense includes employer expense for FICA, Medicare, health insurance, retirement and vacation and sick leave pay.

The fringe benefit expense is calculated and charged back to grants on a pay period basis.

At an employee's point of termination, and in accordance with the employee's terms and conditions of employment, any accruals that are paid to the employee (vacation leave, etc.) will also be charged to the contract/grant (when allowable).

6. Consultant Agreements

Consultant Agreements must be submitted to the Vice President for Administration and Finance for approval.

Consultant Agreements for individuals will be forwarded to the Payroll Office for processing, after they are approved by the Vice President. A 1099 form will be issued at the end of each calendar year to all consultants paid through the Payroll Office.

Consultant Agreements for companies require a purchase order, and payment will be processed thru Accounts Payable upon receipt of an invoice and payment authorization.

F. PURCHASING & PAYMENTS:

Grant Directors will need to schedule an appointment with the Purchasing Office for training on how to create Requisitions, Travel Authorizations and Purchase Orders.

1. Requisition Processing

Requisition processing of grant/contract expenditures must follow the College's purchasing procedures. The Grants Assistant for Financial Analysis will review all grant requisitions/purchase orders to verify that the purchase is in accordance with the approved grant budget. All costs must be reasonable, allocable and allowable in accordance with the provisions of the applicable cost principles and the terms and conditions of the grant. Project Directors should adhere to the contract funding period and avoid acquisitions that cannot be fulfilled during the contract/grant funding period.

2. Travel

Travel authorizations should be processed in accordance with the College's travel procedures. The College's per diem rates for accommodations and meals should be followed, unless other reimbursement rates are specifically identified in the contract/grant document. This also applies to mileage reimbursement.

3. Temporary Services

If the need arises for use of personnel through a temporary service agency to fill a vacancy while the search process is being conducted, the Grant Director should forward his/her request to the Office of Human Resources. The Office of Human Resources will contact the appropriate temporary service agency after receiving funding authorization from the Grants Assistant for Financial Analysis.

4. Vendor Payments

Payments to vendors for contract/grant activities shall follow procedures as documented in the *Finance Office and Purchasing Procedures Manual*. Grant Directors will need to work closely with the Finance Office if and when the contract/grant terms indicate that all vendor payments must be made prior to the conclusion of the grant.

5. Chargebacks

The Finance Office will charge the appropriate contract/grant on a monthly basis for actual activities/uses of the following college services (not limited to):

1. Postage;
2. Printshop/Graphics;
3. Photocopying (if not done on grant-owned/leased copier);
4. Telephone usage;
5. Classified Advertising.

6. Equipment

Equipment purchases must be explicitly approved in the grant document, and/or be authorized in writing by the grantor.

7. Unallowable Expenses

Expenditures for food for meetings, unless specifically authorized in the grant budget, are not an allowable grant expense.

G. FISCAL REPORTING

The Grants Assistant for Financial Analysis will prepare required fiscal reports, working with the Project Director and his/her fiscal staff, or review fiscal reports/financial information prepared by grant personnel before submission to grant sponsor. Time frames for these reports will be as outlined in the contract/grant document.

1. Matching or Cost Sharing

The Grant Director, working with Grants Assistant for Financial Analysis, is responsible for the preparation of “match or cost sharing” documentation, as required by the contracting agency. “Match or Cost Sharing” information should not be submitted to the contracting agency until reviewed and approved by the Comptroller.

2. Billing

Grant funds will be collected in accordance with the provisions of the grant award or governing regulations related thereto. Grant funds are typically secured thru periodic billings to the grantor that detail expenditures, or periodic electronic fund requests to cover disbursements. Generally grant billings/funds requests are done as reimbursement to cover grant disbursements.

The Grants Assistant for Financial Analysis will prepare required invoices working with the Project Director and his/her fiscal staff, or review all invoices prepared by grant personnel before they are submitted to grant sponsor for processing. Invoicing will be done in accordance with grant/contract requirements, i.e. frequency, format, etc. Federal cash “drawdowns” will be done by Finance Office personnel where applicable.

3. Receivables

Finance Office personnel will take appropriate “follow-up” action with the contracting agency to obtain prompt payment. The Grant Director may be requested to assist with “follow-up” action, when necessary.

4. Payments to the College

Contracting agencies are expected to remit payment within 30 days after the receipt of said bill. All payments should be forwarded by the contracting agency directly to Hudson Valley Community College, P.O. Box 1470, Troy, New York 12180.

Checks received by the Grant Director should be stapled to the Check Identification Form (**Exhibit VI F**) and addressed to the Grants Assistant for Financial Analysis in the Administration Building, Room 266.

5. Equipment Decaling/Inventory Process

Inventory Office personnel are responsible for the numerical decaling of all equipment acquired from contract/grant funds in accordance with existing documented procedures of the Inventory Office. A physical equipment inventory is to be taken on an annual basis in conjunction with the College's annual equipment inventory process.

H. PROJECT/CONTRACT CONCLUSION

At the close of the contract/grant funding period, the Grants Assistant for Financial Analysis will be responsible for the preparation or review of all final fiscal reports or financial information submitted to the grantor. The Grant Director is responsible for the completion and submission of all required programmatic and technical reporting in accordance with specified due dates. Communications between the Finance Office and the Project Director are essential to ensure coordinated reporting.

Care should be taken, even after submission of the final technical and fiscal reports, to maintain all the records relating to the project until audits are completed and in accordance with documented retention standards.

GRANT/CONTRACT PROPOSAL FORM

1. SPONSOR (*Funding Source*) _____
2. TITLE OF CONTRACT/GRANT _____
3. STARTING DATE: _____ ENDING DATE: _____
4. TOTAL AMOUNT OF CONTRACT/GRANT:
 - a. *Direct Cost*: \$ _____ *Amt. of Direct Cost to be Reimbursed*: \$ _____
 - b. *Indirect Cost*: \$ _____ *Amt. of Indirect Cost to be Reimbursed*: \$ _____
 - c. *Total Cost*: \$ _____ *Total Amt. to be Reimbursed*: \$ _____
 - d. *Tuition dollars in Reimbursement Dollar Amt.?* \$ _____ *FTE's* _____
5. Will this project / program take place on campus or off campus?
 (If 51% of program occurs off campus, it is considered an "off-campus" project)
ON CAMPUS _____ **OFF CAMPUS** _____
INDIRECT COST RATE USED _____% of _____ (i.e. salaries or direct costs)
Was this rate specified or limited by the sponsor? YES _____ NO _____
6. Is cost sharing or matching required? YES _____ NO _____
 If cost sharing/match is required, what is the required amount of cost sharing/month? \$ _____
 If cost sharing is required, attach a copy of the cost sharing budget to this transmittal if it is not included in the proposal.
7. Does the contract/grant contain any full- or part-time College employee salaries for which the College will receive reimbursement? YES _____ NO _____
If yes, how many College operating dollars will be compensated by contract/grant funding? \$ _____
8. Does the contract/grant require instructional contact hours currently taught by a department chairperson or full-time faculty member to be replaced due to their involvement in the grant/contract? YES _____ NO _____
If yes, please explain _____

9. Are any College services, e.g. telephones, office supplies, printing, copying, postage, etc. not being reimbursed by grant/contract? YES _____ NO _____
If yes, how many dollars are being reimbursed? \$ _____
10. Will College computer support be required? YES _____ NO _____
11. Will LRC support be required? YES _____ NO _____
12. Will facility renovations be required? YES _____ NO _____

