

COLLABORATIVE
TO ADVANCE HEALTH SERVICES

UM System Big Picture Fiscal Procedures


April 22, 2022

UMKC School of Nursing
and Health Studies

1

Agenda Part 1: 11am-12pm

- Introduction
- Procurement at a glance
- Contracting with outside entities
 - Consultants
 - Subcontractors
 - Hotels
 - IT
 - POs
 - Non-POs
- Break 12pm-1pm



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2

Introduction

Thank you!

- Why is this training important?
 - Reputation
 - Reporting



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3



Like this parking sign, fiscal operations within the UM System can be tricky! Don't be scared! We are here to help!



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4

What is Procurement?

- Authorization to purchase
- MoCodes
- Account Codes
- Volume Purchase Agreements



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5

Contracting with Outside Entities

- Consulting agreements
- Service Agreements
- Appearance Agreements
- Consultants
- Subcontractors
- Hotels
- IT Contracts/Agreements



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6

Consulting Agreement

- Who is considered a consultant?
- Are they employed at the University or UM System in any capacity?
- What should the period of performance be?
- Who signs the agreement?
- What is needed from the consultant?
 - W-9
 - W-8
 - Do they need "Liability and Insurance"?
- What to do if travel is required of the consultant?
- Who creates the Scope of Work (SOW)?
- How do they get paid?



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CONSULTING AGREEMENT

The Curator of the University of Missouri on behalf of UMKC School of Nursing and Health Studies (hereinafter referred to as "University") hereby retains (hereinafter referred to as "Consultant") to furnish certain consulting services upon the following terms and conditions:

I. CHARACTER AND EXTENT OF SERVICE

1. Consultant's services hereunder are to assist the University in the following project:
Project and invoice go here, PI here
2. Consultant will perform the following services:
See page "Additional Information Regarding Character and Extent of Services"
3. The Consultant is required to prepare and submit the following reports:
N/A

II. PERIOD OF SERVICES AND TERMINATION

The period of performance shall be _____ through _____, unless terminated as follows:

- a. By mutual agreement of the University and Consultant; or
- b. The University may terminate this contract at any time by providing 30 days notice. Consultant shall be paid for work completed prior to notice, and the University may authorize, in writing, the completion of specific tasks and payment for those tasks until the date of termination. No work, nor payment for such work, shall continue beyond the termination date.

III. COMPENSATION

1. University will pay Consultant for services performed hereunder
 - a. Personal Services: Rate: _____ per _____ for up to _____ (hours) _____
 - b. Travel and subsistence: Not to be reimbursed \$ _____ Not to be reimbursed
 - c. Other \$ _____
 - d. Total (Not to exceed): _____
2. For payment to be made the University must have a fully executed contract. The substantiation requirements of the University's Accountable Plan, which may be viewed at: <https://www.umkc.edu/umkc/policies/Reimbursement%20Requirements> apply to non-employees. Reimbursements without proper accounting by the Consultant on a completed invoice form will be required as evidence to the PIC. If in addition to a consultant fee, travel expenses are to be reimbursed, travel expenses must be itemized and appropriate receipts attached to the invoice. All travel and reimbursement for travel must conform with existing University policy, which may be viewed at: http://www.umksystem.edu/umksystem/finance/finance/umksu_travel_expenses.
3. Payment will be made within 30 days after all required work is completed and reports are received and approved by the University.

UMKC-AA (08/12/18)

7

Service Agreement

Used only in special circumstances

Examples may include but are not limited to:

- Janitorial services
- Language services
 - Translation
 - Transcription
 - Interpreting
 - Media captioning



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8

Appearance Agreement

APPEARANCE AGREEMENT

THIS AGREEMENT, entered into as of this _____ day of _____, 20____, by and between _____ hereinafter referred to as (Agent or Speaker/Lecturer) and THE CURATORS OF THE UNIVERSITY OF MISSOURI, a public corporation of the State of Missouri, hereinafter referred to as (University).

WITNESSETH:

1. University hereby engages the services of _____ (Agent or Speaker/Lecturer) to provide for the University the appearance of _____ (Speaker/Lecturer) for a presentation/speaking engagement at the time and place and under the conditions hereinafter set forth:

- a. Date of Presentation/Speaking Engagement _____
- b. Time of Presentation/Speaking Engagement _____
- c. Topic or Title of Speech _____
- d. Location for Presentation/Speaking Engagement _____

Additional Special Conditions, e.g., master classes, luncheon meeting, news conference, round, etc. _____

2. University agrees to pay Agent or Speaker/Lecturer the sum of _____ Dollars (\$ _____) for the services by Speaker/Lecturer called for hereunder; payment to be made by University check or electronic funds payment within 30 days from completion of services hereunder. The Payee's mailing address is:

- a. Pursuant to 143.163 (RSMo, 2000) the University is required to deduct and withhold state tax from payments to individuals, partnerships, and corporations who are not residents of Missouri or that are not registered as a corporation in this state for any civil, instrumental, medical, dental, artistic, clerical or other similar performance conducted in this state before a live audience. If the amount of the payment is in excess of \$500. This tax is applicable to speaking engagement only when admission to the event is charged. The amount of the tax is 2%.
- b. All payments may be subject to federal tax regulations regarding withholding of income tax on payments to nonresident aliens (NRAs) that may be as high as 30%.

