Employee Training

2010 Training Classes
Register online at:
http://uco.edu/learningcenter

UCO Travel Instruction Class
Department & Group Travel
Thursday, Nov 4th 10:30am to 12pm
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Payment Services Review & Updates
Thursday, Nov 4th 1:30pm to 2:30pm
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Purchasing
Thursday, Nov 4th 9:00am to 10:00pm

One-on-one training is offered upon request. Please call 974-3340 to schedule training.

Check Surplus

Do you need a USB cable? Check with UCO Surplus before making a purchase. UCO surplus has many treasures awaiting your use at no cost. Email John McClure at jmcclure@uco.edu.

Reminder

Is your Requisition less than $1,500?
If so, it is necessary for you to Indicate on your requisition why Procard is not being utilized for the acquisition. Possible situations include:

** Procard Restricted Purchase
** Vendor does not accept credit cards
** Vendor contract requires a purchase order
** Other

Requisitions may be returned if the requested information is not completed.

Do you need ink/toner cartridges for your current desktop printers until the Standley contract is implemented in your area?

In an attempt to use University resources in an effective manner, the University has discontinued ink/toner purchases using ProCards. The change attempts to protect the campus from spending unnecessary resources. The University has accumulated a significant inventory of ink/toner from the retirement and replacement of equipment, and will provide these resources to departments from this inventory at no cost to the user when available. In addition, as new equipment placements are completed, a link has been established on our website denoting available surplus product. If surplus stock is available contact Denise Smith, by email at dsmith111@uco.edu to advise you have checked surplus stock and request the available “no cost stock” for your department. Please include the ink/cartridge model name, quantity requested and the delivery location. The request will be processed within 24 hours. Product will be delivered to your department or an email will advise when the ink/toner is available for pick up in ADM109. If no surplus stock is available for your immediate toner/ink need, send your requisition to the Purchasing Department. There is no need to contact Denise or the Purchasing Department prior to issuing the requisition, but please make note on the requisition indicating the surplus stock has been checked. Do not contact John McClure for any ink/toner surplus. Supplies are tracked within the Purchasing Department. Thank you.

UCO Print Shop managed by RK Black

Campus customers are encouraged to seek quotes for printing services from the UCO Print Shop which is now being managed by RK Black. Please be advised, however, that R K Black is unable to accept the inter-departmental payment form, but campus customers may utilize ProCard, petty cash, or a purchase order as payment.

Check out our new website:
http://www.uco.edu/administration/pur-pay-trav/index.asp
Attention Budget Managers

Effective July 1, 2010, the expense Account Code for Monthly Telephone and Postage Expenses has changed. In accordance with Internal Auditors and OSF Procedures Manual, expenses charged against departmental budgets will change from account code 73112 (Postage) and 73113 (Telephone) to account code 71561 (Business Services). Please make the necessary changes in planning and developing your FY "11" budget.

Old Forms

With the start of a new fiscal year Purchasing kindly requests that you throw away any pre-printed “old” forms, such as Check Request, OSF Form 3’s, “MERF”, etc.

All current interactive forms can be found on our webpage under documents and forms section. The following link is provided:

http://www.uco.edu/administration/pur-pay-trav/doc-forms.asp

Effective July 1st all out-of-date forms will be returned to the requestor for resubmission on the latest revised form. We ask for close attention to be given to the highlighted fields on each form. These fields indicate required information to complete your request. If you have any questions about the forms, please contact either of the Payment Service Staff:

Kay Altman at ext. 2492 or e-mail address: kaltman@uco.edu
Kathy Pritchard at ext. 2494 or e-mail address: kpritchard@uco.edu

Recent Contract Awards:

Integrity Promotions
Screen Printed T-Shirts & Sweatshirts
RFP 2010P104
Awarded 7/6/2010

Chamberlin Roofing & Water Proofing, Caulking & Sealant
RFP 2010P120
Awarded 7/6/2010

Academic Health Plans
Student Health Insurance
RFP 2010P113
Awarded 06/29/10

Contract Information can be found at:
http://www.uco.edu/administration/pur-pay-trav/info-for-vendors/index.asp

Dell Premier Page

Did you know that you can create your own quotes for your departmental computer needs on the University’s Dell Premier page? The Purchasing Department will always seek the best price but recently noted some of the standard IT approved computers are priced lower on our Premier Page than on the State WSCA site. If you would like access to the site, please email our account rep Rob_Taute@dell.com and request access.

http://www.uco.edu/administration/pur-pay-trav/doc-forms.asp
UCO Travel News

Fall 2010-Welcome Back

What a great summer break! But as always we have to get back to business! First things first, check out our new website for all travel information, forms, training dates and important updates.