**PROPOSER IS REQUIRED TO OBTAIN
ALL SIGNATURES UP TO AND INCLUDING THE PRESIDENT**

<i>Proposer</i>	<i>Dept. Chair / Unit Head</i>	<i>Supervisor</i>
<i>Director of Grants</i>	<i>Human Resources</i>	<i>Comptroller</i>
<i>Vice President for Administration and Finance</i>	<i>President</i>	

GRANT/CONTRACT ACCEPTANCE FORM

(Review of Contract Document Prior to Signature)

- A. Funding Source: _____

- B. Project Director: _____

- C. Title of Grant/Contract: _____

- D. HVCC Grant/Contract Number: _____

- E. Grantor Project I.D. Number: _____

- F. Amount of Approved Budget: _____

- G. Starting and Ending Dates: _____

- H. Name and Phone Number of Grantor:

- I. Terms/Conditions:
Date of first project report: _____
Date of final report or subsequent reports: _____

Special Conditions (explain on reverse side)

The Project Director named above hereby accepts this award, its terms and conditions and recommends acceptance by the College:

Project Director

Dept. Chair/Unit Head

Director of Grants

Vice President

Comptroller

*Vice President for Administration
and Finance*



Memorandum

TO: _____

FROM: Elisabeth Halpin, Grants Assistant for Financial Analysis
Finance Office

DATE: _____

SUBJECT: GRANT FUND NUMBER

I have established the following grant fund code for your use:

HVCC Grant Fund Number: _____

Account Title: _____

Account/Grant Period (*Dates*) _____

Expiration Date: _____

Budget and Expenditure Codes: _____

Account (Expenditure)		Budget
Code		
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Budget	\$	=====

All expenditures charged to this account must be in accordance with the approved budget and must occur within the grant period identified above. In no case will expenses be approved after the fact. This grant fund will be inactivated and closed on the above expiration date.



Grant/Contract Budget Modification Form

Title of Contract/Grant: _____
 Grant Award/Agreement Number: _____
 Grant Period (Dates): _____
 Total Amount of Contract/Grant: _____
 Banner Fund Number: _____

Explanation/Reason for Budget Adjustment:

Breakdown of Cost Adjustment

Budget Category	Current/Original Budget	Banner Account	Requested Adjustment (Inc/Dec) Amount	Explanation
Personnel	\$ -	61110	\$ -	
	\$ -	61101	\$ -	
	\$ -	61102	\$ -	
	\$ -	61107	\$ -	
Fringe Benefit	\$ -	62730	\$ -	
Travel	\$ -	71001	\$ -	
Supplies	\$ -	71605	\$ -	
Contractual	\$ -	71960	\$ -	
Overhead	\$ -	71961	\$ -	
Equipment	\$ -	75900	\$ -	
Other	\$ -		\$ -	
Total	\$ -		\$ -	

Indirect cost rate used: _____% of _____ (e.g. salaries or direct costs)

Does the grant require prior approval by Grant Officer or Grant agency? Yes No

Grant/Contract Budget Modification Form

Title of Contract/Grant: _____

Submitted by (Project Director or Person responsible for grant): _____

Date: _____

Additional Conditions/Requirements

All budget modifications will need to be approved by the President. It will be the responsibility of the Project Director or person responsible for the grant to obtain Presidents approval, thru his/her Vice President and forward to the Grants Office for processing.

Cost that overruns budget will become the responsibility of the college and specifically the project directors department / division.

Cost transfers into and from an operating account will not be considered regardless of the documentation, if not received within 90 days of cost.

Copy of current/original budget must be attached with modification form.

If prior approval for modifications is required by Grantor/Sponsor agency, documentation of approval must be attached with form.

I, the Project Director (or person responsible for the grant), accept the additional conditions and requirements associated with the requested above budget modification.

Submitted by (signature): _____ Date: _____

College Administrative Approvals

Dean

Vice President

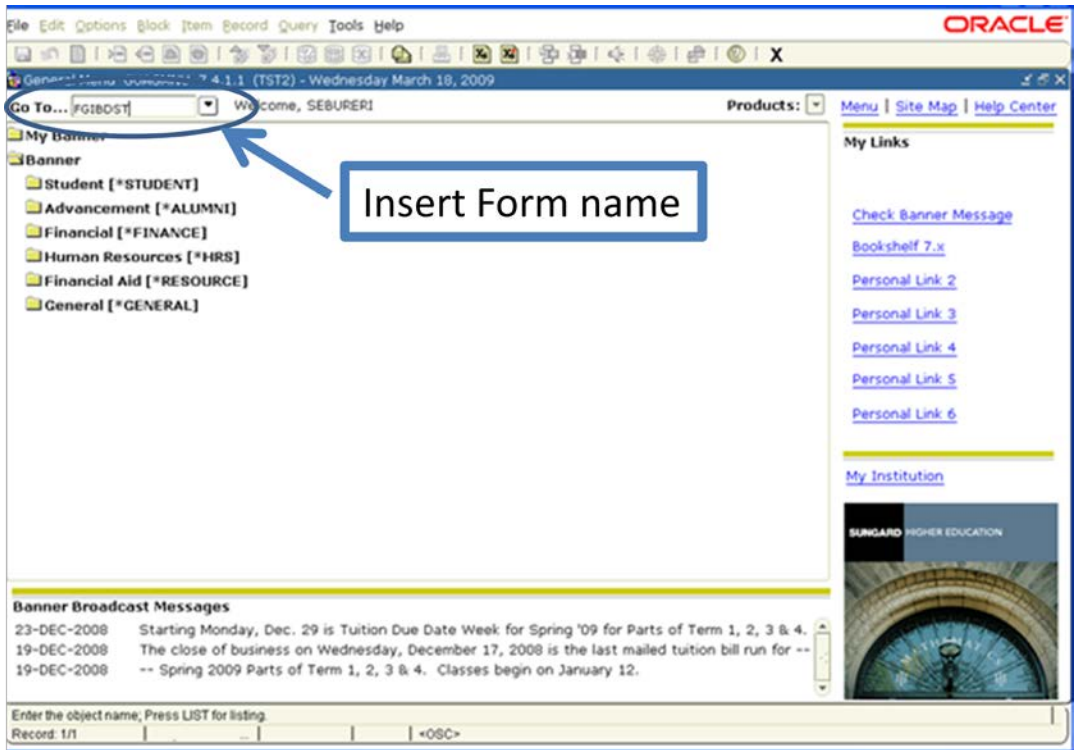
*Vice President for
Administration and Finance*

President

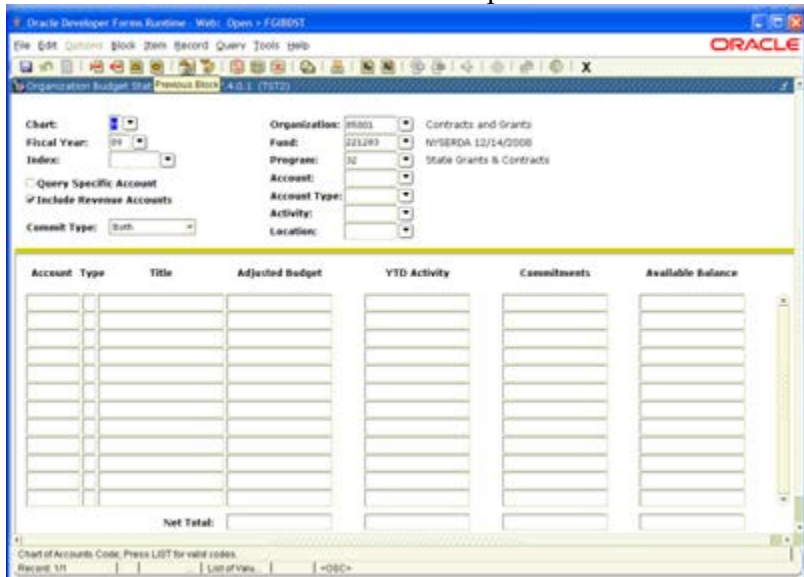
Log-in to Banner – log-in and password should be obtained from Computer Services.

