### Announcements

<table>
<thead>
<tr>
<th>PCARD TRAINING (REQUIRED FOR PCARD HOLDERS)</th>
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<tbody>
<tr>
<td>Wednesday, 3/8 5-6pm via zoom</td>
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<tr>
<td>Tuesday, 4/11 5-6pm via zoom</td>
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<table>
<thead>
<tr>
<th>INDIVIDUAL HOUSE MEETINGS</th>
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<tbody>
<tr>
<td>Next Term – Will reach out to schedule with each house</td>
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<table>
<thead>
<tr>
<th>FORMER TR &amp; PCARD HOLDERS</th>
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<tbody>
<tr>
<td>• Pcards will remain active until 4/28.</td>
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<td>• Former Pcard Holders are still responsible for expense reports until card is closed.</td>
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<table>
<thead>
<tr>
<th>TREASURER ROUNDTABLES</th>
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<tbody>
<tr>
<td>• Monday, 5/15 5-6pm</td>
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<td>• Monday, 8/14 4-5pm</td>
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<td>• Monday, 10/30 5-6pm</td>
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<td>• Monday, 1/22 5-6pm</td>
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AGENDA

OBI / Account Balances
Purchasing / Pcard
Reimbursements / HelpDesk
Alternative Venmo / Money Collection
Guides & Resources
OBI / ACCOUNT BALANCES
WHAT IS OBI?

• OBIEE – Oracle Business Intelligence Enterprise Edition
  • Caltech calls it OBI for short
• It is a data warehouse that does data analytics with Oracles e-Business integration.
• You will use this for monitoring your House PTA transactional activity and balance.
WHERE DO I FIND OBI?

Please Note:
1. Miranda needs to request access on your behalf.
2. You won’t see ‘Data Warehouse (OBI)’ in your Access list until visibility is granted.
3. You will get an email from ORE once you have been added.
4. Former TRs will be removed from visibility list at the same time.
2 TYPES OF OBI REPORTS THAT YOU WILL BE USING:

The information in these reports are the exact same reports and information that the Administration can see.

Cost Detail (Export)
• Detailed Transaction List
• All the Credits and Debits; going in an out of the PTA Account
• Does NOT include the Balance

ITD Summaries (Export)
• PTA Account Balance Report
• ITD = Inception to Date
OBI INSTRUCTIONS / TRAINING
# PURCHASES

**ON-CAMPUS**

- House PTA
- Use for:
  - Dining
  - Catering
  - Caltech Store
  - Caltech room reservations
  - Cleaning fees
  - Etc.

**SMALL $1-$500**

1. Use one of 3 House P-cards
2. Contact Student Financial Hub (Hub) for assistance.
3. Out-of-Pocket Reimbursement

**MEDIUM $501-$3499**

1. Use one of 3 House P-cards
2. Contact the Hub for assistance

**LARGE $3500-$9999**

- Use a Hub P-card
  - Temporary purchase limit increase MAY be needed depending on amount
  - Takes 3-5 business days

- Request for a House P-card Limit Increase
  - Takes 3-5 business days

- Note: Student Cards don’t allow TRAVEL.

**OVER $10K**

- Contact Hub to discuss best purchasing options.
- 4-weeks lead time.
- Set up vendors as supplies
  - 10K justification paperwork
- Depending on Vendor’s preferred payment method:
  - TechMart
  - Check
  - ACH
  - Wire Transfer
  - Hub P-card with a purchase limit increase.
PURCHASES WITH CONTRACTS OR AGREEMENTS WILL NEED TO BE **REVIEWED & SIGNED** BY PROCUREMENT **BEFORE** PURCHASE.

