

# School of Art, Art History & Design

## Business and Finance Information

**Business Hours: Monday and Friday 8am-5pm; Wednesday 8am-12pm; other hours by appointment**

### Contact Information:

SAAHD Financial Specialist - **Michaela Habe** (x2-2632 or [michaela.habe@unl.edu](mailto:michaela.habe@unl.edu)) – Human Resources, P-Card purchases, Accounts Payable (invoices), Monthly and ad hoc reports, Internal Charges, Cash Deposits, Grad Student info, etc.

Dean's Office Financial Specialist - **Erin Murray** (x2-5836 or [emurray5@unl.edu](mailto:emurray5@unl.edu)) – Travel Coordinator

Assistant Dean for Business and Finance - **Wendy Duerfeldt Schutte** (x2-7699 or [wendy@unl.edu](mailto:wendy@unl.edu)) – Contracts, Adjunct/Lecturer Agreements, Extraordinary Issues

### How to Process Employee Travel Requests:

1. Pre-Trip Travel Authorization - <https://sapphire.nebraska.edu/gm/folder-1.11.10856?mode=EU>. No pre-trip travel authorization is necessary for Hixson-Lied grant awards.
2. Once approved, travel arrangements can be made. Airfare and hotel can be paid directly by UNL in many cases. Contact Dean's Office Financial Specialist to assist in making reservations. Although not the preferred method, faculty, staff and students can book their own domestic travel (registration, airfare and hotel) then request a reimbursement once travel is completed in accordance with travel policies listed below.
3. Submit all original, detailed receipts to Dean's Office or SAAHD Financial Specialist upon return from travel.
4. Dean's Office Financial Specialist will organize receipts and prepare for travel reimbursement.
5. Data entry will be completed by the Dean's Office Financial Specialist and submitted through electronic reimbursement processes established at the University.
6. Traveler is expected to review the reimbursement via email to begin the electronic approval process.
7. Reimbursement will be processed by UNL Accounting and direct deposited into the employee's bank account on file. Account can be updated through Employee Self Service within Firefly.

### How to Process Guest Travel Requests:

1. Obtain budgetary approval from Visiting Artist Committee.
2. SAAHD Faculty will complete the Visiting Artist form on the School's website. The completed form is sent to the office for review. The Artist will also be required to complete a form and a Visiting Personnel Form for payment of honorarium.
3. SAAHD Financial Specialist will contact Dean's Office Financial Specialist for travel arrangements.
4. Dean's Office Financial Specialist will confirm travel arrangements with the artist and provide details to the UNL faculty host and SAAHD Financial Specialist.

### Travel Policies:

Overview - <http://travel.unl.edu/policies>

Meals and Lodging - <http://travel.unl.edu/MealsLodging>

Mileage - <http://travel.unl.edu/policies/mileage-reimbursement>

Purchasing Airline Tickets - <http://travel.unl.edu/AirTrans/PurchAirTix.shtml>

FAQs - <http://travel.unl.edu/FAQs>

Reimbursement Deadline - <http://nebraskalegislature.gov/laws/statutes.php?statute=81-1174>

## SAAHD Business and Finance Information

### How to Purchase Goods or Equipment:

	\$0 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$149,999	\$150,000+
Approval	School and/or Dean's Office	Procurement Services	Procurement Services and/or VCBF	Procurement Services, VCBF, and/or Board of Regents
Quotes req'd	None req'd, but (1) quote preferred	(3) Informal Quotes	(3) eBid Process	Formal bid process
Method	eSHOP or P-Card	eSHOP or SAP PO	eSHOP or SAP PO	eSHOP or SAP PO

### How to Purchase Professional Services:

	\$0 - \$4,999 AND less than one year	\$5,000 - \$24,999	\$25,000 - \$149,999	\$150,000+
Approval	School and/or Dean's Office	Procurement Services	Procurement Services and/or VCBF	Procurement Services, VCBF, and/or Board of Regents

### Purchasing methods:

#### Contractual agreements

- Signature Authority – Dean's Office - <http://bf.unl.edu/policies/Signature-Authority.pdf>
- LB429 Compliance issues - <http://procurement.unl.edu/news/lb429-taxpayer-transparency-act>

\*\*Reminder: Faculty cannot sign contracts on behalf of SAAHD or the University of Nebraska.

#### eSHOP

- UNL's eProcurement tool – Procure to Pay Process
- Entire process is electronic with email approvals.
- Prime Suppliers are enabled with catalogs, i.e. Office Depot.
- Non-catalog orders with other vendors
- Anyone can be a Shopper – requires proper credentials to be established through SAAHD Business Office.
  - Requestors and Approvers require additional training and typically have budgetary responsibility.
- All Computer and IT purchases are processed through David Bagby's group in the Dean's Office.

#### Purchasing Card (P-Card)

- Cardholders:
  - Christy Aggens
  - Stacy Asher
  - Margaret Bohls
  - Matthew Bukrey
  - Santiago Cal
  - Drew Davis
  - Patricia Davis
  - Robert Derr
  - Eddie Dominguez
  - Dana Fritz
  - Michael Hoff
  - Aaron Holz
  - Patrick Kingshill
  - Karen Kunc
  - Walker Pickering
  - Peter Pinnell
  - Emily Reason
  - Francisco Souto
  - Aaron Sutherlen
  - Colleen Syron
  - Emily Wiethorn
  - Sandra Williams
- All Computer and IT purchases are processed through David Bagby's group in the Dean's Office.
- Approvers:
  - Michaela Habe, Financial Specialist
  - Robert Derr, Director
  - Wendy Duerfeldt Schutte, Assistant Dean of Business and Finance

\*\*Faculty should be aware of and/or approve student purchases. All course/lab fees require pre-approval from Director.