

UMD College Park Controller

Newsletter for – October 2022

The fall weather is finally here. I was able to enjoy my first Terp football game at this past Family Weekend. The Finance area is also kicking off a few new processes and projects. See updates below:

Finance Roundtable – Last month, we hosted the first meeting for the Finance Roundtable. We have representation from business officers all across campus. We are so grateful for your participation and feedback. We look forward to our next meeting which will be on Wednesday, December 7th.


Changes Initiated by USM and Hot Topics

FY22 Financial Statements - We submitted our FY22 financial statements to USM last week and are going through the annual audit by CliftonLarson Allen (CLA) currently.

Thank you again for your continued support and interest in our work. Please feel free to reach out to me if you have any questions.


Account Payable October Reminder

OCTOBER REMINDERS



INVOICES

Vendors should send all invoices as one PDF directly to apadmin@umd.edu with the corresponding Purchase Order number and any supporting documents




WIRE PAYMENTS

The X-9 form, vendor's invoice, PO details, and KFS vendor record must all match in order to process a wire

The State is no longer accepting the form X-9 from vendors where the vendor's name and beneficiary bank account name do not match.

The vendor's only options are to:

1. Receive a State check in USD
2. Receive a foreign draft via Western Union (only if they do not have a US Tax ID and they did not come to the United States to provide goods/services)
3. Obtain a bank account in their name



GOODS/SERVICES

- Prior to procuring goods/services, be sure to select the appropriate Purchase Order Type (2-Way or 3-Way Match)
- AP will route all invoices tied to 3-Match Purchase Orders to your unit's Fiscal Officer for final review and approval

Please contact us at APInquiries@umd.edu with any questions.

OCTOBER REMINDERS



WORKING FUND

All working fund questions and requests should be sent to the email address

workingfund@umd.edu



Payroll

- All payroll related questions and requests should be sent to the department email address
payrollservices@umd.edu
- Reminder - sign up for Direct Deposit -In order to sign up for direct deposit, a Direct Deposit Authorization form can either be sent to Payroll Services or to the Central Payroll Bureau at P.O. Box 2396, Annapolis, MD 21404. The form must be typed with the exception of the signature. The signature must be handwritten. Only original forms will be accepted. Please click the link below to download the Director Deposit Authorization form.

[Direct Deposit Authorization Form](#)