*We need 4 weeks lead time.*
TECHMART

- TechMart is an online purchasing network that Caltech Procurement uses to manage purchasing requests.
- A member of the Hub will need to navigate on behalf of the student group.
- TechMart is usually used to purchase ‘big ticket’ items.
- Often Procurement will require a particular purchase to be made through TechMart.
  - Big ticket items
  - Services (Catering, Speaker, etc.)
  - Honorarium
  - Prizes
  - Any purchasing requiring tax collection or reporting (usually a service)
PCARD

• Required Training
  • March 8 5-6pm
  • April 11 5-6 pm
• 3 cards per house
• Card Limits: $3,500/$10,000
• No Travel
• Monthly Expense Reports
• Note: If you or your house does not comply with the Pcard policies. Cards will be taken away.
REIMBURSEMENTS

- Try to use House Pcard before having a House Member go out-of-pocket.

- Use Caltech Help to request reimbursements

- Each house should submit reimbursements monthly, if not bi-weekly, to assure that your housemates are reimbursed in a timely manner.
  - No more than 60 days after purchase.

- Allow the Hub at least 5 business days to fully process reimbursement.

- Bursar Quick Pay will be used.
  - The Bursar will email a JP Morgan Chase link direct to the payee/reimbursed person.
  - The Payee will need to follow the link and prompts to collect their reimbursement.
  - If the Payee does not collect their reimbursement within 30 days. The funds will be returned to the House account.
IMMEDIATE ACCEPTANCE NEEDED: Direct Deposit Refund through Chase bank

Gosalvez, Christian A. (Abby)
To: student@caltech.edu
CC: Walker, Jesse; Burma, Oskarova, Johnny

This message was sent with high importance.

Dear Student,

I have processed your refund today.

You will receive an email, to be sent to your Caltech email, from JP Morgan Chase Bank/Caltech by the end of day, for you to accept the money. Make sure to accept the money as soon as possible.

To receive your funds click the "Accept Money" button. Once you select "Accept Money" you will proceed to a screen that will allow you to enter your bank account credentials and receive an ACH payment directly to your bank account.

Best Regards,

Abby Gosalvez| Collection Specialist | Bursar’s Office
Mail Code: 120-87 | Pasadena CA 91125 | (626) 395-6752 | Caltech | caltech.edu
You may send an email at christian.gosalvez@caltech.edu.

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CHATECH Caltech

CALTECH BURSAR’S OFFICE has sent you a payment

Dear [Your Name],

CALTECH BURSAR’S OFFICE has sent you a payment. As an existing Chase Payments Customer, click “Accept Money” below to login to the secure Chase website and receive your payment electronically.

If you have any questions about this payment, please contact CALTECH BURSAR’S OFFICE at 626-395-2988.

Amount: $0.00 USD
Payment ID: 
Description: SBS Refund
Program Name: Bursar Quick Pay
Student Name: Your name
Transaction Id: 123

You must accept the payment by date provided or it will no longer be valid.

Regards,
Chase Payments
855-267-0429
Hours: 8:00 AM ET - 8:00 PM ET, Monday - Friday

Accept Money
HELPDESK
REQUEST TYPE
- Student Financial Services > Reimbursement Request > House Reimbursement

SUBJECT
- House Name – Payee Name

REQUEST DETAIL
- Give as much information as possible. Be concise but thorough.
- Answer WHO, WHAT, WHEN and sometimes WHERE and WHY.

HOUSE NAME, PAYEE NAME, PAYEE UID, PAYEE EMAIL
- FILL OUT ACCORDINGLY
- If you do not know the student's UID, please type in zeroes.

AMOUNT
- Grand total amount being reimbursed

CARBON COPY AND LOCATION
- Will generate automatically. You will get a copy of the ticket for your records.

BURSAR ACCOUNT #
- List if you have it but field not required

ATTACHMENTS
- Include all receipts associated with the reimbursement
- No receipt? Mention the lack of receipt in the Request Detail. A missing receipt form may be needed.
HELP DESK – THINGS TO NOTE

Combine
Multiple Reimbursements for one Payee onto one Help Desk Ticket

Alcohol
Event Alcohol List is required as an attachment if you are reimbursing for alcohol.

Missing or incorrect items
Will be returned and asked to be fixed.