Exhibit VI D

1. Use the “Go To” box to enter form FGIBDST



2. Press Tab or enter and the form will open



3. Once in the form, fill in the following fields

3.1. Chart Type

- E – SUNY Education Opportunity Center
- H – Hudson Valley Community College

Exhibit VI D

3.2. Tab over the fiscal year field. It will default to the current year

3.3 Tab over the Fund field and enter the Grant number

- This will auto-populate the Organization number (which is 85001) and the program number.

The screenshot shows the Oracle Budget System form with the following fields highlighted:

- 3.1 Chart:** H
- 3.2 Fiscal Year:** 09
- 3.3 Organization:** 85001 (Contracts and Grants)
- 3.4 Fund:** 221283 (NYSERDA 12/14/2008)
- 3.5 Program:** 32 (State Grants & Contracts)

Other visible fields include Index, Query Specific Account, Include Revenue Accounts, and Commit Type (Both).

4. Click Block on the above menu and choose 'Next Block' (or press Ctrl+Page Down) to view account information. If there are a lot of accounts, be sure to use the scroll bar on the right to view them all.

The screenshot shows the Oracle Budget System account activity table with the following columns: Account type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The table is filtered by the same parameters as in the previous screenshot.

Account type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
56355	State Grant Revenue	0.00	326,583.09	0.00	-326,583.09
61101	Professional Salary Teachin	18,453.24	9,992.58	0.00	12,960.66
61102	Classified/NEU	22,667.23	4,345.51	0.00	18,321.72
61110	Non-Teaching Professionals	87,770.94	80,875.67	0.00	6,895.27
62730	Grant Chargebacks	61,397.46	31,114.82	0.00	30,282.64
71001	Travel	63,742.87	29,204.49	10,733.81	24,724.57
710062	Personnel Development	111,160.00	7,525.00	0.00	103,635.00
71111	Printing	15,004.21	10,140.60	852.00	4,011.61
71201	Advertising	35,552.51	814.00	709.92	34,029.79
713021	Postage	18,727.18	1,224.93	2,238.74	15,263.51
71605	Departmental Supplies	1,504.92	1,422.96	0.00	81.96
71904	Consultants Expense	158,800.00	104,385.81	58,510.94	186,308.05
Net Total		1,047,100.94	0.00	177,869.68	

(Net Total – YTD Account Activity) - Commitments = Remaining Balance

5. To calculate the remaining balance in the Grant, subtract the YTD Activity for all accounts (highlighted below in the first account's revenue line) from the Net Total. Please note, the Net Total is a negative number in Banner. Be sure to use the positive value of this number when making your calculations. Once the YTD Activity is subtracted, subtract the total Commitments from that sum. This will yield the Total Available Balance for the grant.
6. To view the Year-to-Date account activity
 - Click in the YTD activity box on the particular account you'd like to view
 - Click Options on the above menu and then click Transaction Detail Information [FGITRND]

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
56355 R	State Grant Revenue	0.00	328,583.09	0.00	-328,583.09
61101 L	Professional Salary Teachin	19,453.24	5,492.58	0.00	12,960.66
61102 L	Classified/NIEU	22,667.23	4,345.51	0.00	18,321.72
61110 L	Non-Teaching Professionals	87,770.94	80,875.67	0.00	6,895.27
62730 L	Grant Chargebacks	61,397.46	31,114.82	0.00	30,282.64
71001 E	Travel	63,742.87	28,284.49	10,733.81	24,724.57
710062 E	Personnel Development	111,160.00	7,525.00	0.00	103,635.00
71111 E	Printing	15,004.21	10,140.60	852.00	4,011.61
71201 E	Advertising	35,553.51	814.80	709.92	34,028.79
713021 E	Postage	18,727.18	1,224.93	2,238.74	15,263.51
71605 E	Departmental Supplies	1,504.92	1,422.96	0.00	81.96
71904 E	Consultants Expense	453,933.80	104,385.81	163,239.94	186,308.05
Net Total:		-1,047,100.96	0.00	177,869.68	

- This will show you the detailed YTD activity of the particular transaction

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
71111	85001	32	24-DEC-2008	IME1	10093789	Camelot Legal Cop	529.74	*
71111	85001	32	05-DEC-2008	ME16	10030678	EH - November 08	481.18	+
71111	85001	32	07-NOV-2008	ME16	10033475	EH - October 08 Pr	221.55	+
71111	85001	32	21-OCT-2008	IME1	10091432	Camelot Legal Cop	423.40	+
71111	85001	32	15-OCT-2008	IME1	10091088	Camelot Legal Cop	2,761.80	+
71111	85001	32	10-OCT-2008	IME1	10090944	Sahum Resource M	975.00	*
71111	85001	32	07-OCT-2008	ME16	10030223	EH - Train the Train	4,751.12	+
Total:							10,140.60	

7. To view the fully detailed account activity (including encumbrances, reserves, YTD, etc...)

- Highlight the Account number
- Click Options on the menu above and then click Transaction Detail Information [FGITRND]

Exhibit VI D

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
56355 R	State Grant Revenue	0.00	326,583.09	0.00	-326,583.09
71101 L	Professional Salary Teaching	18,453.24	5,492.58	0.00	12,960.66
61102 L	Classified/NIEU	22,667.23	4,345.51	0.00	18,321.72
61110 L	Non-Teaching Professionals	87,770.94	80,875.67	0.00	6,895.27
62730 L	Grant Chargebacks	61,397.46	31,114.82	0.00	30,282.64
71001 E	Travel	63,742.87	26,264.49	10,733.81	24,724.57
710062 E	Personnel Development	111,160.00	7,525.00	0.00	103,635.00
71111 E	Printing	15,004.21	10,140.60	852.00	4,011.61
71201 E	Advertising	35,553.51	814.80	709.92	34,028.79
713021 E	Postage	18,727.18	1,224.93	2,238.74	15,263.51
71605 E	Departmental Supplies	1,504.92	1,422.96	0.00	81.96
71904 E	Consultants Expense	453,933.80	104,385.81	163,239.94	186,308.05
Net Total:		-1,047,100.96	0.00	177,869.68	

