CBO enters fiscal year 2016-2017 with positive outlook and plans for continued progress

CALS Business Operations (CBO) wrapped up fiscal year 2015-2016 celebrating successes and accomplishments, while reflecting on changes and challenges that will shape the upcoming year. While the CBO has only been in operation since 2014, great strides have been made that have shaped the foundation of the department. Read more about the CBO’s 2015-2016 fiscal year in review.

Budgets & Planning

Hatch Phase
Are you a faculty member with an expiring Hatch phase? Look for an email from Greg Lewis with details on how to navigate the REEport Portal and submit for your new Hatch project (phase). Your new Hatch project should be entered and submitted by the end of August.

Network Connectivity Charges
The first charges will be processed in August for the months July and August, then monthly for the remainder of the year. Similar to last year, the charges will be allocated based on the projects used for your regular monthly phone line charges in July.

Expired Phase Clean-up
CALS Budget staff have identified approximately 2,000 expired federal project/phase combinations which are currently active in our PeopleSoft system. We will work with departments over the next several weeks to inactivate these expired project/phases in order to reduce departmental and CBO work to submit and approve correcting JV’s every time an expired project/phase is erroneously used. We appreciate your responsiveness to and support of this initiative.

Accounting Services

PCard
Please remember to submit your receipts to the CBO immediately after purchase via ServiceNow for processing with project/phase and business purpose. Reminders are sent twice a week to help ensure timely processing. Statements are approved electronically, you will receive an email when your statement is pending your approval.

Travel
Travel Authorizations should be submitted prior to any pre-paid travel purchases (e.g., air fare, registrations, lodging reservations).

Effective May 2016 there are new policies and rates regarding rental vehicles. Please review the rates at: http://www.pandc.nc.gov/975b.pdf
The following documents have been added to the Documents & Forms section of the CBO website:

- Gift-in-Kind Donation Form - $5,000 and Over
- Gift-in-Kind Donation Form - Under $5,000

More information about non-cash gifts (gifts-in-kind) can be found here: Knowledge Base: Non-Cash Gifts. Additional questions may be sent to Chris Cammaren-Wessel at cwessel@ncsu.edu.

The CALS Budget Office Departmental and Functional Assignments can now be found on the CBO website under the Who to Contact page.