



## **President's Innovation Fund (PIF) Financial Accounting Procedures**

PIF Project/Grantee(s) shall submit all requests for payment, receipts for reimbursement, and copies of timesheets to Theresa Tentes in the Office of Instruction for processing. Please submit the requests within two weeks of the charge in order to ensure prompt payment. Forms can be found in the Downloads on the SMCCCD Portal Page: <http://www.smccd.edu/accounts/portal/>.

### **Reimbursements**

*This section only applies to Skyline staff and faculty.* All requests for payment shall be made using the SMCCCD **Petty Cash Reimbursement Form**, if total is under \$100, the SMCCCD **Reimbursement Request Form**, if total exceeds \$100, **or the Conference Expense Form or Mileage Reimbursement for travel related reimbursements**. All documentation must be attached to the form including original receipts for reimbursement that should be taped separately on to a piece of white paper. Turn in completed forms, signed and approved by the Department Dean/Supervisor, to Office of Instruction for processing. Forms can be obtained on the SMCCCD Portal Page, in the Downloads, under Accounts Payable, Other Expense and Reimbursement Forms or Conference Advance and Expense Forms.

### **Outside Goods and Services**

There are number of ways to pay for outside goods and services, including presenters.

To make a purchase of a tangible good, you can use your procurement card or work with a Skyline Banner user to create a requisition for a purchase order. Do not make the purchase unless you can pay with a procurement card or personal credit card. The District Purchasing Department will make the purchase on your behalf when using the requisition process. If an item is purchased with a personal credit card, use the reimbursement forms mentioned above to be reimbursed.

To pay an individual, using their social security number, for services, such as presenting, entertainers, researchers, etc. an Independent Contract must be completed, submitted, and approved prior to the start of the service performance. A signed W-9 will need to be attached to the Independent Contract along with a copy of the social security card of the individual supplying the services. When the service is complete and the individual has submitted an invoice, an IC Payment Authorization Form needs to be submitted to the College Development, Marketing, and Public Relations Department for processing. Please see additional information and the forms on the SMCCCD Portal Page, in the Downloads, under Purchasing/General Services, and Independent Contracts.

To pay an individual using a company name as a DBA on a social security number or a company using a Federal Tax ID number, for a service, you will need to complete a Standard Service Contract. The contract will need to be signed by the service provider and a W-9 form needs to be completed, signed, and attached to the Standard Service Contract. **This contract will need to be submitted and signed by James Keller, at the District Office, prior to any work being completed.** When the contract is signed, a requisition will need to be prepared. The District will then prepare a Purchase Order for the service. When the service is complete, an invoice needs to be generated by the company providing the services and submitted to the Office of Instruction for processing. Please find the Standard Service Contract on the SMCCCD Portal Page, in the Downloads, under Purchasing/General Services, and Contracts.

Please review the Purchasing Procedures on the SMCCCD Portal Page, in the Downloads, under Purchasing/General Services, and Purchasing Procedures.

### **Hiring Staff**

When hiring short term temps for PIF projects, a Personnel Requisition Form and a Personnel Action Form must be filled out and approved. When hiring student assistants only the Personnel Action Form must be filled out and approved. PAF and the New Hire Packets must be completed before anyone can start working. All new hire documents can be found on the downloads tab, under Human Resources, on the portal page, <http://www.smccd.edu/accounts/portal/>. Please note that each PIF will be responsible for paying the benefits related to the salary charged to the PIF. These expenses should be built into the PIF budget.

Presenters who are SMCCCD employees, and who will receive an honorarium, will be paid via District timesheets. The number of hours multiplied by the rate of pay should equal the honorarium amount. If you need information about employee pay rates, contact Ellen Lee in the Skyline College Payroll Department, 650-738-4194.

Use the PIF holding account with the appropriate 4 digit payroll designation, 18202 2150 XXXX XXXXXX (assigned program code), on the timesheet. Write which PIF project it is associated with on the timesheet. Once it is fully completed, secure approval signatures from the Dean/Supervisor. Keep the employee copy and turn the other signed copies in to the office of Instruction, which will submit the original timesheet to Skyline College Payroll Department for processing.

If submitting electronic timesheets, please make sure to list the PIF project associated in the Comments section.

In the near future, each PIF will be assigned a program codes that relate to the individual PIF project. More information on this change will be coming.

## Central Duplicating and Postage Expenses

Each PIF project must incorporate duplicating and postage expenses in the project budget.

If you are planning on sending out a large mailing, please alert the mailroom and request a projection of the postage costs associated with your project. Write the PIF project name on the Central Duplication Request form. Submit a copy of the Central Duplication Request Form as well as receipts for postage expenses to the office of Instruction.

For ease of processing, the following account numbers should be used for duplicating and postage for mailings.

18202-2150-4580-XXXXXX(program code)	Central Duplicating
18202-2150-5820-XXXXXX(program code)	Postage

## PIF Support

Additional support for you in planning and presenting your PIF projects is available in the College Development, Marketing, and Public Relations Department.

- ✚ Event Calendaring (Internal & External)
- ✚ Event Planning Information and Support
- ✚ Promotional Materials
- ✚ Press Releases
- ✚ Advertising
- ✚ PIF Budget and Financial Processing

***It is the responsibility of each PIF project to track spending as to avoid going over budget.***

*All PIF monies must be spent by June 30<sup>th</sup> of the current fiscal year.*