- This will show all transactions for this account

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
71111	85001	32	07-JAN-2009	REQP	R0038973	Annette Audi	RSV	852.00
71111	85001	32	26-DEC-2008	IMEI	I0093789	Camelot Legal Cop	ENC	-529.74
71111	85001	32	24-DEC-2008	IMEI	I0093789	Camelot Legal Cop	YTD	529.74
71111	85001	32	23-DEC-2008	CORD	P0042127	Camelot Legal Cop	ENC	-87.70
71111	85001	32	19-DEC-2008	POLQ	P0042127	Camelot Legal Cop	RSV	-87.70
71111	85001	32	19-DEC-2008	PORD	P0042127	Camelot Legal Cop	ENC	87.70
71111	85001	32	18-DEC-2008	REQP	R0038831	Annette Audi	RSV	87.70
71111	85001	32	09-DEC-2008	POLQ	P0041952	Camelot Legal Cop	RSV	-529.74
71111	85001	32	09-DEC-2008	PORD	P0041952	Camelot Legal Cop	ENC	529.74
71111	85001	32	08-DEC-2008	REQP	R0038666	Asher Paul	RSV	529.74
71111	85001	32	05-DEC-2008	JE16	J0038678	EH - November 08	YTD	481.18
71111	85001	32	07-NOV-2008	JE16	J0038476	EH - October 08 Fr	YTD	221.16
71111	85001	32	21-OCT-2008	IMEI	I0091432	Camelot Legal Cop	YTD	-420.60
71111	85001	32	21-OCT-2008	IMEI	I0091432	Camelot Legal Cop	ENC	-420.60
71111	85001	32	15-OCT-2008	IMEI	I0091088	Camelot Legal Cop	ENC	-2,761.80
71111	85001	32	15-OCT-2008	IMEI	I0091088	Camelot Legal Cop	YTD	2,761.80
71111	85001	32	19-OCT-2008	CORD	P0040851	Camelot Legal Cop	ENC	420.60
Total:								25,996.81

8. When viewing account activity, to view the detailed transaction reports
 - Highlight the account number of the transaction you wish to view
 - When doing this, pay attention to the Document number in the middle of the page. This will let you know if you have highlighted an Invoice (Doc # starts with an 'I'), a Journal entry (starts with 'J') or a Feed (starts with an 'F'). This will determine the screen you will be directed to.
 - Click Options on the menu above and the click Query Document [by Type]

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
73111	85001	32	07-JAN-2009	REQ	R0038973	Annette Audi	RSV	852.00
73111	85001	32	26-DEC-2008	INE	0093789	Camelot Legal Cop	ENC	-529.74
73111	85001	32	26-DEC-2008	INE	0093789	Camelot Legal Cop	YTD	529.74
73111	85001	32	23-DEC-2008	COORD	P0042127	Camelot Legal Cop	ENC	-87.70
73111	85001	32	19-DEC-2008	POLQ	P0042127	Camelot Legal Cop	RSV	-87.70
73111	85001	32	19-DEC-2008	FOR	P0042127	Camelot Legal Cop	ENC	87.70
73111	85001	32	18-DEC-2008	REQ	R0038831	Annette Audi	RSV	87.70
73111	85001	32	09-DEC-2008	POLQ	P0041952	Camelot Legal Cop	RSV	-529.74
73111	85001	32	09-DEC-2008	FOR	P0041952	Camelot Legal Cop	ENC	529.74
73111	85001	32	08-DEC-2008	REQ	R0038666	Asher Pauli	RSV	529.74
73111	85001	32	05-DEC-2008	DE16	X0030670	EN - November 08	YTD	483.18
73111	85001	32	07-NOV-2008	DE16	X0030475	EN - October 08 Pr	YTD	221.16
73111	85001	32	21-OCT-2008	INE	0092432	Camelot Legal Cop	YTD	420.60
73111	85001	32	21-OCT-2008	INE	0092432	Camelot Legal Cop	ENC	-420.60
73111	85001	32	15-OCT-2008	INE	0091088	Camelot Legal Cop	ENC	-2,762.80
73111	85001	32	15-OCT-2008	INE	0091088	Camelot Legal Cop	YTD	2,762.80
73111	85001	32	10-OCT-2008	COORD	P0043851	Camelot Legal Cop	ENC	420.60
Total:								25,996.81

- The Document number will auto-populate
- Click Block on the above menu and choose 'Next Block' (or press Ctrl+Page Down) to open the full screen (see images below)

Invoice Screen (Doc # begins with an 'I')

Document: **I0094360** Multiple Regular

Purchase Order: P0040837

Vendor: H00534973 Hayes, Paula S.

Invoice/Credit Memo Header: FAINVE 7.3 (TST2)

Invoice Date: 09-JAN-2009 Transaction: 09-JAN-2009 Cancel: Document Accounting

Check Vendor:

Address Code: VN Sequence Number: 2

Street Line 1: 2 Ascot Cir Apt 1

Street Line 2:

Street Line 3:

Collects Tax: N Collects no taxes

City: Saratoga Springs

State or Province: NY ZIP or Postal Code: 12866-9417

Nation:

