

Procurement 4th Quarter Training

March 26, 2024

Director of Procurement & Other Support Services

Michael R. Castilleja

micasti2@uiwtx.edu

210-805-3571

AD 79



Accounts Payable



P-Card & Travel Admin.



Postal Operations



Purchasing



Shipping & Receiving/Fixed Assets

Purchasing

Located in Administration Bldg. Room 79

- **Marisa Vasquez**
mfvasque@uiwtx.edu 210-829-3999
- **Carmen Rivera**
rivera@uiwtx.edu 210-805-5837
- **Jessica Cevallos**
jevarga1@uiwtx.edu 210-805-1236
- **Lisa Bosquez**
lbosquez@uiwtx.edu 210-805-5836



FISCAL YEAR 25 vs 26

UIW's Fiscal Year starts June 1st and ends May 31st.

Don't miss
the
Deadline

FY 25 Purchase Orders
will be cut off
Tuesday, April 15, 2025





FY 25

Goods must be
received and services
completed by

May 30, 2025

FY 26

Goods received or services provided

on or after

June 1, 2025

MUST post to FY 26.



Check for Open Encumbrances

- FGIOENC
- Enter your ORG #
- Click GO
- List of PO will display
 - If they are not cleared out, they will roll into FY26

Check Open Encumbrances

X ellucian Organizational Encumbrance List FGIOENC (PROD)	
Chart: 1 Fiscal Year: 25 Index: Organization: 6275 Vehicle Operations Fund:	
▼ ORGANIZATIONAL ENCUMBRANCE LIST	
Encumbrance	Vendor
P0253673	T-Mobile USA Inc,
P0253707	Valvoline LLC
P0253882	Regent Diesel Professionals
P0253883	Beasley Tire Service
P0255710	Marshall Distributing Company, Inc
⏪ ⏩ 1 of 1 ⏪ ⏩ 10 ▼ Per Page	

There are two ways to create a Purchase Requisition against FY 26




JUNE 1

1751




Use June 1, 2025 date for ORDER, TRANSACTION & DELIVERY

** start date TBD*

 @ ellucian Requisition FPAREQN (PROD)

Requisition: NEXT

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT		
Order Date *	<input type="text" value="06/01/2025"/>		Co
Transaction Date *	<input type="text" value="06/01/2025"/>		Ac
Delivery Date *	<input type="text" value="06/01/2025"/>		

Requestor/Delivery Information

Vendor Information

Commodity/Accounting

Balancing/Completion

▼ REQUESTOR/DELIVERY INFORMATION

Use ACCT 1751 ONLY if you need payment now

Fund	Orgn	Acct	Prog
10010	6254	1751	6220

- Use current Dates
- Enter 1751 for the ACCT #

Requisition	R0086495
Order Date	03/17/2025
Transaction Date	03/17/2025
Delivery Date	03/18/2025

Requestor/Delivery Information	Vendor Information	Commodity/Accounting	Balancing/Completion
--------------------------------	--------------------	----------------------	----------------------

Fund	Orgn	Acct	Prog
10010	6254	1751	6220

Enter FY26 account note in Item Text

✕ @ ellucian Procurement Text Entry FOAPOXT (PROD)

Text Type: REQ Code: R0086420 Change Sequence: Item Number: 1

▼ PROCUREMENT TEXT ENTRY

Text

Enter the full budget account # in Item Text

.

FY26 10010-6254-6584-6220

.

.

.

Please issue check

REVIEW

- PO's will be cut off April 15
- Items received or services completed by May 30, 2025 MUST post to FY25
- Items received or services provided on or after June 1, 2025 MUST post to FY26
- Check Open Encumbrances - FGIOENC
- To create a FY26 requisition:
 - Use June 1 Dates
 - Use ACCOUNT 1751 – ONLY if payment is needed now.

Accounts Payable

Located in Administration Bldg. Room 83

- Melba G. Huerta – AP Manager
- Suzette Haskell – Sr. AP Technician
- Francine Trevino – AP Technician
- Celeste Davey – AP Technician
- Bety Carreno – AP Technician

ap@uiwtx.edu

210-829-6031

Accounts Payable

Fiscal Year End 2025

- If the product or service is received/completed by 5/30/25 it will be paid in FY25. Any product or services received/completed after 5/30/25 will be paid in FY26.
- Accounts Payable Technicians will review their purchase orders to identify if the open purchase orders can be closed or if additional payments need to be made.
- Accounts Payable Technicians will reach out to the initiator of the purchase order to determine if the purchase order can be closed or if further payments are needed.

