

Management Instruction

Guidelines to Finance Career Awareness Conferences

This instruction provides guidelines for financing postal-sponsored Career Awareness Conferences. This applies to any postal employee sponsoring a conference at his or her installation.

Approval

Field Procedure

The District Manager must give advance written approval for all Career Awareness Conference locations, dates, topics, speakers, activities, budgets, agendas, and use of residual funds.

Headquarters Procedure

The director, Learning and Development, will approve Headquarters' Career Awareness Conference.

Conference Attendance

Attendees

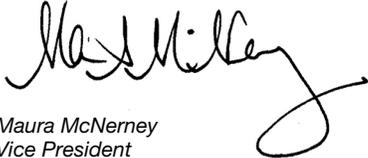
We define attendees as employees attending the conference voluntarily and not performing official duties. Attendees must pay for their own travel and lodging expenses, in addition to any required conference fees.

Time Reporting

The time spent by attendees at career conferences is not compensable. If the Career Awareness Conference occurs during the attendee's regularly scheduled work hours, the attendee must request leave and have his or her manager approve the leave. The attendee can notate attending the Career Awareness Conference in the comments section of PS Form 3971, *Request for or Notification of Absence*.

Financial Funds and Responsibility

Generally, budgets established for the conferences are planned so that the conferences operate on a break-even basis. We encourage planning committee members to keep fees and costs at a minimum; you must use all monies received only for covering conference expenses.

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Maura McNerney Vice President Controller	

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Sources of Support

Funds to support Career Awareness Conferences come from the following sources:

1. By collecting registration fees from attendees.
2. The Postal Service may lend logistical and personnel support to the success of the conference.
3. The sponsoring installation pays the costs associated with the participation of key personnel at that installation.
4. Funds from Postal Service Headquarters. **Note:** Based on the Postal Service's financial condition, Headquarters (HQ) may fund one conference per year per district.

Registration Fees

Attendees may pay registration fees with a personal check, money order, debit card, or credit card. The conference coordinator or his or her designee will collect registration fees from conference attendees.

Conference Fee Collection Procedures

Checks and Money Order Payments

The conference coordinator or his or her designee must complete the *Check Deposit Information Form* for personal checks and money orders (see Exhibit 1). The form must include the district name or Headquarters, amount collected, and the 10-digit unit finance number that the Egan Accounting Services will credit. Review Exhibit 2 for verification of the assigned unit finance number.

You must send the completed form and collected check and money order payments to the Egan Accounting Service Center at least once a week with tracking to the following address:

Disbursing Officer
Egan Accounting Services
2825 Lone Oak Parkway
Egan, MN 55121-9640

The Postal Service will assess a fee of \$30 for all returned checks. The Postal Service may submit checks that the bank returns as non-sufficient funds (NSF) to a collection agency without notice to the employee. The Postal Service may re-present checks that the bank returned as NSF to the bank via automated clearing house (ACH) debit. If an employee presents an NSF check, he or she must use another method of payment for the conference registration fee.

Credit and Debit Card Payments

You need an Ingenico wireless special events device to accept registration fee payments made with credit and debit cards.

Field Procedure

Obtain Device Procedure

The conference coordinator, or his or her designee, must contact the retail coordinator or Retail Management Office in his or her district to obtain an Ingenico wireless special events device.

Contact the Ingenico Helpdesk with the 10-digit unit finance number for the Career Awareness Conference (see Exhibit 2) at least two weeks before acceptance of conference registration fee payments.

Closeout Procedure

When you make transactions, complete a PS Form 1412, *Daily Financial Report*.

- Report credit card transactions in AIC 762, *Credit Cards Remitted*.
- Report debit card transactions in AIC 772, *Debit Cards Remitted*.
- Offset the total of both AICs with AIC 126, *Miscellaneous, Non-Postal Revenue*.

The district retail personnel can provide training on device set up, use, and closeout procedures.

Headquarters Procedure

Obtain and Setup Device Procedure

The conference coordinator, or his or her designee, must contact Corporate Treasury to obtain and setup the Ingenico wireless device with finance number 1020570000 and Merchant ID 444502456607.

Closeout Procedure

The conference coordinator, or his or her designee, must provide the electronic record of all credit and debit card transactions to Revenue and Field Accounting weekly.

Documentation of Registration Fees

The conference coordinator, or his or her designee, must maintain a record of all monies received in an electronic file, such as an Excel spreadsheet. The spreadsheet must include only the following:

- Transaction date.
- Employee first name and last name.
- Transaction amount.
- Last four-digits of payment card when applicable.