Just a reminder that fall conferences will be here before we know it, so get your travel arrangements started as soon as possible.

Remember all out of state travel must be preapproved at least 2 weeks before the travel departure date. If you need help with any forms or questions, please feel free to contact Sheri Forest @ 974-2493 or Dana Stout @ 974-2397.

Again welcome back, and we look forward to a great fall semester!

Trivia Question

Question: What is the Status Code to know when the PO is complete and where do you find it?
Answer: You can find it on FOIDOCH.

Question: Thinking ahead for the holiday break where can you find our deadlines posted?
Please e-mail Charlene Wiles at cwiles@uco.edu with the correct answer.

Refunds for University Staff Enrolled as Students

This is a general reminder to all University Faculty and Staff. Anyone enrolled as a student and receiving a refund or reimbursement from a cash fund will receive their refund through the Broncho Spirit Card.

Don’t throw this card away when you receive it.

Refunds can occur from transactions regarding tuition overpayment, dropping courses or other reimbursements, such as travel expenses, payroll withholding refunds and miscellaneous non-travel related expenses. Please follow this link to find out additional information about the Broncho Spirit Card program.

Cash funds include student activity fees, some grants, and agency funds.
Meet Our Staff!

Dana Stout– Travel

Dana Stout started with UCO in September 2000. Dana loves her job responsibilities and the great UCO family she gets to see every day. She has been married to Kenton Stout for 31 very patient years (she said she was kidding, but have you met that big ol’ mess of a husband of hers?!) Dana and Kenton have two beautiful and perfect children, Zach the 29-year old hottie (additional verbiage on part of the editor) and Krisha, age 27 who is married to one great son-in-law, Andrew. Along with precious children, Dana also has two spoiled and lovable dogs, Ashley and Newbie, who keep Dana very busy, especially with walking, swimming in the pond and snake hunting. She has cats, too, but they didn’t get their names mentioned. Dana is such a loving and caring person, and we accredit this to her growing up in a large family with 12 siblings, 9 sisters and 3 brothers. Of course she learned how to play nice and share!! She is ‘Mama’ in our department to many because she takes care of us, and we like it that way.

Dana and Kenton have a family business with Stout Transportation which entails cross country trucking. They own and manage seven tractor trailers, hauling frozen poultry and produce back and forth to California. Again, the good natured people person comes out in Dana as she shares how blessed they have been to have great and dedicated employees in their family business. Kenton works very hard in the business and Dana shops! She’s good at it, too.

This past month, Dana enjoyed her dream family vacation with the kids, Kenton and Dana going on a cruise to Alaska, which she declared as ‘truly God’s country’. She had a wonderful time and already seeks to go back and enjoy the beauty again. This is one thing she gets to scratch off her Bucket List.

Last, and most importantly and most exciting of all...Dana will be a NANA in November this year!! Her new, one and only grandchild to come, is a baby girl. She tells us that once the pink angel comes, everything else will pretty much be out the window. Poor Kenton; Dana is going to spend more of his hard earned trucking company money because she cannot wait to spoil the Pink Princess that Krisha will be having in November. Names are up in the air, but we are keeping tabs on them on a daily basis. Dana gives fair warning to all that if you get her ‘out of office’ message, you know where she is, somewhere in flight to Memphis, and she plans on being there a lot!! In knowing Dana and getting to experience her warmth and caring personality, we know you will all agree that she will be the best Nana ever! Watch out world! Here comes Nana Dana and her baby girl who will be the cutest, brightest, smartest and best behaving!! Meet our Nana Dana and congratulate her on the baby to come and be sure to ask to see her grandbaby pictures in November!