Can I pay for that?
We often receive calls asking us if a certain item or service can be purchased with university funds. If the item/service is something that is specifically denied in a policy or procedure of UND, the North Dakota University System (NDUS), State Board of Higher Education (SBHE), or North Dakota State Century Code, we'll certainly inform you of that. If the item or service is not specifically addressed in these policies or procedures, you'll need to ask yourself if there is a clearly defined business purpose for the purchase. You'll also need to decide if that is the best use of your funds. Budgets are tight for everyone right now so think before you buy. If an auditor or legislator asked you to justify the purchase, could you present a solid business purpose? If your neighbor asked you “are you spending my tax dollars wisely” can you answer “yes” without any reservations? Our responsibility as stewards of tax payer dollars is to demonstrate the prudent use of the funds entrusted to us by our various constituencies.

Check out the updated Purchasing webpage
The Purchasing office has been hard at work updating their webpage, forms, and training. If you haven’t attended one of their new L&D sessions on procurement, p-card, and contracts, the PowerPoint is available on their webpage. They have also revised and updated many of their forms. Please make sure you are using the most current version of the forms available. If you have questions regarding a purchase you are looking to make, check out the FAQs (frequently asked questions) and if you can’t find the answer, give them a call.

Budgeting your expenses
As we proceed with encouraging each department to be more responsible for the spending of their dollars, we want to remind everyone, that you can say “no” to reimbursements if the purchase was not in compliance with policy or proper procedures are not followed. Accounting Services is not here to determine right and wrong, we are simply a resource to guide you with the necessary expenditures of your department to ensure that your purchases are in compliance with UND and NDUS/SBHE policies as well as state law detailed in the North Dakota Century Code and any federal regulations that may govern your purchase. It is also an option for departments to limit their spending on travel reimbursements.

Who should sign an agreement?
The university has a policy on who can sign a contract/agreement for UND and bind us to a purchase/service. Before signing any type of agreement or contract, please review Finance and Operations policy 1.4, Agreement or Contract Authorization (https://und.edu/finance-operations/files/local/1-agreement-contract-authorities.pdf) to confirm the proper individual is signing the document. We also have a link to the list of delegated signers for each type of contract as the first quick link on our payments webpage.

Don’t forget about the PeopleSoft queries
Trying to find some details on your expenditures? Looking for additional information on transactions in your funds? Don’t forget about the queries available in PeopleSoft as a source of obtaining that information. We still have our PowerPoint presentation on the most popular PeopleSoft finance queries posted on our website. Go to our training page under resources and take a look. Some of the screen shots may have changed slightly, but the fundamentals are still there. If you have questions, don’t hesitate to give us a call and we can walk you through it.

Want to see a previous newsletter?
We do have all of our previous newsletters available on our webpage. If you click under “other” and select News Archives you’ll see a list of all of our previous newsletters. If you need a little light reading, go ahead and look back to see how much we’ve progressed.

Fiscal Year-end
We’ve set May 12 as the date for our Fiscal Year-end Workshop. Please plan to attend if you can. This session provides you with tons of information about the end of our financial year. You’ll hear not only from Accounting Services, but Purchasing, Student Account Services, Human Resources/Payroll, as well as Grants & Contracts. It’s a great opportunity to ask questions about the end of the year procedures and how to stay on top of those budgets and avoid phone calls from us about budget errors.
Upcoming Training Sessions

**Budgets Overview Inquiry**
April 5th
8:30-10:30 a.m.
This training provides the tools necessary to navigate through PeopleSoft to find your department's budget and cash balance; utilizes PeopleSoft to track your department's budget, cash, revenue, and expenditures; shows you how to complete a budget journal. The session also includes hands-on practice activities.

**Prerequisite:** PeopleSoft user ID and password for Finance Module, a local fund number, and/or an appropriated fund number.

**Location:** Gamble Hall, Lanterman Center, Room 9
University of North Dakota

**Running, Reading, and Reconciling Key Finance Reports in PeopleSoft**
April 26th
9:30-11:00 a.m.
This training provides the tools necessary to navigate through PeopleSoft in order to run, read, and understand PeopleSoft financial reports. Important tips will be provided to help you recognize why, when, and how to reconcile revenue and expense transactions posted to your funds. Troubleshooting tips and tools to help you resolve budgeting errors will also be provided. This session includes hands-on practice activities.

**Prerequisites:** Must have previously attended either a "Budgets Overview Inquiry" or "Budget versus Cash Inquiry" L&D session and must have a PeopleSoft user ID and password for Finance Module

**Location:** Gamble Hall, Lanterman Center, Room 9
University of North Dakota

**Employee Travel**
April 28th
9:00-10:00 a.m.
This training session will allow you to brush up on the policies and procedures regarding employee travel.

**Location:** Memorial Union, River Valley Room
University of North Dakota

Happy Spring from Accounting Services!