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## FINANCIAL SERVICES

### Accounts Payable

Please Note: This is a reminder related to the College Wide Memo sent out by Interim VP Joseph Donovan back on May 5, 2006. We are closing in on the end of Fiscal Year 2006. All Goods and Services purchased in Fiscal Year 2006 MUST be received by June 30, 2006. You should have already submitted to Accounts Payable, any and all Invoices, Payment Vouchers, and/or Requests for Reimbursement up through May 31, 2006. If you have not then you need to do so immediately. Any and all above mentioned documents related to activity during the month of June must be submitted to Accounts Payable by July 7, 2006. Your diligence in meeting these deadlines is greatly appreciated. If you have any Purchasing questions please contact Evelyn Wilson (x-6152); for Accounts Payable call Mark Jay (x-7620).

Recently, there has been a modification in the vehicle mileage reimbursement rate amount that affects Administrators, Staff, and Faculty (AFSCME, APA, MSCA, NUP and NUC). The new rate is now .40 per mile effective October 1, 2005. Accounts Payable is working very hard researching all travel reimbursement vouchers to determine retroactive payments to individuals is necessary based on whether the travel took place from October 1, 2005 to the present. Please allow AP the time to complete the research and process retroactive payments. We expect to have this completed by June 30, 2006. If you have any questions please call Mark Jay (x-7620).

### Withholding Taxes on Performers and Performing Entities

Effective January 1, 2006, the Massachusetts Department of Revenue, under specific conditions, requires the withholding of taxes on payments made to performers and performing entities. A performer may be an athlete, a paid entertainer, or a speaker. A performing entity is any entity that employs, engages, or comprises one or more performers. The performing entity may be a

corporation, partnership or any other legal entity. We must withhold for taxes if the total gross payments to all performers and performing entities that are subject to withholding under this regulation, excluding payments for which withholding has been waived, exceed \$10,000 for a particular performance, event, program, or series. However, if the gross payment to a performer or performing entity for performances during one calendar year does not exceed \$5,000, withholding is not required on that performer or performing entity. A performer or performing entity may request the withholding amount be reduced or waived. Such requests are made to the Department of Revenue at least ten business days before the performance. The Department of Revenue will notify the performer or performing entity and the College of its decision in advance of the performance.

The College's Purchasing Department will be working with College personnel that engage performers and performing entities to ensure that the appropriate language is included in all contracts. As a reminder, Joseph Donovan, Interim Vice President for Administration and Finance must review and approve all contracts.

For additional information, please call Paul Rigby, Controller, X6128.

### Budget Office

Budget season is flying. There are still some outstanding trust fund budgets that are overdue. If you haven't submitted them please do ASAP. The templates for the operating budget are being prepared and should have gone out before you receive this bulletin. Please return them as quickly as possible. If you need to have budget posted before July 1 (and some service or maintenance agreements do require prepayment) call Stephen Jervey at x7318 so those can be loaded immediately and not wait for the bulk loads.

### **Bursar's Office**

Another new face in the Bursar's Office! We are pleased to announce that as of February 26<sup>th</sup>, *Sean McSheffery* joined the Financial Services team as a Receiving Teller II. Sean will be working as one of the first points of contact for the Bursar's Office at our front counter area assisting students with billing questions. Sean brings with him a strong customer service background as a former Customer Service Representative at Comcast. Sean has five years of experience in this field and we welcome his knowledge. Sean holds a BS in Criminal Justice from Salem State College. Welcome Sean!

*Ruth Ann Curtis* will be leaving the Bursar's Office in June for Residence Life. Ruth Ann has given us four fantastic years and we are sad to see her go. We congratulate her and wish her the best of luck in this new endeavor!

### **PURCHASING NEWS**

**Verizon Schedule:** Verizon representative Peter Speen will be on campus Monday, June 12; Monday, July 10; and Monday, August 14. He will be in the Commons Room 101B from 11:00 to 2:00. It is imperative that everyone with a Verizon wireless cell phone purchased through the College complete the paper work to move the contract from the College's Tax ID number to your social security number. This paperwork can be done with Peter Speen or with Purchasing. Peter may be reached at 978-314-4400 or at [Peter.Speen@verizonwireless.com](mailto:Peter.Speen@verizonwireless.com). Donations of old cell phones accepted at any time. They are reprogrammed and given to women living in women's shelters. Drop them off in Purchasing or to Verizon.

### **Reminder Contract for Travel Management**

**Services:** Flagship Travel of Marblehead is our official Travel Agency. Flagship has been in business for over 20 years and provides a full range of services including commercial travel, vacations, groups, meetings, special events and team travel. They also provide customized travel management reports, a 24-hour 800 line and discounted programs on airlines and hotel chains. In order that we may reduce our travel costs, we must consolidate our travel purchases through Flagship Travel. Mr. Joel Abramson, President of Flagship, will be happy to meet with you either on campus or at his office to discuss any travel related questions. He is also available to come to your department staff meetings. I would ask you to please refer to the Purchasing web site and click on Travel for a list of Flagship agents for any of your travel needs. It is important that you call Flagship in order that they may maximize our

savings potential. Your cooperation is much appreciated.

For the year the average domestic ticket was \$293, which is approximately 30% below the industry average. For the year the average hotel rate was \$129 or 50% below the industry average. The great news is that 90% of our travelers purchased tickets three weeks prior to departure providing them with the lowest available fare. Given that fuel is going up airline tickets are going up so please order tickets as far in advance as possible.

**Bookstore News:** Faculty are reminded to submit their Textbook Adoptions to the bookstore as soon as possible. Additionally, textbook adoptions received before final exams help ensure students receive higher prices for books sold during buyback and that a higher amount of used books are available for the Fall semester.

**Bookstore Summer Hours:** Please note summer hours for the Bookstore beginning May 30<sup>th</sup> will be Monday through Thursday 8:00 to 4:00, Friday 8:00 to 2:00. The Bookstore will be open both Saturday and Sunday of Alumni weekend June 10 and 11.

**Purchasing Whom To Call For What:** *Kym Coogan* at X7323 for Staples, Dupli (stationery), Grainger (maintenance, repair and operations) ICI (paint), VWR (lab supplies), JP Morgan Chase (ProCard), State Contracts, MHEC contracts questions. *Joan Thomas* at X6017 for Belmonts Springs (bottled water), EBSCO (subscriptions), Follett (book orders), Verizon (pagers and cell phones), Aramark (uniforms) and MMARS questions. *Evelyn Wilson* at X6152 for O.E. (furniture), Marsh (insurance), Auxiliary Services (Bookstore, food service, vending, ATMs). *Dennis Koontz* at X6037 for Copy Center services, Mail services, Shipping & Receiving, Xerox (copiers, convenience copiers, and fax equipment), One Card administration. *Ralph Berry* at X6394 for Fleet management, PHH fleet credit cards, and surplus.

### **FACILITIES**

The Facilities Department is very busy on its Summer Project list. Some of the projects that will be done this summer are: finish Dunkin Donuts at Meier Hall, air condition Theatre, renovations to Psychology Department in Meier Hall, Sullivan Building and Nursing Labs at Harrington Building to name a few. Look for our Fall edition of the newsletter for updates on completed projects.

**ENERGY SAVINGS:** Temperature controls in the Library will be replaced over the summer. This will improve the comfort in the building as well as save energy due to tighter heating controls.