Accounts Payable

Fiscal Year End 2025

- During June 2025 and until the deadline to make payments for Fy25, the AP Technicians will process invoices for both FY25 and FY26.
- All travel settlements must be submitted no later than 10 days after returning from travel. Any outstanding travel settlements through 5/30/25 must be submitted to Accounts Payable by the date indicated on the Year End Memo. Otherwise, the travel will be charged to FY26

Accounts Payable

Fiscal Year End 2025

- Accounts Payable will follow the FY25 deadline set by the Comptroller's office for the last day to process and pay any payment requests for FY25. Payment requests received after the deadline will be paid in FY26.
- Please be sure to submit all payment requests by the date indicated on the Year End Memo or sooner if possible. This will enable Accounts Payable to process these requests timely and adhere to the deadlines set by the Comptroller's office.

P-Card and Travel Admin.

Karissa Smith

(210) 832-5488

P-Card E-mail: uiwcc@uiwtx.edu

Travel E-mail: uiwtravel@uiwtx.edu

P-Card Expense Reports-Prepaid-1751

Select Transactions

Split and Cost Allocate

Submit for Approval

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

PROCUREMENT OFFICE • XXXX-XXXX-XXXX-6863 (Active) • 4301 BROADWAY • SAN ANTONIO , TX 78209

0888021077 - February 2025 - In Progress

SEARCH RESULTS

Expand All | Collapse All

Page 1 of 1

Page

Go

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information	VAT Eligibility
1	02/28/2025	02/27/2025	THOMSON WEST TCD	372.60		
ACCOUNTING CODES INFORMATION						
Expense Description		Subscription service June 2025-December 2025. FY26 10010-6133-67587-6100				
Fund	Org	Account	Program			
10010 - Current Unrestricted Funds	6133 - Accounts Payable	1751 - Prepaid Expenses	6100 - Executive Management			
				<div>Edit Accounting Codes</div>		

Page 1 of 1

Page

Go

Expand All | Collapse All

Back

Next

Save

Cancel

Enter FOAP where the transaction will be allocated to in the next fiscal year.

Enter FOAP with account number 1751 for transactions being paid now for next fiscal year.

CTP Travel Reservations-Prepaid 1751

- Continue to provide CTP with your FOAP as usual.
- Please do not use account 1751 when booking reservations with CTP. It will be managed on our end.

Year End Deadlines

- Billing cut off is May 31, 2025 for FY25.
- All expense reports for May 2025 must be submitted and approved by your supervisor by June 13, 2025. Otherwise, it will be allocated to FY26

History	<u>Report ID</u>	<u>Expense Report Description</u>	<u>Created Date</u>	<u>Status</u>	<u>Submitter</u>	<u>Submitted Date</u>	<u>Pending Approver</u>	<u>Amount</u>
>		December 2024	03/24/2025	Approved		03/25/2025	Karissa Smith	490.35
>		February 2025	03/25/2025	Submitted		03/25/2025	Supervisor	222.74

Posting Date vs Transaction Date

If the posting date is after 5/31/25 it will be posted to FY26 regardless of the transaction date showing 5/31

	<input type="checkbox"/>	Posting Date	Transaction Date	Description
1	<input checked="" type="checkbox"/>	06/07/2024	05/31/2024	HILTON HOTELS
2	<input checked="" type="checkbox"/>	06/03/2024	06/02/2024	ANNUAL CARD FEE
3	<input checked="" type="checkbox"/>	06/14/2024	06/13/2024	KAHOOT! ASA
4	<input checked="" type="checkbox"/>	06/14/2024	06/14/2024	INTERNATIONAL TRANSACTION FEE

Shipping & Receiving

•Christina Sanchez cmsanch3@uiwtx.edu

•Estella Lozano eslozan1@uiwtx.edu

•Christopher Puente cdpuente@uiwtx.edu

•Carlos Tapia cjtapia@uiwtx.edu

Warehouse 210-805-3092

Central Receiving

Receive

All deliveries need to be received at our warehouse for inspection and tracking purposes.

SC Logic is our tracking system.

Sort

Sort deliveries to appropriate areas.

Please include your name, CPO, or department when placing orders.

Distribute

Deliver to appropriate departments.

Distribute to off campus locations (8 location).