3. That all correspondence relating to the presentation/speaking engagement shall be directed to _____ for the University.

4. Either party may cancel the appearance and both parties hereto shall be released from any liability hereunder if in the judgment of The Curators of the University of Missouri, it is impractical or undesirable to present such performance due to such accidents or accidents to means of transportation, fire, strikes, epidemics, destruction of the appearance location, acts of God, sickness, acts or regulations of governmental or school authorities, or other legitimate conditions beyond the control of The Curators of the University of Missouri, all things other than appearance or venue needs of appearance valueless, and if Agent and/or Speaker/Lecturer or one or more member of the production cannot appear because of ill health, physical disability or other reasons beyond the control of the Agent and/or Speaker/Lecturer, or if Agent and/or Speaker/Lecturer be prevented by acts of God, equitation of public authority or other circumstances beyond the control of the Agent and/or Speaker/Lecturer from presenting or appearing for the engagement.

UMKC 200-09/03/16



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- What is an Appearance Agreement?
- Who can we contract with?
- When do we use them?
- Is a W-9/W-8 required?
- Who signs?
- How do they get paid?

9

Subcontracts

- What is a subcontract?
- Who do we subcontract with?



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10

Hotel Agreements (space rentals)

- When/why do we contract with Hotels?



11

IT Contracts/Agreements

- Platforms
- Software
- Subscriptions
- Consultants that require IT/IS approval
- Approvals before purchases

Curby



Key Take Aways:

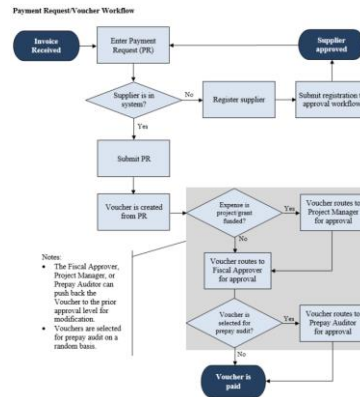
1. If you have to accept terms & conditions, it requires pre-approval
2. Plan Ahead
3. All requests should be submitted via CAHS Zendesk



12

Paying Outside Entities

- UMKC turn around times on payments
 - Net10, Net15, Net30 etc.
- Direct deposit
- W-9 or W-8



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13

PO vs. Non-PO

- What is a PO
- When do we need to use a PO?
- How are POs paid?
- What is a Non-PO?
- When do we use Non-POs?
- How are Non-POs paid?



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14

Agenda Part 2: 1pm-2pm

- ZenDesk
- Travel
- OneCard Purchases – high level overview
- RIF
- Fiscal Team office hours
- Fiscal contacts
- Conclude



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15

ZenDesk

Generally speaking, anything that needs to be paid should be submitted through ZenDesk.

Please also submit W-9s, W-8s, appearance agreement requests, consulting agreement requests, invoices, etc. via ZenDesk.



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16

Travel

- Pre-travel authorization form
- We are a Tax-Exempt institution
- Utilize the UM Tax-exempt letter when checking into a hotel or renting a car
- Not all states recognize our exempt status – but still ask
- Use per diem when traveling



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17

OneCard Purchases

If you have a OneCard for purchases and/or travel

- Do not use it on food (unless you have written approval from the Dean)
 - Use per diem – amount will auto generate based on the city you travel to
- Reconcile purchases as soon as they hit your “MyWallet”. “Why is this important” you may ask?



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18

RIF

- What is it?
- Can you use it?
- Approval?



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19

Extras

- Anything over \$10k
- Sole Source (competitive bidding)
- Approvals



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20

Fiscal Contacts for Questions

- Sharon Colbert – Hotels (space rentals)
- Katey Collins – Fiscal, Contracts
- Erin Hobbs – IT/IS agreements, ZenDesk
- Stephanie McIntosh – Fiscal, Contracts
- Krystal Olmos-Romero – Fiscal, Contracts
- Kelly Reinhardt – Operations
- Brizhana Ricks – Fiscal, Contracts
- Nancy Bahner: Fiscal Officer for SoNHS -
BahnerN@umkc.edu
 - Try and contact the CAHS team first before going to Nancy



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21

Cash Fiscal Team Open Office hours

Time/day TBD



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22

Helpful Links

Accounts Payable <https://www.umssystem.edu/oei/sharedservices/apss>

OneCard info

https://www.umssystem.edu/ums/fa/procurement/card/one_card

Tax-exempt info <https://www.umssystem.edu/ums/fa/procurement/travel-tr106>

Employee per diem info

https://www.umssystem.edu/oei/sharedservices/apss/travel_and_expense/per_diem_information

Current MoCodes and Fiscal Contacts

<https://umkc.box.com/s/d4eyzagvyoijqbwnqywpgwidt6cmq81g>

Suppliers available in ShowMeShop

<https://www.umssystem.edu/ums/fa/procurement/epro/suppliers>

Travel Approval Form <https://net3.umkc.edu/intapps/travelrequest/User>



23

Q & A



24

Thank you!!!