Discount Code: Payment Due: 12-JAN-2009

Bank: HA FLEET BANK - HVCC A/P A/C Credit Memo

Vendor Invoice: 1099 Vendor Text Exists

1099 Tax ID: Direct Deposit Status: N

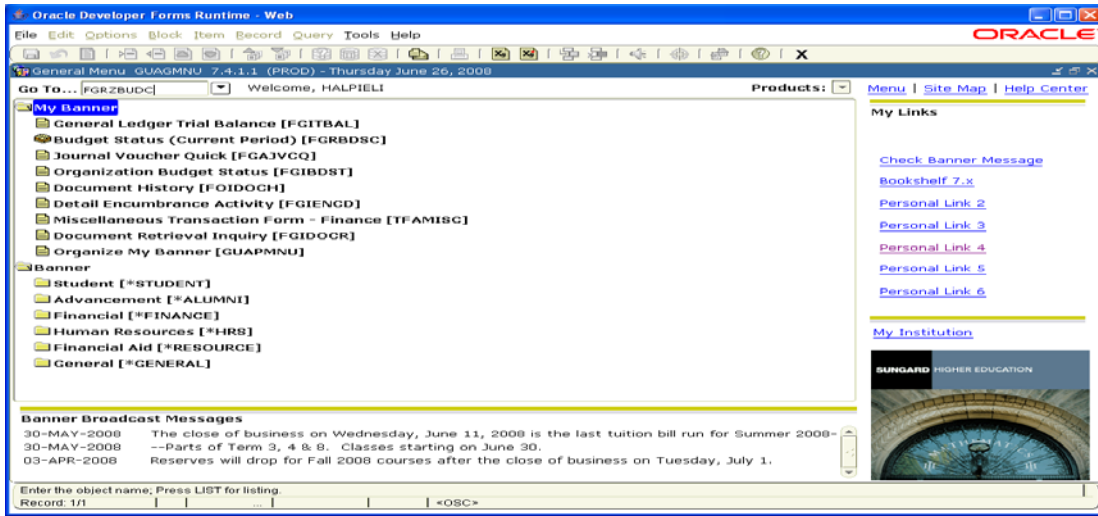
Income Type: Direct Deposit Override

User ID: COSTESUZ

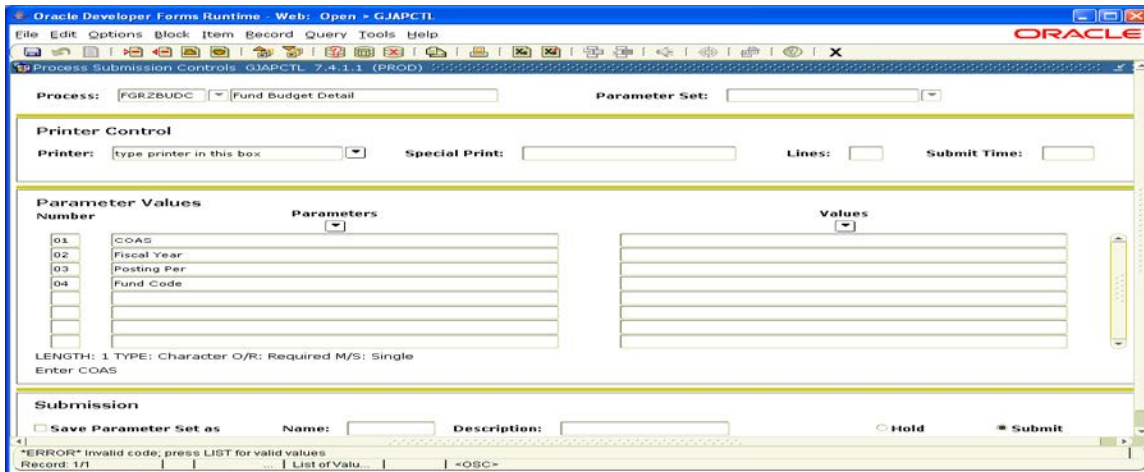
Activity Date: 09-JAN-2009

Record: 1/1

- 1) Sign on to Banner and then type the form name **FGRZBUDC** in the direct access box. Press the enter button. The process submission controls form should appear on the screen.



- 2) Type your network printer name in the area labeled **Printer** in the **Printer Control block**. To locate your printer name, simply click in the **Printer** box. Then click on the down arrow button next to the **Printer** box. The printer validation window (GTVPRINT) will appear on the screen. Using the down arrow button, scroll until you see your printer name. Double-click on either **Portrait 17** or **Landscape 17** and it will appear in the box.



- 3) Under **Parameter Values**, identify or confirm the following four values:
 - a) **COAS**- This should read **H** for Hudson Valley OR **E** for EOC.
 - b) **Fiscal Year**-This should be **13** for the current 2012-2013 fiscal year.
 - c) **Posting Per**-This should be a two-digit number for the period you are printing, i.e. **01** for Period 1, **02** for Period 2, etc. (list on next page for both Hudson Valley and EOC)

Use the posting per Period Number as follows:

Hudson Valley:

<u>Use Period Number</u>	<u>Thru the Month Ending</u>
01	September 30
02	October 31
03	November 30
04	December 31
05	January 31
06	February 28 or 29
07	March 31
08	April 30
09	May 31
10	June 30
11	July 31
12	August 31

EOC:

<u>Use Period Number</u>	<u>Thru the Month Ending</u>
01	July 31
02	August 31
03	September 30
04	October 31
05	November 30
06	December 31
07	January 31
08	February 28 or 29
09	March 31
10	April 30
11	May 31
12	June 30

- d) **Fund Code** – This should be your grant number (a six digit code number) for the current 20xx-20xx fiscal year.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Fund Budget Detail' report. The 'Parameter Values' section is highlighted, showing a table with columns for 'Number', 'Parameters', and 'Values'. The 'Fund Code' parameter (number 04) is selected, and its value is '123456'. The 'Submission' section at the bottom has the 'Save Parameter Set as' checkbox checked, and the 'Name' and 'Description' fields are empty. The 'Hold' and 'Submit' buttons are visible.

Number	Parameters	Values
01	COAS	01
02	Fiscal Year	08
03	Posting Per	10
04	Fund Code	123456

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter Fund code to Report

Save Parameter Set as Name: Description: Hold Submit

- 4) Place your cursor in the submission block by clicking in the **Name** box. Click the **Save** icon button on the toolbar located on the top of the screen.
- 5) Your report(s) should print off the network printer you've chosen. It may take several minutes. Do not retry if your report doesn't print on the first instance. It may take several minutes.



Memorandum

TO:

FROM: Elisabeth Halpin, Grants Assistant for Financial Analysis
Finance Office

DATE:

SUBJECT: EFFORT REPORTS

A College employee who receives part or all of his/her *salary* from a grant, or multiple grants, must submit a MONTHLY Effort Report form that accurately states the amount of time (effort) spent working on the grant, or grants. Completed Effort Reports are retained in the grant folder for audit verification purposes.

The Effort Report must be approved by the employee's supervisor and sent to me in the Administration Building Room 266 by the 15th of the following month.

If you have any questions, please contact me.

**MONTHLY
CONTRACT/GRANT EFFORT REPORT
HUDSON VALLEY COMMUNITY COLLEGE**

EMPLOYEE NAME: _____

EMPLOYEE BANNER ID #: _____

TITLE/POSITION: _____

MONTH _____ **YEAR** _____

<u>GRANT NUMBER</u>	<u>PERCENTAGE OF EFFORT</u>
_____	_____
_____	_____
_____	_____
_____	_____
<u>COLLEGE</u>	_____
TOTAL	<u><u>100%</u></u>

I certify the above information to be a reasonable estimate of my effort to the best of my knowledge and ability.

Employees Signature *Date*

Supervisors Signature *Date*

Forward Original to the Business Office, Administration Building, Room 266

CHECK IDENTIFICATION FORM

Exhibit VI G

TO: Elisabeth Halpin, Assistant for Financial Analysis
Finance Office

FROM: _____

DATE: _____

SUBJECT: Check

Please process the attached check as indicated below.

Check # _____

Amount \$ _____

Dated _____

From _____

- Check should be deposited to Grant Account
number: _____
- Check should be deposited to General Operating Fund.

Detailed explanation of what this payment represents:

VII. CONSULTANTS

A. CONSULTANT AGREEMENT

Payment for services **from individuals** who are not employees of the college requires completion of a **Consultant Agreement (Exhibit VII A)**. The individual consultant must meet the IRS standard and definition. Consulting agreements must be approved by the Vice President for Administration and Finance in advance of services being rendered. Consultant Agreements must be completed and signed by the Consultant, Department Head, Vice President and the Vice President for Administration and Finance. Completed Consultant Agreements should be forwarded to the Payroll Office for processing. Checks will be generated in accordance with the payroll schedule. Checks will be mailed to the consultant by the Payroll Office unless otherwise requested.

The following information is required on the Consultant Agreement:

1. Name, SOCIAL SECURITY NUMBER, and address of Consultant
2. Description of Services to be Performed
3. Total Compensation for Services Rendered
4. Terms of Payment including date(s) and amount(s)
5. Signature of Consultant
6. FOAPAL
7. Authorizing Signatures of Department Head, Responsible Vice President and Vice President for Administration and Finance

B. MISCELLANEOUS

The Hudson Valley Community College Foundation is the recipient of all gifts to be used for student scholarships and related items as deemed appropriate for the benefit of Hudson Valley Community College. Such gifts should be forwarded to the Foundation Office with all required scholarship criteria/documentation.

A. INSURANCE COVERAGE

The college currently maintains insurance coverage to include, but not limited to:

1. General liability;
 2. Automobile liability (accident);
 3. Loss or damage of equipment/facilities/property;
 4. Bodily/personal injury;
 5. Property of others on loan to the college.
- a) Questions concerning insurance coverage should be referred to the Vice President for Administration and Finance.
 - b) The Public Safety Department is responsible for the creation of accident, theft, personal injury reports, etc. The report is forwarded to the Vice President for Administration and Finance. The Vice President for Administration and Finance will then make a determination as to its potential insurance coverage, etc.
 - c) Department heads that are in need of "certificates of insurance" because their students are being taught at an off-campus site, for example (Nursing, Dental Hygiene, X-Ray, Human Services, Early Childhood, etc.) should complete one of the **Request for Certificate of Insurance forms** for individual or multiple students. **(Exhibits VIII C)**.
 - d) External users of campus facilities are required to provide the college with certificates of insurance naming the college, the State University of New York, and the County of Rensselaer as "additional insured." Questions concerning these procedures, required limitations of coverage, and required documentation should be referred to the General Manager of the Health, Education, and Recreation facility.

