

# 2018 Best Practices Proposal Form



**CACUBO**  
Central Association of College  
& University Business Officers

Completed proposals are to be submitted to  
Fran Willbrant, Coordinator, CACUBO Best Practices Awards, [bestpractices@cacubo.org](mailto:bestpractices@cacubo.org)  
The deadline is May 1, 2018.

## **Best Practices Program Submission:**

**Title:** Credit Card Implementation

## **Primary\* Contact Information:**

*The primary contact must be a CACUBO member institution of higher education.*

Institution: Greenville University

Address1: 315 E College

Address2:

City: Greenville State/Prov: IL Zip Code: 62246

Salutation:  Prof.  Dr. X Mr.  Mrs.  Ms.

First Name: Tim Middle Name/Initial:

Last Name: Dietz Suffix (Jr, III, etc.)

Professional Title: CFO

Email : tim.dietz@greenville.edu

Phone: 618-664-7096 Fax:

\*Additional team contacts may be listed at the bottom of this form.

## **Institution Information:**

Institution:  Research/Comprehensive/Doctorate X Small Institutions  Community College

Year Founded: 1892

Geographical Location: Midwest

Number of Students: 1,000

Website: www.greenville.edu

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## **Statement of the Problem:**

*Provide a brief statement identifying the challenge your institution encountered that benefited from your best practice.*

**The institution experienced a decline in enrollment and needed to cut a significant amount from the budget. A voluntary separation incentive was initiated in March 2016 and 46 employees signed the agreement with the finance office experiencing the greatest impact going from seven to two employees. The office was forced to restructure and streamline nearly all of its processes.**

## **Identify the Solution (250-words maximum):**

*Describe how you identified and developed your best practice solution including those involved with the process, impact on the organization, finances and resources.*

**Rehiring began immediately but with one employee less to maximize budget resources. This was a total savings of \$50,000. Each respective area in the finance office was heavily scrutinized to determine creative ways to streamline processes to operate in a more efficient manner.**

**Accounts payable was the first area to experience significant changes. One of those changes was the implementation of credit cards. Nearly 75 employees now have a university credit card for travel and other expenditures.**

**It is a paperless system which is exactly what we wanted. Pictures or scanned copies of receipts can be uploaded immediately reducing the likelihood of lost ones. Credit card holders have access to their statement online, so they simply enter the appropriate GL number, add a description, and upload the receipt associated with the expense.**

**Reimbursements can be added to the expense report rather than submitting a paper form for processing. Expense reports are submitted to the supervisor for approval which is also an online process. Once approvals are completed, the staff accountant downloads the monthly transactions and imports them into our accounting software. The number of transactions is nearly 1,000 each month which eliminates that same number of manual entries. This has reduced the number of paper invoices and manual entries by more than half. The staff accountant has been able to add increased responsibilities to her workload due to an efficient and streamlined process.**

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## Implementation Timeline:

*Provide a bulleted list of the steps and implementation timeline of your best practice solution.*

1. **Aug – Dec 2016; examined our paper processes for reimbursement and cash flow.**
2. **Jan – Feb 2017; met / interviewed vendors.**
3. **Mar 2017; selected vendor**
4. **June 2017; piloted the rollout of credit cards.**
5. **Aug 2017; held meetings with key areas (faculty, coaches, admin offices)**
6. **Aug 2017; conducted mandatory training sessions**
7. **One on one follow-up as necessary**
- 8.

## Benefits & Retrospect:

*Provide a brief statement of the benefits achieved by implementing the best practice solution.*

- **Rebate incentive resulting in \$10,000 cash for use of the credit card**
- **Removal of over 500 manually processed reimbursements per month**
- **Improved cash flow...rather than paying now, we pay over 30 days after services rendered, and in some cases, without penalty or misunderstandings with employees**
- **Eliminated paper from 90% of the reimbursement and A/P process**
- **Removal of many “high priority” reimbursements and emergency processes**
- **Savings of 1 FTE**

## Additional Team Contact Information:

### Additional Contact #2:

Institution:

Address1:

Address2:

City:                      State/Prov:                      Zip Code:

Institution:     Research     Comprehensive/Doctorate     Small Institutions      
Community College

Salutation:     Prof.     Dr.     Mr.     Mrs.     Ms.

First Name:                      Middle Name/Initial:

Last Name:                      Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone:                      Fax:

# 2018 Best Practices Proposal Form

## Additional Contact #3:

Institution:

Address1:

Address2:

City: State/Prov: Zip Code:

Institution:  Research  Comprehensive/Doctorate  Small Institutions   
Community College

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name: Middle Name/Initial:

Last Name: Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone: Fax:

## Additional Contact #4:

Institution:

Address1:

Address2:

City: State/Prov: Zip Code:

Institution:  Research  Comprehensive/Doctorate  Small Institutions   
Community College

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name: Middle Name/Initial:

Last Name: Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone: Fax:

*updated Feb 2018*