

# Quinebaug Valley Community College



## BUSINESS OFFICE GUIDE

Jerry Blazek	Director of Human Resources	x340
David Bull	Dean of Administrative Services	x344
Kristina Elliott	Clerk/Typist – Cashier, A/P & Purchasing	x337
Debbie Guntner	Fiscal Adm. Assist. – A/P & Purchasing	x304
Jennifer Hyatt	Clerk/Typist – Human Resources	x339
Michelle Keefe	Administrative Assistant	x303
Cathy Kegler	Payroll Officer 1	x518
Linda LePine	Fiscal Admin. Assist. – Cashier	x342
Rosie Rakowitz	Accountant	x338
Michelle Weiss	Director of Finance & Admin. Services	x341

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## **HOURS OF OPERATION**

The Business Office is open Monday through Thursday from 8:00 AM to 5:00 PM. On Friday, the office is open from 8:00 AM to 4:30 PM. During scheduled registration and installment plan due dates, the office is open until 6:30 PM.

## **BUSINESS OFFICE FUNCTIONS**

The Business Office staff carries out many of the administrative functions of the college including:

- ◆ Budgets
- ◆ Cashiering & Accounts Receivable
- ◆ Human Resources, Payroll, and Affirmative Action
- ◆ Fixed Asset/Inventory Control
- ◆ Contract Agreements (PSA's, ESA's, etc.)
- ◆ Purchasing & Accounts Payable
- ◆ Travel

## **BUDGETS**

The annual operating budget is approved by Cabinet with each full-time faculty member and the majority of professional staff receiving a separate budget allocation. Budget reports are distributed monthly. Rosie or Michelle Weiss are available to provide budget related assistance.

## **CASHIERING & ACCOUNTS RECEIVABLE**

All money received by the college is accounted for in the Business Office including:

### **Tuition & Fees**

- ◆ Non-refundable college service and student activity fees are due at registration.
- ◆ Fall and Spring semester tuition is due four weeks prior to the first day of class.
- ◆ Summer and Winter tuition and fees are due in full at time of registration.
- ◆ Non-credit course fees are due in full at registration .

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## HUMAN RESOURCES, PAYROLL, & AFFIRMATIVE ACTION

### Human Resources

#### ◆ *Unclassified & Classified*

Contact the Director of Human Resources for faculty and staff hiring

#### ◆ *Part-time lecturers (credit)*

Contact the Dean of Learning and Student Development

#### ◆ *Part-time lecturers (non-credit)*

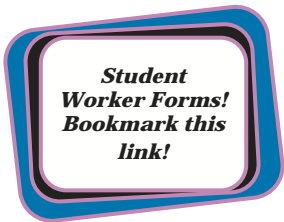
Contact the Director of Community & Professional Learning

#### ◆ *Student Workers*

Instructions for completing all of the *data enterable* forms referenced below can be found at:

[\\qvad2](#)

[\QVstaff\QVCommon\Forms\BusOffice\Student Worker Forms](#)



◆ *Student Worker Appointment Notice* – Instructions are provided on the form. All required signatures ***in the order listed*** on the form must be obtained prior to the student's first day of hire.

◆ *Student Worker Request for Hourly Rate*

*Increase* – Instructions are provided on the form. All required signatures must be obtained ***in the order listed*** on the form.

◆ *Student Worker Termination Notice* – Instructions are provided on the form. Form must be completed when student is no longer employed by the department.

### Personnel

There are two sets of employee files. Personnel/Payroll files are located in the Business Office. Professional files are located in the Office of the President.

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### Tuition Installment Plan Agreement

- ◆ A three installment tuition payment plan is available for Fall and Spring semester credit courses only.
- ◆ A \$25 non-refundable fee is assessed when entering into the agreement.

### Student Transcripts

- ◆ Transcript requests must be made in writing using the QVCC approved form located in the Business Office or the Learning and Student Development office.
- ◆ There is a \$3 fee for an official transcript. There is no charge for an unofficial transcript.

### Student Refunds

- ◆ Refunds can only be made payable to the student.
- ◆ Refunds are mailed to the student's address as reflected in Banner.

