

**To:** Deans, Directors, and Fiscal Officers

**From:** Neil Theobald, VP and CFO

**Date:** July 15, 2010

**Subject:** IU Conferences

As of July 1, 2010, all IU departments, schools or centers on the Bloomington campus who host a conference, workshop, symposium or other events in which (1) fees are collected and (2) funds are deposited into an IU account must use IU Conferences Registration & Revenue Collection Services. Although IU Conferences can provide a full range of meeting management services including, but not limited to hotel contract negotiation, grant and conference budgeting, facilities reservations, proposal submission software, it is not mandatory to use any of their services other than Registration and Revenue Collection for your event.

This policy change is being made in response to IU Internal Audit findings that our systems for receiving participant fees do not comply with requirement set out in Office of the Treasurer Policy VI-120. We have deemed it imperative that we use the IU Conferences as our means of receiving participant fees, as their system meets all the requirements to comply with Payment Card Industry Data Security Standards (PCI DSS).

With all compliance there is a cost and with all non-compliance there is a greater cost. IU Conferences systems is cost effective, secure, allows more flexibility and payment options for conference attendees, complies with all IU policies and is therefore the best practice for IUB to collect revenue. IU Conference Staff will assist you in setting up your conference registration site, which will take 45 minutes tops.

If you have any questions, please contact Rozzie Gerstman (Assistant Vice President-Finance), Kevin Knerr (Director of IU Conferences), or Dennis Reedy (Office of the Treasurer).

**Highlights from the Office of the Treasurer Policy VI-120:**

- Electronic processing is the preferred method for handling payments received by Indiana University.
- Departments will be encouraged to minimize and eliminate, if possible, accepting payments at their department. Departments will be asked to replace these face-to-face transactions by using web-based and/or lockbox processed transactions.
- Payment options will be linked directly into the University's Financial Information System (FIS), whenever possible, to ensure timely recording of transactions and expedite the prompt reconciliation of general ledger and bank accounts.