The conference coordinator, or his or her designee, must store all payment records in a secured location and retain them for two years.

Note: The conference coordinator must not enter any personally identifiable information (e.g., employee social security number, home address, etc.) on this spreadsheet.

Authorization of Expenditures

Field Procedure

The conference coordinator, or his or her designee, must contact his or her district or area Finance manager to determine the conference coordinator's Career Awareness Conference budget.

Headquarters Procedure

The conference coordinator, or his or her designee, must contact the director, Learning and Development, and the budget coordinator for Employee Resource Management to determine the conference coordinator's Career Awareness Conference budget.

Purchases and Vendors

Purchases

Conference coordinators, or his or her designee, may only make purchases with vendors who have existing contracts with the Postal Service. We do not allow new contractual relationships.

For a list of vendors with preexisting relationships with the Postal Service, see the Employee Deals page on LiteBlue (<https://liteblue.usps.gov/news/deals/welcome.htm>). We do not limit participation to vendors listed on that page; other vendors may participate if they have preexisting contractual relationships with the Postal Service and offer relevant goods or services.

Contact Supply Management when you expect a career conference expenditure will exceed local buying authority (typically \$10,000). Per Handbook AS-709, *Local Buying and Purchase Card Policies and Procedures*, a contract is required for purchases that exceed the local buying authority with the same vendor within a 12-month period. Do not make any commitments (verbal or otherwise) or sign an agreement with the vendor before contacting Supply Management's Travel, Training, Events and Tactical Services team at <http://blue.usps.gov/supplymanagement/services-eftscmc-ttets.htm> for guidance.

eBuy2

The Postal Service requires an approved eBuy2 for all Career Awareness Conference expenses. An eBuy2 requisition must be approved before GSA SmartPay2 Purchase Card use.

Door Prizes and Raffles

You must use postal funds to purchase items used for door prizes and raffles. You may not use registration fees collected from conference attendees for these purchases. For example, you may use items depicting Postal Service stamps. Conference coordinators are encouraged to select non-monetary items for door prizes and raffles, such as, lunch or a "shadow day" with a postal leader.

Note: Items used for door prizes and raffles with a combined cost or fair-market valuation greater than \$75 are taxable. Attendees must report them as income.

Keynote Speakers

The keynote speaker should be a current postal leader. We don't prohibit the use of an external speaker; however, you should weigh the speaker's fees against the total conference budget.

Contact the Ethics Office when an external speaker is willing to waive his or her speaking fee. Legally, the donation of the speaker's time is a gift of his or her services. In order to accept a gift on behalf of the Postal Service, the Ethics Office and an officer of the Postal Service must agree to exercise the statutory gift-acceptance authority.

Vendors

External vendors who do not have preexisting contractual relationships with the Postal Service may not attend Career Awareness Conference events or solicit conference attendees. If you conduct the conference on postal property, such attendance or solicitation could violate the rules of conduct on postal property (39 C.F.R. part 232). Even if conducted off

postal property, such attendance or solicitation could improperly suggest that the Postal Service has a relationship with the vendor or endorses the vendor's goods or services.

External vendors who do have a preexisting contractual relationship with the Postal Service and offer relevant goods or services may attend a Career Awareness Conference event. For example, a university that has a preexisting contractual relationship with the Postal Service may attend the event and inform attendees about its relevant courses.

Travel Expenses and Honoraria

Categorize travel expenses for conference participants as meeting costs and handle them according to the Postal Service travel policies specified in Handbook F-15, *Travel and Relocation*. Use conference funds to pay for honoraria and travel expenses for nonpostal speaker participants. If there are insufficient conference funds, you may use postal funds to pay these expenses when the installation head or designee approves it in advance.

Conference Accountability

You must plan conferences within budget. If the conference is not within budget, immediately contact the district finance manager or Employee Resource Management budget coordinator (HQ only) for assistance.

Note: Once all the monies from registration fees have been collected, HQ Field Budget will return those funds to the field using the monthly budget adjustment process.

Audits

Within ten weeks after the conference, the district or area finance manager and Headquarters Finance (HQ only) must review the following:

- Conference coordinator's electronic file of all payments received.
- eBuy2 requisitions.
- GSA SmartPay2 Purchase Card statements.