### State Agency Transfer Invoices

- ◆ When billing other state agencies, submit all supporting paperwork to either Linda or Kristina for processing.

Tuition and non-refundable college service and student activity fees can be paid online at:

[www.online.comnet.edu](http://www.online.comnet.edu)

Payments can also be made in person, by phone (774-1160) or by mail. Payments can be mailed to:

QVCC  
742 Upper Maple Street  
Danielson, CT 06239  
Attn: Cashier

QVCC accepts payment in the form of cash, check, debit card, MasterCard and Visa.

## FIXED ASSETS/INVENTORY CONTROL

A Fixed Asset is defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets with a useful life extending beyond one year. The threshold for real property and computer software is \$100,001. All other assets that meet the above definition have a threshold of \$1,000.

**Assets which meet this threshold should have either a red or a blue barcode label affixed.** Michelle Weiss and Debbie can assist you with any fixed asset related questions.

Various forms are utilized in order to maintain control over QVCC's fixed assets. Completed forms should be sent to the Business Office for processing. All the forms referenced below are *data enterable* and can be found at:



<\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Fixed Asset Form>

- ◆ **New Equipment Inventory Form** – To be used to record new fixed assets acquired by purchase, gift, donation, capital lease, or construction.
- ◆ **Loaned Equipment Form** – To be used when signing out a fixed asset. For example, a faculty member might wish to use a laptop to assist them in performing their job duties.
- ◆ **Equipment Transfer Form** – To be used when a fixed asset is being reassigned to another location. For example, a computer file server might be relocated to another part of the building.
- ◆ **Equipment Disposition Form** – To be used when a fixed asset is being removed from inventory because it was scrapped, lost, destroyed, donated, stolen, etc. **Do not dispose of any equipment with a barcode affixed without first completing this form.**

## Payroll

Biweekly paychecks are processed according to the State of Connecticut payroll schedule. Paychecks are available after 3:00 PM. the day before the pay date. Checks not picked up by 1:00 PM. on Friday will be mailed to the address that appears on the check. Please be sure to notify the Business Office of any mailing address change.

All paychecks and direct deposit advice slips are delivered to the college from the Office of the State Treasurer in sealed envelopes.

Employees are encouraged to sign up for direct deposit.

The Payroll Officer or Human Resource Clerk/Typist can assist you with any payroll related questions.

There are various payroll related forms that are available for your convenience. Completed forms should be sent to the Business Office for processing. All the forms referenced below are *data enterable* and can be found at:

<\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Payroll Forms>



- ◆ **Employee Name and/or Address Change Form**
- ◆ **Direct Deposit Form**
- ◆ **Federal and State of Connecticut Withholding Forms**
- ◆ **Designation of Retirement/Plan Beneficiary Form**

## Time and Attendance

Timesheets and timecards must be submitted by noon on Friday the day after payday. Time and Attendance Records are maintained by Human Resource Clerk/Typist.

## Affirmative Action

Contact the Director of Human Resources for all affirmative action issues.

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agreements between the college and another State of Connecticut governmental agency.

- ◆ *Federal Grant or Contract (FED)* – For all agreements between the college and a federal governmental agency.

In addition to the above referenced forms, payments which do not exceed \$600 can be made on the QVCC Requisition for Short Course/Workshop/Guest Lecturer form (a/k/a the Green Form). A copy of this *data enterable* form can be found at the following link:



\\qvad2  
\\QVstaff\QVCommon\Forms\BusOffice\Short  
Course Form

***Please note that no public official and/or state employee, members of their immediate family as well as businesses of which they are associated with may enter into a contract agreement valued at \$100 or more unless the contract has been awarded through an open and public process.***

## CONTRACT AGREEMENTS – (PSA’S, ESA’S, ETC.)

Typically, a contract agreement is used to purchase infrequent and non-routine services from an independent contractor. In general, an independent contractor relationship exists when the college engages the services of a person, agency, firm, or corporation not employed by the college, to provide services to the college for a fee.

The System Office has promulgated contract agreement guidelines that must be followed. Since the approval process can be quite onerous it is important that sufficient time be allowed in order to secure all required approvals.

