Updates & Reminders
HLOGA
(Honest Leadership and Open Government Act)

• Anytime you think you might be having a guest who is a state or federal government official fill out the Government Guest form:
  – Government Guest form
  – Process
Cash Deposits

• Always use object codes 1500 or 1800
Non-Employee Honorarium

• Always use object codes 4089 or 4535
  – NEVER 6000
Hospitality

• Lunch meals with employees are considered business meals and are NOT allowed.

• Holiday parties are NOT allowed with IU funds.
GEC vs. DI

• General Error Correction
  – Moving a specific previous transaction
    • To correct object code or account
    • Reference previous transaction doc#

• Distribution of Income
  – Can move partial amounts
  – Don’t have to reference a specific transaction
Reconciling

• Review to make sure you have a good process in place
  – The quicker you reconcile the faster and easier it is to catch errors/fraud
Memberships

- Object code 5050
- Professional organizations ONLY
  - No VISAs or subscriptions
- Sponsorship/Membership Approval
  - Approval Link
DV

• Disbursement Voucher
  – Always be specific about what you are paying for
    • For example; do not say “Reimbursing Out-of-Pocket expense” or “Membership”
      – State what the out of pocket expense was and why it was purchased
      – State what the membership is and for what term
Matching Programs

• Matching the Promise, Overseas, Bicentennial
• Rozzie’s group creates all accounts and audits transactions
• Bicentennial
  – Program
  – Process
Travel

• Use IU systems for more travel needs so out of pocket expenses aren’t necessary
  – Won’t have to wait for reimbursement
Spotlight

• Every issue is on the CATS website
  – Always check there for information, answers to questions
  – Subscribe to Spotlight on the website
OCERS

• Work with them when planning any conferences
Signature Authority

• No one can sign contracts
Alcohol

• More to come
• INLOCC has a list of approved vendors
  – They are happy to add any you prefer to use as long as they meet their qualifications
Ethical Behavior

• If anyone is ever asked to do something that makes them uncomfortable—what is the process?