B. EQUIPMENT DISPOSITION PROCEDURES

1. Surplus Sale

When a department head declares that an equipment item or supply item(s) has no current or future use for the department and the equipment or supply item(s) has no institutional/departmental use by any other department on the campus, the item(s) can be declared "surplus".

The department head should complete the form entitled **Surplus Sale/Relocation Form (Exhibit VIII B)**. Once all signatures are affixed, the Vice President for Administration and Finance as the last signature will distribute the document.

Under no condition is an item of equipment/supply to be "thrown out" by any employee of the college. All equipment items must be transferred to the college's warehouse site to be processed through a surplus sale. In the event the item(s) is not sold, the Vice President for Administration and Finance will then document disposition protocol.

PROCEDURE FOR SURPLUS SALE

Surplus sales are held at Hudson Valley Community College several times during the year when a department manager declares that there is no further need for an equipment or supply item; and no other department on Campus has evinced a need for that item.

1. An "E" mail should be generated to determine if there is any campus interest in the item.
2. Department manager should fill out the Surplus Sale/Relocation Form obtainable from the office of the Vice President for Administration and Finance. Obtain all required signatures and forward to the Vice President for Administration and Finance.
3. The Director of Business Services or designee shall prepare an ad to appear in the newspaper at least one week prior to the sale date, listing items for the sale, broken into two separate lists (i.e., items to be sold via sealed bid and tag sale items).
4. No items shall be accepted for surplus sale after the date of the advertisement.
5. A full list of all items to be sold via tag sale, shall be made by the close of business day on the cutoff date (date of advertisement). A separate list should be made of those items to be accepted by sealed bid. The Vice President for Administration and Finance will provide sale designations for the items to be sold (i.e., bid/tag sale).
7. All items accepted for sealed bids must be made on a HVCC surplus sale form and placed in a sealed envelope to be opened by the college official at the designated bid opening time.
8. A designee of the college shall preside at the "cash and carry" (tag sale items) location of the surplus sale, making sure that a copy of the receipt, including the decal number of the item, is retained at point of sale. Sales tax should be charged for all items.
9. After sealed bids are opened, the highest bidder should be notified so that arrangements can be made for payment and acquisition of items.
10. All proceeds of the sale should be brought to the Cashier's Office prior to close of business on the day of the sale.
11. Decal should be removed prior to item being released to purchaser.
12. A list should be generated by the Business Services Department denoting the disposition of all items from the sale. The list should be retained in the surplus sale folder. A copy of the list should be forwarded to the Inventory Clerk for disposition.
13. The Inventory Department personnel should change the equipment status on the inventory system to "sold" for the items that were purchased.
14. For all items not sold during the sale, the Vice President for Administration and Finance will be responsible for the disposition/decision making process.

AGREEMENT FOR CONSULTING SERVICES

Exhibit VII A

AGREEMENT (“Agreement”) made on this ____ day of _____, 20__ by and between Hudson Valley Community College (“HVCC”), 80 Vandenberg Avenue, Troy, New York 12180, and _____ of _____ (“Consultant”).

WHEREAS, HVCC desires to engage Consultant to perform certain consulting services, and Consultant desires to be retained by HVCC to perform said consulting services, all upon the terms and subject to the conditions hereinafter stated,

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

1. Term

This Agreement will become effective upon its execution and will terminate upon completion of the Work as described in Exhibit A (the “Work”) unless extended by mutual agreement of the parties or earlier terminated in accordance with its terms.

2. Services

The Work to be performed by Consultant is described in Exhibit A attached hereto and made a part hereof. HVCC may, but is not obligated to, engage Consultant to perform other services upon mutually agreed terms and conditions by means of an addendum to this Agreement.

3. Confidential Information

(a) In the course of performing the Work pursuant to this Agreement, Consultant may come into contact with, or acquire knowledge about, HVCC's technical, proprietary, trade secrets or business information including information or data pertaining to specifications, drawings, sketches, models, samples, computer programs, information about HVCC's network or facilities, and associations, which information may be in written or oral form (“Information”). Such Information is, and shall remain, the exclusive property of the HVCC. Consultant shall treat and maintain all such Information as confidential, whether or not it has been physically marked as Confidential. The Information may be used by Consultant only if required to perform the Work under this Agreement and may only be distributed to those employees of Consultant who have a need to know in order to perform the Work pursuant to this Agreement; the Information may not be released to any other person, entity, or the public without the written consent of HVCC

(b) The foregoing obligations shall not apply to any Information lawfully in Consultant's possession prior to its acquisition from the HVCC; received in good faith from a third party not subject to any confidential obligation to the HVCC; now is or later becomes publicly known through no breach of confidential obligation by Consultant.

Exhibit VII A

(c) In the event, Consultant receives a request to disclose any Information (whether pursuant to a valid and effective subpoena, an order issued by a court or other governmental authority of competent jurisdiction or otherwise) on advice of legal counsel that disclosure is required under applicable law, Consultant agrees that, prior to disclosing any Information, it shall (i) notify HVCC of the existence and terms of such request or advice, (ii) cooperate with HVCC in taking legally available steps to resist or narrow any such request or to otherwise eliminate the need for such disclosure, if requested to do so by HVCC, and (iii) if disclosure is required, use its best efforts to obtain a protective order or other reliable assurance that confidential treatment will be afforded to such portion of the Information as is required to be disclosed;

(d) At the conclusion of this project, upon demand of HVCC, all information, including written notes, photographs or memoranda, supplied to Consultant shall be returned by Consultant.

(e) The obligation of confidentiality and use with respect to Information shall survive termination of this Agreement.

4. Privacy Requirements

(a) In the course of performing the Work pursuant to this Agreement, Consultant may come into contact with Personally Identifiable Information ("PII"). PII is information relating to an individual that reasonably identifies the individual and, if compromised, could cause harm to that individual or to the College, its employees, administrators, students or agents. Examples may include, but are not limited to: Social Security Numbers; credit card numbers or bank account information with passcode for access; student grades or disciplinary information; salary or employee performance information; donations; protected health information; or account passwords or encryption keys used to protect access to PII.

(b) Consultant shall maintain adequate administrative, technical and physical safeguards against unauthorized access, use, or disclosure of PII or any other Confidential Information as defined in paragraph 3 of this Agreement. This requirement includes but it is not limited to, the following components:

(i) PII or Confidential Information may only be stored on electronic computing devices that are current in their anti-virus software and security patches and that are protected by a firewall; on portable electronic computing devices, which may include, but not limited to laptop and notebook computers, that are current in their anti-virus software and security patches as well as protected by a firewall and storage encryption; on portable storage devices which may include, but not limited to mobile devices or USB drive, unless such data is protected with encryption.

(ii) All electronically access to PII or Confidential Information shall be via a unique user ID and a unique password that is not shared with others;

(iii) PII or Confidential Information transmitted electronically must be encrypted in transmission.

Exhibit VII A

(iv) When PII or Confidential Information is no longer required under this Agreement, and is no longer required to be maintained by applicable law or the terms of this Agreement, Consultant shall securely destroy such information including any backups..