Most contracts will need to be reviewed by the System Office. Some will also require Attorney General approval. Rosie and Michelle Weiss can provide guidance in this area.

The guidelines, affidavit requirements, signature authority, as well as the forms referenced below can be accessed via the following CTC web site link:

<http://www.internal.comnet.edu/Banner-Docs/folder.asp?URL=/Banner-Docs/Finance/Contract%20Compliance>



- ◆ *Personal Services Agreement (PSA)* – To be used for the purchase of services that entail a cost to the college. PSA’s with a cost greater than \$3,000 also require the approval of the Attorney General.
- ◆ *Educational Services Agreement (ESA)*
  - To be used for all revenue generating contracts whereby the college agrees to provide credit or non-credit instruction on a contract basis to another company or external entity excluding another State of Connecticut agency.
- ◆ *College Services Agreement (CSA)* – For any other revenue generating or no-cost contract which provides services to the college or its students or by which the college provides non-instructional service to the community or some external organization.
- ◆ *Memorandum of Understanding (MOU)* – For all

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Division, Student Services, and Willimantic Center

- ◆ David Baty: Advertising, Business & Industry, CPL Division, Catalog, STRIDE Program, and Saturday College.

### **Purchase Order**

Upon the receipt of a fully authorized Purchase Requisition Form, a Purchase Order will be generated. Once generated, the Purchase Order will be reflected in Banner under the account code from which it was issued. The requisitioner will also receive a copy of the Purchase Order for their files.

Please notify Debbie if an item ordered has not been received in a reasonable amount of time.

### **Credit Card Purchases**

The college is able to make certain purchases via credit card. This can be especially helpful when making purchases over the internet. However, since there are limitations as to its use, please see Debbie if the use of the college credit card is desired. **Note: the use of the QVCC Requisition Form is required when making credit card purchases.**

### **Supply Transfer**

QVCC purchases letterhead, envelopes, and copy paper in bulk. Departments can request supply transfers from bulk storage as needed. The transfer is initiated utilizing the same Purchase Requisition Form as referenced earlier. Since these supplies have already been purchased by QVCC, the vendor name field should be blank and “supply transfer” located in the upper right hand corner of the form should be circled. The description should identify the supply to be transferred as well as the desired quantity. The form must also be approved by an authorized Dean or Director (*see Signature Authorization*). Once the form has been authorized, it should be sent to Maintenance who will deliver the requested supplies. Upon delivery, the receiver signs the requisition to verify receipt. The form is then forwarded to Rosie in the Business Office for processing.

## **PURCHASING & ACCOUNTS PAYABLE**

### **Purchasing**

#### **Purchase Requisition**

Most purchases require the completion of a QVCC Requisition Form. This *data enterable* form can be found at:



<\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Purchase Requisition Form>

This form is also used for petty cash and supply transfer requests.

To avoid delays in processing a request, please be sure the form is filled out in its entirety.

**Computer hardware and software purchases must be signed by the IT Director (Kevin Anderson). Equipment purchases must include the cost of installation, if any, and be signed off by the Building Maintenance Supervisor (Dave Stifel).**

The form must be approved by an authorized Dean or Director (*see Signature Authorization below*) and forwarded to the Business Office for processing. It is suggested that the requisitioner retain a copy of the form for their files.

#### **Signature Authorization**

Requisitions missing the proper signature authorization will result in a processing delay.

The following individuals have signature authorization in the areas listed:

- ◆ Dianne Williams: All areas
- ◆ David Bull & Michelle Weiss: Affirmative Action, Bookstore, Business Office, Cafeteria, Duplicating, Financial Aid, IT, Maintenance, Postage, Security, Student Government, Telephone, Utilities, and Welfare Fund
- ◆ Susan Huard: Faculty, Library/Learning Center, LSD

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located next to the postage machine to record these transfers. Please include the name and department to be charged.

Please note that duplicating supplies are not immediately reflected as expenditures. They are batched and processed as “charge backs” at the beginning of each month.