Exhibit 1: Check Deposit Information Form

Check Deposit Information	
<p>Use this form only for submission, to Eagan Accounting Services, of miscellaneous payments received that you wish to have a specific finance # and account credited. To properly deposit your payment into USPS books the following information is needed:</p>	
Date Submitted:	>
District	>
Amount of Fees Collected:	>
Finance Number to be credited: <i>Include the 4-digit code for your district</i>	> 102057 _ _ _ _
Account Number to be used:	> 56606.000
USPS Contact Person:	>
Contact Telephone Number:	>
Deposit is for:	> Career Awareness Conference
Provide any other miscellaneous information below:	
>	
>	
>	
<p>Failure to properly complete the finance & account number information will result in the payment being deposited to Finance number 10-4390, account 44030.</p> <p>Mail completed form and payment to: Disbursing Officer Eagan Accounting Services 2825 Lone Oak Pkwy Eagan MN 55121-9640</p>	

Exhibit 2: Unit Finance Numbers for Career Awareness Conferences

Area	UFN Name	UFN	Area	UFN Name	UFN
CM	HR Career Conf-Atlanta	1020570007	P	HR Career Conf-Bay Valley	1020570009
CM	HR Career Conf-Baltimore	1020570008	P	HR Career Conf-Honolulu	1020570030
CM	HR Career Conf-Capital	1020570010	P	HR Career Conf-Los Angeles	1020570035
CM	HR Career Conf-Greater SC	1020570026	P	HR Career Conf-Sacramento	1020570053
CM	HR Career Conf-Greensboro	1020570027	P	HR Career Conf-San Diego	1020570055
CM	HR Career Conf-Mid-Carolinas	1020570038	P	HR Career Conf-San Francisco	1020570056
CM	HR Career Conf-Northern Virginia	1020570045	P	HR Career Conf-Santa Ana	1020570057
CM	HR Career Conf-Richmond	1020570051	P	HR Career Conf-Sierra Coastal	1020570059
E	HR Career Conf-Appalachian	1020570004	S	HR Career Conf-Alabama	1020570001
E	HR Career Conf-Central PA	1020570013	S	HR Career Conf-Arkansas	1020570006
E	HR Career Conf-Kentuckiana	1020570032	S	HR Career Conf-Dallas	1020570019
E	HR Career Conf-Northern Ohio	1020570044	S	HR Career Conf-Fort Worth	1020570021
E	HR Career Conf-Ohio Valley	1020570047	S	HR Career Conf-Gulf Atlantic	1020570028
E	HR Career Conf-Philadelphia Metro	1020570049	S	HR Career Conf-Houston	1020570031
E	HR Career Conf-South Jersey	1020570061	S	HR Career Conf-Louisiana	1020570036
E	HR Career Conf-Tennessee	1020570063	S	HR Career Conf-Mississippi	1020570039
E	HR Career Conf-Western New York	1020570066	S	HR Career Conf-Oklahoma	1020570048
E	HR Career Conf-Western PA	1020570067	S	HR Career Conf-Rio Grande	1020570052
GL	HR Career Conf-Central Illinois	1020570012	S	HR Career Conf-South Florida	1020570060
GL	HR Career Conf-Chicago	1020570015	S	HR Career Conf-Suncoast	1020570062
GL	HR Career Conf-Detroit	1020570020	W	HR Career Conf-Alaska	1020570002
GL	HR Career Conf-Gateway	1020570022	W	HR Career Conf-Arizona	1020570005
GL	HR Career Conf-Greater Indiana	1020570024	W	HR Career Conf-Central Plains	1020570014
GL	HR Career Conf-Greater Michigan	1020570025	W	HR Career Conf-Colorado/Wyoming	1020570016
GL	HR Career Conf-Lakeland	1020570033	W	HR Career Conf-Dakotas	1020570018
NE	HR Career Conf-Albany	1020570003	W	HR Career Conf-Hawkeye	1020570029
NE	HR Career Conf-Caribbean	1020570011	W	HR Career Conf-Mid-America	1020570037
NE	HR Career Conf-Connecticut Valley	1020570017	W	HR Career Conf-Nevada-Sierra	1020570040
NE	HR Career Conf-Greater Boston	1020570023	W	HR Career Conf-Northland	1020570046
NE	HR Career Conf-Long Island	1020570034	W	HR Career Conf-Portland	1020570050
NE	HR Career Conf-New York	1020570041	W	HR Career Conf-Salt Lake City	1020570054
NE	HR Career Conf-Northern New England	1020570042	W	HR Career Conf-Seattle	1020570058
NE	HR Career Conf-Northern New Jersey	1020570043			
NE	HR Career Conf-Triboro	1020570064			
NE	HR Career Conf-Westchester	1020570065			