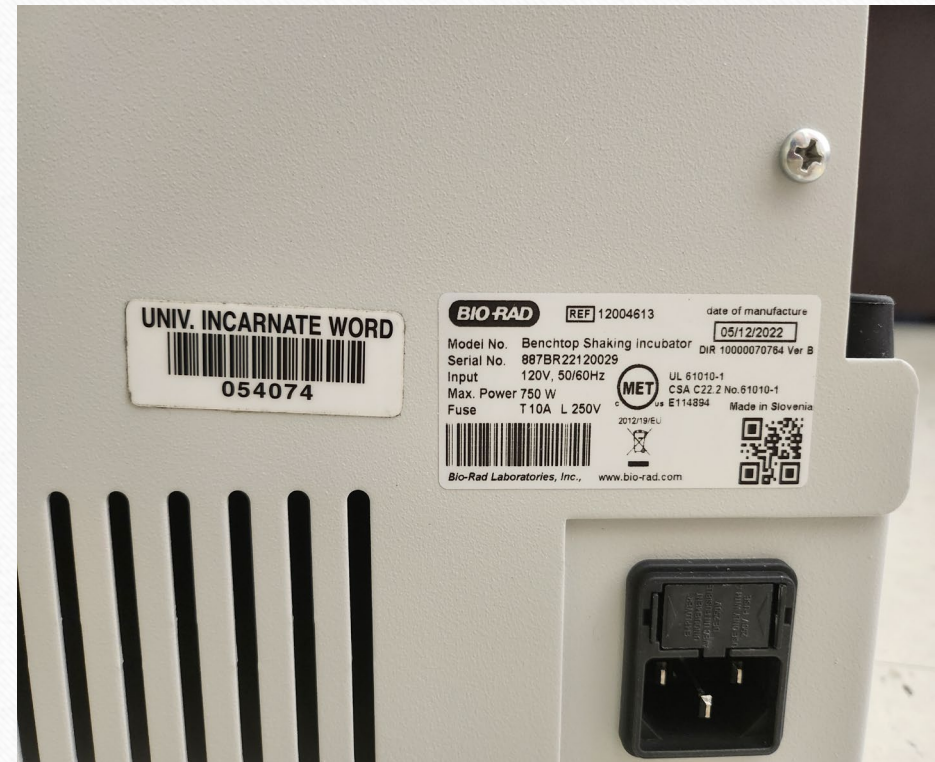
May 30th is
deadline to
receive
all packages

Fixed Assets

Fixed Assets

- Items that cost greater than \$10,000.00.
 - Contact the Grants Dept. if sponsored funds are being used.
- Assets are tagged when they arrive at the warehouse.
- If delivered to an off-campus location, contact S/R to schedule time to get asset(s) tagged.
- Record tag number, serial/model number, and picture of asset

Asset Tag



Inventory

- Required every 2 years.
- I work with the deans of each departments to make sure assets are still in working conditions, located in the same areas, and the asset tag pairs with the serial number on the asset.
- Imperative to obtain signatures of deans, assigned employee, and fixed asset coordinator.

Disposal/Transfer Form

- This form needs to be completed when assets are:
 - Disposed
 - Transferred
- Once completed email it to Fixed Asset Coordinator and Assistant Comptroller.

University of the Incarnate Word
Asset (Equipment \ Furniture) Transfer \ Disposal Form

Date: _____

PLEASE COMPLETE THE FOLLOWING FOR EACH TRANSFER \ DISPOSAL \ STOLEN ASSET.

CIRCLE ONE: ☒ TRANSFER ☐ DISPOSAL ☐ STOLEN ☐ PURCHASE

The boxed section below must be completed for any of the above:

Description of Asset (Dell Computer, HP Printer, table, chair, etc)	
Asset Tag No. _____	Serial # _____ Model # _____
* Note - Call the Help Desk @ 2721 for all computers, monitors and printers before disposing for possible part usage.	
Building & Room # _____	Location (UIW, IWHS, SACHS) _____
Reason for disposal: _____	
Department transferring / disposing asset _____	
Person transferring / disposing asset	Print Name: _____
Phone no. _____	Signature: _____

Please complete all applicable sections:

Department receiving asset:
Person receiving asset (print and sign): _____
New Location _____ Building _____ Room _____
Phone no. _____ CPO no. _____
Asset accounted for in account no. _____
If sold, what were the disposal proceeds \$ _____
Deposit date @ Business Office: _____ Account deposited to: _____

If Asset is Stolen, please complete the following section:

Department reporting stolen asset: _____
Person reporting stolen asset (print and sign) _____
Phone no. _____ CPO no. _____
Estimated value of asset \$ _____
Date Accident Report filed _____ Name of person contacted _____
Date Comptroller's department contacted _____

Once this form is completed, submit to the Comptroller's Office with a copy of the Campus Police report.

***** **For Comptroller's Use Only** *****

Date form received _____ Processed by _____
Date asset updated in system _____
Account no. recorded _____ Building _____ Room _____

Distribution of this form:

Department Sign Off and Date	Adm. Computing: _____
	Comptroller's: _____
	Shipping & Receiving: _____
	Special Events: _____
	TCS: _____

Please return this form when completed to Veronica Castillo, Comptroller's Office, CPO# 315

Revised: August 1, 2022

Policies and Forms

<https://my.uiw.edu/finance/comptroller/forms.html> (form)

<https://my.uiw.edu/finance/comptroller/financial-policies-and-procedures.html>
(policy)