(c) Notice of incident involving PII or Confidential Information - Consultant shall immediately report to the Office of the President of HVCC and the HVCC representative to whom the Consultant directly reports any unauthorized access, use, loss, disclosure, modification or destruction of PII or Confidential Information within 24 hours of discovery. In such event Consultant shall (i) use best efforts to determine the scope and nature of the breach; (ii) cooperate with HVCC, in light of the circumstances and applicable law, to determine risks posed by the breach and whether and how those persons whose data was accessed, acquired or disclosed should be notified; (iii) complete the New York State Cyber Security and Critical Infrastructure Coordination incident notification report; and (iv) restore the reasonable integrity of the data system which hosts the PII or HVCC's Confidential Information without compromise to forensic investigation.

5. Indemnification

(a) Consultant shall defend, indemnify and hold harmless HVCC and its affiliates, officers, agents and employees from all claims, suits, actions, demands, damages, liabilities, expenses (including fees and disbursements of counsel), judgments, settlements, and penalties of every kind related to Consultant's (either directly or through its officers, agents, subcontractors or representatives) performance of the Work under this Agreement or violation of any term of this Agreement or the matters referred to in Subsection 5(b) below. The foregoing indemnity shall not apply in the case of claims which arise from the sole negligence, misconduct or other fault of HVCC. The parties agree that the price for the Work provided under this Agreement includes consideration for the obligation to indemnify as set out in this Section 5. The obligations in this Section are in addition to Consultant's duty to provide insurance and shall not be limited by any limitation on the amount or type of damages, compensation, or benefits payable by Consultant under any employee benefit act.

(b) Without limitation of 5(a) above, Consultant shall, to the fullest extent permitted by law, defend, indemnify and hold harmless HVCC, its officers, agents and employees, from all claims, suits, actions, demands, damages, liabilities, expenses (including fees and disbursements of counsel), judgments, settlements and penalties of every kind arising from or related to the following matters:

1. Consultant's failure to comply with all federal, state or local laws, rules or regulations applicable to Consultant's employees
2. Consultant's failure to comply with the terms of Section 3, CONFIDENTIAL INFORMATION, regarding proprietary information of HVCC;
3. Consultant's failure to comply with the terms of Section 4, PRIVACY REQUIREMENTS, regarding Personally Identifiable Information and Confidential Information.

4. Any claim of infringement or misappropriation of patent, trademark, copyright, trade secret or any actual or alleged violation of any other intellectual property rights arising from or in connection with the goods provided or the Work performed under this Agreement.

(c) The indemnification obligation as provided herein shall survive termination of this Agreement.

6. Insurance

Consultant shall furnish the HVCC with an insurance certificate declaring that the HVCC and its respective officers, agents, and employees are afforded primary public liability insurance coverage as additional insureds for any and all claims, including personal injury and property damage, which may be made against the HVCC as a result, directly or indirectly, of the uses herein granted. The limits of the coverage shall not be less than \$1 million per occurrence and \$2 million aggregate for personal injury and property damage. The certificates shall include an “Additional Insured – Owners, Lessees or Contractors – (Form B)” endorsement, ISO form CG CG 20 10 11/85 and further provide that said policy is as required by written contract, primary and noncontributory and shall not be changed or cancelled without prior written notice having been given to the HVCC at least thirty (30) days prior to the change or cancellation. AUTHORIZED USER acknowledges that failure to obtain such insurance on behalf of HVCC, the County and SUNY constitutes a material breach of the contract and subjects it to liability for damages, indemnification and other legal remedies.

7. Project Management

The Project Manager to perform and supervise the Work shall be as identified on Exhibit A. Consultant shall pay the compensation of all persons and firms engaged by it connection with this project, and shall be legally liable for any acts or omissions on the part of said persons or firms arising from such engagement.

8. Proprietary Methods and Information

(a) The manner and means by which Consultant performs the Work provided hereunder involve proprietary tools, utilities, standards, techniques, concepts, ideas, know-how and information developed by Consultant prior to or independent of this engagement (collectively, “Consultant’s Property”). Consultant shall retain all rights, title and interest in and to such Consultant’s Property.

(b) Consultant agrees to furnish HVCC a written report containing full and complete technical information concerning any discoveries or inventions made by Consultant in the field of work called for by this Agreement promptly upon the making of such discoveries or inventions. Consultant hereby assigns all right, title and interest in such discoveries or inventions and any patents or patent applications thereon to HVCC, and Consultant agrees to apply for patents at the request and expense of HVCC. Consultant also agrees to assign to HVCC all copyrights, trademarks and service marks to any materials written or prepared by Consultant pursuant to this Agreement. Consultant shall submit a report prior to settlement of each purchase order listing all discoveries or inventions or certifying that there were no such discoveries or inventions.

9. Independent Contractor

(a) In providing any services pursuant to this Agreement, Consultant is acting solely as an independent contractor and not as an agent of any other party. Persons furnished by the respective parties shall be solely the employees, agents or subcontractors of such parties, respectively, and shall be under the sole and exclusive direction and control of such parties. They shall not be considered employees of the other party for any purpose. Each party shall be responsible for compliance with all laws, rules and regulations involving their respective employees, agents or subcontractors, including (but not limited to) employment of labor, hours of labor, health and safety, working conditions and payment of wages. Each party shall also be responsible, respectively, for payment of taxes, including federal, state, and municipal taxes, chargeable or assessed with respect to its employees or agents, such as social security, unemployment, worker's compensation, disability insurance and federal and state income tax withholding. Neither party undertakes by this Agreement or otherwise to perform or discharge any liability or obligation of the other party, whether regulatory or contractual, or to assume any responsibility whatsoever for the conduct of the business or operations of the other party. Nothing contained in this Agreement is intended to give rise to a partnership or joint venture between the parties or to impose upon the parties any of the duties or responsibilities of partners or joint venturers.

(b) Consultant shall be free to exercise its discretion and independent judgment as to the methods and means of performance of the Work to be provided hereunder.

10. Fee for Work

(a) HVCC shall pay Consultant for all Work described in Exhibit "A" hereof as follows or as described on Exhibit A:

Upon execution of Agreement	\$ _____, flat fee
Prior to commencement of Project	\$ _____, retainer fee
Phase One, upon completion	\$ _____, plus expenses
Phase Two, upon completion	\$ _____, plus expenses
Phase Three, upon completion	\$ _____, plus expenses
Phase Four, upon completion	\$ _____, plus expenses
Phase Five, upon completion	\$ _____, plus expenses
Additional Services if requested by HVCC	\$ _____, per hour or a mutually agreed fixed fee.

(b) Consultant invoices are due within thirty (30) days of presentation.

11. Expenses

(a) The following expenses shall be paid by Consultant and not charged to HVCC:

1. Telephone, fax, e-mail and first-class postage for communication with HVCC;
2. Preparation, copying, binding and delivery of reports to HVCC; and
3. Any other expense not specifically authorized or approved by HVCC, except those enumerated in paragraph b of this Section.

(b) If initialed by HVCC, the following expenses shall be charged to HVCC in addition to Consultant's fee. If not initialed, any such expenses shall be at the expense of the Consultant:

1. _____ Travel: air or rail fare and ground transportation and auto travel at the current rate for the year in which this Agreement is entered into per mile plus tolls and parking expense;
2. _____ Lodging and sustenance for overnight travel in connection with this Project;
3. _____ Overnight courier charges;
4. _____ Additional insurance coverage or limits in excess of Consultant's standard coverage;
5. _____ Reproduction of drawings, specifications and other design-related project documents;
6. _____ Renderings, models, design presentation drawings, color boards and the like; and
7. _____ Any other expense authorized or approved by HVCC.

