

# COMPLIANCE UPDATES AND USEFUL TIPS

## CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JUNE 2021

### IN THIS ISSUE:

#### FY2021 Year-End Tips & Travel Updates and Reminders

This month's *Compliance Updates* will provide tips for successfully closing Fiscal Year 2021 budgets.

### End-of-Year Due Dates & New Fiscal Year Tips

Please submit appropriate documentation as outlined below by the designated due dates. Prior to submissions, please check your available budget authority and contact the Office of Budget & Planning to make any necessary budget modifications. Complete and attach a Form W-9 to any requisitions for new vendors. If goods are not received within **two weeks** of the order date, please notify the Purchasing Division. Please refer to the Office of Operations End-of-Fiscal Year Memo for all other due dates and deadlines not included in this newsletter.

Also, please review travel policy for updates and reminders below.

### FY2021 Year-End Tips and Reminders

#### PROCUREMENT

##### ➤ FY 22 Personal Services Contracts

- All FY22 renewals must have FY21 funds reconciled, contract reviewed, approved and signed by the Procurement Director by **June 30, 2021**.

##### ➤ FY 22 Purchase Order Requests (PO) /FY 21 Outstanding Invoices

- Requisition/Shopping Carts/Technology requests for purchasing may begin on **July 1, 2021**.
- PO must be approved in FY 21 for payment in FY 22 by **July 15, 2021**.

#### ACCOUNTING

##### ➤ FY 21 Travel

- All travel vouchers for travel through June 30, 2021 are due to the Office of Accounting by **July 9, 2021**.
- All outstanding travel advances must be cleared to avoid any complications with payroll checks by **July 9, 2021**.
- All travel advances for travel starting July 1, 2021 should be submitted on **July 1, 2021**.

### REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

## **TRAVEL UPDATES & REMINDERS**

### **➤ Vehicle Rental**

- Hertz is the primary vendor for the State of Mississippi's vehicle rentals for the in-state travel. Hertz should be used first unless they are more than ten miles from the starting point or if they do not have any vehicles available. DFA will only reimburse for one trip to the rental location.

If you are unable to secure a rental vehicle at Hertz, please call the closest local Enterprise. Do not use the online reservations. If you have any issues, please contact Yulanda Wesley at [ywesley@mdek12.org](mailto:ywesley@mdek12.org) or 601-359-3074.

### **➤ Consultant Travel Reimbursement**

- All receipts (meals, hotel, tips) for claiming reimbursement other than mileage is required for consultant travel.

### **➤ Travel Authorization Forms**

- A copy of the travel authorization form should be sent to the Office of Accounting at the time of completion. This is especially important when direct billing (rental car, hotel or airline) is involved with the travel to ensure proper approval and the correct budget is charged at the time the invoice is processed. The approved travel authorization form can be emailed to [accountspayable@mdek12.org](mailto:accountspayable@mdek12.org) or sent via handmail/mail to the Accounting office addressed to the attention of Greg Ramsey. If you have any questions, please contact Greg Ramsey at [gramsey@mdek12.org](mailto:gramsey@mdek12.org) or 601-359-2187.

The travel authorization form is located on the Accounting website. To access the form, go to Documents>Accounting Forms>Travel

### **➤ Travel Vouchers**

- All Travel Vouchers should be prepared in ink or typed and should be delivered to the employees' immediate supervisor. The Travel Voucher must be reviewed for accuracy and compliance with state law and Department policy by a designated employee of the office and must be approved for payment by a supervisor of the employee. A duplicate of the approved voucher shall be submitted to Accounting along with the approved original Travel Voucher. The original receipts shall be attached to the original voucher and duplicate receipts to the duplicate voucher.

If electronic supporting documentation and electronic signatures are submitted for travel reimbursements, employees must maintain original receipts on file.

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