Timing
Process your reimbursements at least monthly. Reimbursements older than 60 days will not be allowed going forward.
TIMELY REFUND REQUESTS

- Process your House Reimbursements Monthly or more
- Reimbursements older than 60 days are not allowed
- “Reimbursement Season”
  - End of School year
  - Before & After Winter Break
  - Leadership Transition
MONEY COLLECTING
AKA ‘ALTERNATIVE VENMO’
VENMO — WHY DO WE RECOMMEND THAT YOU DON’T USE VENMO?

Due to state and federal regulations governing Caltech’s student financial aid and student loans dollars, Compliance will currently not allow us to use Venmo.

Additionally, Venmo doesn’t offer certain account protection and there is a higher risk that a person’s money can be stolen.

• With this uncertainty and higher risk level Student Affairs can’t, in good conscience, allow student groups to use Venmo.
WHAT CAN WE USE TO COLLECT MONEY FOR OUR HOUSE OR ORG?

‘ALTERNATIVE VENMO’

Online Form
(Wufoo or JotForms) +
Online Payment Integration
(Authorize.net) =
‘Alternative Venmo’

*Authorize.net is like Square, Stripe, or Toast.
WHAT ARE THE STEPS TO GET AN ‘ALTERNATIVE VENMO’

Set up a meeting with the Hub

Design the Online Form together, including: Amount, wording, colors, etc.

Hub will set up payment integration & test that is work properly

House will be provided a hyperlink for the form. House may turn this into a QR code

House may use the link to collect funds

Funds are transferred into House PTA with about a month or two delay
HOW DOES THE COLLECTED MONEY GET FROM A PERSONAL BANK ACCOUNT TO HOUSE PTA?

Form is filled out & submitted

Form directs to Authorize.net payment site

Debit or Credit Card information provided & collected

Authorize.net then determines if this is a ‘good’ or ‘clean’ transaction

Authorize.net collects money from the payee's account

Authorize.net deposits money into Caltech’s General Business Account

End of each month, Miranda submits a deposit report to Finance indicating which funds go to what PTA

Finance transfers funds into PTA & your collected money shows in your House PTA

*This is why it takes a month or two to show up on the House PTA.
HOW DO I KEEP TRACK OF THE COLLECT FUNDS?

As a TR, you will receive an email receipt for each transaction that is placed.

You can request a form report from myself and the Hub that summarizes all the transactions from the form.
USEFUL INFO ON ‘ALTERNATIVE VENMO’

Information & Limitations
• Many Types of Forms
  • General House Form, Form per Activity, & Multiple Forms
• Collection parameters
  • Open form, closed dates, only a certain number of submissions, IP limitations
• Direct Refunds
  • Within 60 days of transaction
• Voided Transactions
  • 24 hours to void a transaction
• Stationary Location Set-up is NOT allowed.
  • A single computer or station can NOT be set up to collect all transactions.
  • Form link can be passed around or posted
  • QR code can be used

Examples of Potential Uses:
• Admission Costs
  • Formals, Interhouses, etc.
• Offset Trip Expenses
  • Ski Trips, Senior Trip
• Merchandise Purchases
  • House clothing and accessories
• Raffle Tickets
• Social Dues
  • Note: If I collect social dues for you, those funds will need to stay on campus.
2 Pcard Trainings on the horizon

Purchases – Pcard is the best & first option to use

Reimbursements – HelpDesk, Good Receipts, timeliness

Money Collection aka Alternative Venmo

Check the House PTA Balance
FINANCIAL SUPPORT TEAM

- Student Financial Hub Website
- Bursar’s Office
- Controller’s Office
- Pcard Office
- Student Affair Business Services
- StudentFinHub@Caltech.edu

Student Financial Hub

- Business Services and Operations Manager
- Office of Residential Experience
- Office Hours: Thursdays
  - 3-4pm in-person (Building 390)
  - 4-5pm via zoom (Link on Website)
- mhuseth@caltech.edu

Miranda Huseth

- Administrative Coordinator
- Office of Residential Experience
- Office Hours: Wednesday
  - 1-2pm via zoom (Link on Website)
- jessw@caltech.edu

Jess Walker
QUESTIONS
QR Code for Session Survey.

Please fill out. Thank you!