(c) Expenses incurred will be charged to HVCC as incurred in each phase of the Project. Total expenses charged to HVCC in connection with Phases _____ through _____ of this Project shall not exceed a total of \$_____, except with the prior approval of HVCC. Consultant expenses shall be charged at net cost.

12. Termination

(a) If either party fails to perform any material obligation under this Agreement or violates any material term or condition of this Agreement, and such failure or violation is not cured within ten (10) days following receipt of a default notice from the non-breaching party, then the non-breaching party shall have the right to terminate this Agreement upon written notice to other party.

(b) Notwithstanding anything to the contrary contained in this Agreement, HVCC reserves the right to terminate this Agreement, without cause, at any time by delivering at least thirty (30) calendar days' prior written notice of termination to Consultant. In the case of termination pursuant to this paragraph, HVCC shall pay Consultant the Fees for the Work accomplished for HVCC under this

Agreement and delivered to Consultant and reimbursable expenses incurred by Consultant prior to and including the date of termination. Upon termination, Consultant shall deliver to HVCC all completed work and work in progress, to include notes, draft reports and similar materials.

Exhibit VII A

(c) If the Consultant shall become bankrupt or insolvent, and/or if the business of the Consultant shall be placed in the hands of a receiver, assignee, or trustee, whether by the voluntary act of the Consultant or otherwise, this Agreement shall immediately terminate.

13. Notice

(a) Any written notice either party may give the other concerning the subject matter of this Agreement shall be in writing and given or made by means of telegram, facsimile transmission, certified or registered mail, express mail or other overnight delivery service, or hand delivery, proper postage or other charges paid and addressed or directed to the respective parties as follows:

To Consultant: _____

Fax No.: _____

HVCC: Hudson Valley Community College
80 Vandenberg Avenue
Troy, New York 12180
Fax No.: _____
Attn: _____

(b) Written notices for change in ownership, change in name of firm, or change in mailing address must be given by Consultant by mailing to HVCC within thirty (30) days of such change. Notices for change in ownership must include the names of all new owners or officers, registered agent for service of process and state of incorporation or organization.

14. Waiver of Terms and Conditions

Failure to enforce any of the terms or conditions of this Agreement shall not constitute a waiver of any such terms or conditions, or of any other terms or conditions.

15. Precedence of Documents

In case of conflict between provisions of this Agreement (for purposes of this paragraph, meaning just the Agreement document without Exhibit A) and provisions contained in Exhibit A, this Agreement shall govern. In case of conflict between provisions of either this Agreement and Exhibit A and a subsequent written amendment or modification, the subsequent amendment or modification shall govern.

16. Severability

If any term or provision of this Agreement shall be declared invalid, illegal or unenforceable, the invalidity, illegality or unenforceability thereof shall not affect the remaining terms or provisions.

17. Force Majeure

Delays in the performance of, or the nonperformance of, any obligations hereunder resulting from force majeure (including acts of war, labor disputes, natural disasters or other events outside the control of the respective party) shall be excused for the period of such force majeure.

18. Governing Law and Venue

The validity, construction and performance of this Agreement shall be governed by the laws of the United States of America and, in particular, the laws of the State of New York without regard to its conflicts of laws principles, and any action to resolve any controversy between the parties relating to this Agreement shall be brought in New York State Supreme Court, Rensselaer County or the Federal District Court in the Northern District of New York, and each party waives the defense of *forum non conveniens*.

19. Assignment

Except as otherwise provided herein, HVCC hereby specifically contracts for the services of Consultant and Consultant may not assign, subcontract, or delegate the performance of the Work, other duties, or rights under this Agreement without the prior written consent of HVCC, which consent may be withheld in HVCC's sole and absolute discretion.

20. Entire Agreement

This Agreement represents the entire understanding between the parties with the respect to the provisions and cancels and supersedes all prior agreements or understandings, whether written or oral, with respect to the subject matter. This Agreement may only be modified or amended by an instrument in writing signed by duly authorized representatives of the parties. No verbal changes to the scope of Work shall be permitted, and HVCC shall make no payment for Work performed pursuant to verbal order or agreement.

21. Compliance with Laws

Consultant shall comply with the provisions of all applicable federal, state, and local laws, ordinances, regulations and codes (including procurement of required permits or certificates) in Consultant's performance under this Agreement including, but not limited to, the Fair Labor Standards Act, the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101 et seq.), safety and environmental laws, rules and regulations, any laws, rules and regulations regarding wages, hours, fringe benefits and taxes, and federal and state Occupational Safety and Health Act Laws.

22. Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their authorized representative:

HVCC:

Dept. Head _____

Vice President _____

Date: _____

Budget Code: _____

Vice President for Administration
and Finance

CONSULTANT:

By: _____

Date: _____

Address: _____

* Consultant S.S. # _____

****Attach: Copy of Social Security Card***

***THIS MUST BE COMPLETED IN FULL FOR THE CONSULTANT TO BE PAID**

The Work to be performed under this Agreement is as follows or as described on Exhibit A-1:

The Work will be performed on the following date(s) or as described on Exhibit A-1:

***PAYMENT INFORMATION:**

The Consultant Should be Paid Based on:

Choose one (put an X in one of the boxes below):

___ The consultant will be paid based on this agreement ___ The consultant will be paid based on invoices

When Payment Should be Issued:

Choose one (put an X in one of the boxes below):

___ Upon receipt of this agreement

___ Upon completion of work

___ Other (please describe) _____

Amount of Payment = \$ _____

Project Manager _____ (Signature) _____ (Date)

_____ (Print Name) _____ (Extension)

CERTIFICATES OF INSURANCE - for Student Internship Sites			
Program:			
Dept. Chair:			
<i>Listed below are current Certificates of Insurance on file for your program(s) for the current insurance term. Please review, update and enter an "x" in column for next insurance term if Certificate is needed. Please add additional Certificate requests to bottom of list.</i>			
<i>Return list to j.bujanow@hvcc.edu or fax @ 629-4526 as soon as possible for Certificate(s) of insurance to be issued.</i>			
<i>I will forward Dept. Chair a copy of the new Certificate(s) and our insurance company will forward the original to site location. Thank you.</i>			
OFF-SITE LOCATION	CONTACT PERSON	ADDRESS	Insurance Term
			11/1/2009 - 11/1/2010
			11/1/2010 - 11/1/2011

Exhibit VIII A

**CONTRACTUAL AGREEMENT
BETWEEN
HUDSON VALLEY COMMUNITY COLLEGE
AND**

The college's Board of Trustees, at their meeting of January 28, 1988, has authorized the President of the College to make surplus items of equipment available to non-profit organizations. Hudson Valley Community College will make available the following equipment items in an "as is" condition to: _____

<u>Decal Number</u>	<u>Equipment Description</u>	<u>Serial Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The _____
Agrees that it will not dispose, discard, dismantle, or misuse the equipment, and will return the equipment to the college when the organization has no further use for the equipment or the equipment is no longer operable. Any costs associated with the repair and/or maintenance of this equipment shall be at the sole expense of _____
and _____ holds the college, the County of Rensselaer, and the State University of New York harmless with respect to any and all claims of action that may result from the use of the equipment prior to its being returned to the college. The college will retain title to all equipment items while in the possession of _____.

President, HVCC

Date

Date