### **Accounts Payable**

### **Packing Slips/Invoices**

Upon receipt of an order, please sign, date, and forward all packing slips and/or invoices to the Business Office. If there is a problem with the order, please contact Debbie immediately.

### **Petty Cash**

The petty cash fund can be used for reimbursements that do not exceed \$50.

The use of the QVCC Requisition form complete with an authorizing signature is required. The “vendor” should be name of the person to whom the petty cash check should be made payable. All receipts should be attached to the requisition.

**Please note that sales tax is not reimbursable.** You will be contacted by Michelle Keefe when your reimbursement check has been processed and ready to be picked up.

Petty cash purchases are not immediately reflected as expenditures. They are batched and processed as “charge backs” at the beginning of each month.

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Please note that supply transfers are not immediately reflected as expenditures. They are batched and processed as “charge backs” at the beginning of each month.

### **Office Supplies**

Office supplies are purchased on state contract through Office Max and as such are purchased using the Office Max specific requisition form. The following is the link to this data enterable form:

<\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Office Supplies Form>



Please complete the form in its entirety including the name and department/org to be charged. Please be sure the form is approved by an authorized Dean or Director (see *Signature Authorization*) before forwarding to the Business Office for processing.

### **Bookstore Purchases**

Items purchased directly from the QVCC bookstore can be made utilizing the following link to this *data enterable* form:

<\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Bookstore Charges>



Please complete the form in its entirety including the name and department/org to be charged. Please be sure the form is approved by an authorized Dean or Director (see *Signature Authorization*) before forwarding to the Business Office for processing.

Please note that bookstore purchases are not immediately reflected as expenditures. They are batched and processed as “charge backs” at the beginning of each month.

### **Duplicating Supplies**

Individual reams of paper, transparencies, cover stock, etc. can be secured in the Duplicating room. There is a sign out sheet

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***the Business Office.***

**Mileage**

If a personal vehicle is used for authorized travel, evidence of insurance must be on file in the Business Office. Please provide Rosie with a copy of the automobile policy declaration page which must reflect at least \$50,000/\$100,000 in liability and \$5,000 in property coverage.

Mileage reimbursement requests are submitted on the same Travel Reimbursement Request Form referenced earlier. Receipts for all out of pocket expenditures should be attached to the form. After all required signatures have been obtained; submit the request to Rosie in the Business Office.

Reimbursements are calculated in accordance with the applicable provisions of the State Standard Travel Regulations and/or collective bargaining contract. Individuals leaving directly from their home will be reimbursed less their regular commuting distance to work.

Reimbursements are processed through payroll.

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**TRAVEL**

**Travel Authorization**

An approved Travel Authorization Form must be on file prior to leaving on a trip. The following is the link to this data enterable form:



<\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Travel>

Forward the fully authorized Travel Authorization to Rosie.

**Registration**

The payment of registration fees can be made by the Business Office upon receipt of a completed QVCC Requisition Form. The registration form should be attached to the Requisition and forwarded to Debbie for processing.

**Plane/Train Tickets & Hotel Accommodations**

Debbie can make travel arrangements on behalf of staff. The use of the QVCC Requisition Form is required in order to actually purchase tickets and/or book room reservations.

A parking pass can be provided for flights departing from Bradley Airport. *Please note that the pass can only be used in select lots.*

**Travel Reimbursement**

Reimbursement requests for meals and out-of-pocket expenditures are submitted on the Travel Reimbursement Request Form. This *data enterable* form can be found at the same link as listed under the Travel Authorization section.

After the required signatures have been obtained, the form should be send to Rosie in the Business Office. Reimbursements are subject to the applicable provisions of the Department of Administrative Services travel regulations and/or collective bargaining unit contract. Reimbursements are processed through payroll.

***Please note: Reimbursement will be delayed if an approved Travel Authorization Form is not on file in***

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QUINEBAUG VALLEY COMMUNITY COLLEGE

742 Upper Maple Street

Danielson, CT 06239

Phone: (860) 774-1160

Fax: (860) 774-7768

An electronic version of this guide can be found at:

[\\qvad2\QVstaff\QVCommon\Forms\BusOffice\Business Office Guide](#)