Electronic Vendor Payment Information
Vendors are not able to access the vendor portal without being established as a vendor in Banner. Once a vendor record is established, the Purchasing Dept. will contact vendor via e-mail with information required to access the vendor portal. Faculty, Staff and Students are exempt from using the Vendor portal.

NEW BUYERS – Status Update
Buyers will be available all hours of the day to support campus with the preferable method of communication being email, please. Email communications allow the buyers to finish tasks with deadlines without being interrupted, review emails, seek help and/or guidance in an appropriate and accurate response and returning the email as soon as possible. Campus Customers, please know requisitions which are not accurately created will continue to be returned or an email request by the buyer will be offered to seek the additional supporting documentation within an allotted time period. Thank you, UCO, for the grace period you have allowed the purchasing department as we have strives to train three new buyers.

Holiday and Year-End Deadlines
Please be sure to review and understand 2012 – 2013 processing deadlines posted on our website. With limited staff during holidays and possible board approvals needed for formal solicitations, campus customers should review the deadlines, noting them on all Outlook Calendars, to assure appropriate time is offered to meet the deadlines posted. Thank you. Please see the following link for Purchasing, Payment Services and Travel deadlines:

Central Receiving Holiday Hours
Central Receiving will be closed for the Thanksgiving Holiday break on November 21, 22 and 23rd. Normal receiving hours from 8:00 AM to 1:00 PM, Monday through Friday, will commence on Monday, November 26.

Central Receiving will be closed for the Christmas Holiday break on December 24 through January 4, 2013. Normal receiving hours from 8:00 AM to 1:00 PM, Monday through Friday, will commence on Monday, January 7th.
In the event of an emergency during any of the holidays, call 417-3335.
Out of State Travel

HAPPY FALL!

Here is a few helpful tips to remember when preparing to travel on University business.

Plan ahead for all travel. You are required to turn in all Out of State Travel Requests at least 21 days in advance of travel. This saves time and money on hotel, registration, and airfare. Visit our website to familiarize yourself with travel policies. [http://www.uco.edu/administration/pur-pay-trav/_travel/index.asp](http://www.uco.edu/administration/pur-pay-trav/_travel/index.asp)

If you have questions please do not hesitate to e-mail, or call our office. Contact Dana Stout, dstout@uco.edu, 974-2397, and or Jackie Kabrick, jkabrick@uco.edu, 974-2493 for assistance.

If you are a student organization advisor, please contact us for travel planning assistance.

UPDATE for Hotel Pro Card Users

The travel office must receive a copy of the itemized hotel receipt with the travel reimbursement from all travelers, regardless of the payment method. The travel reimbursement will not be processed without this information. This is the responsibility of the card holder to validate the information is provided to the travel office. Thank you.

Thanksgiving Holiday

Nov. 21—23, 2012

The deadline for turning in out of state travel and in state travel reimbursement was **November 6th** to guarantee travel reimbursement will be processed prior to the holiday break, if all required supporting documentation has been completed, signed and approved.

Christmas Holiday


The deadline for turning in out of state travel and in state travel reimbursement is **November 30th** to guarantee travel reimbursement will be processed prior to the holiday break, if all required supporting documentation has been completed, signed and approved.
ProCard News

ProCard Restrictions Update
The following items have been added to the ProCard Restrictions list, effective November 12, 2012.
Purchases from, or payments to:
- eBay
- Direct payment to services such as PayPal, Google Wallet or Amazon Payments, from a Personal or University Account.
  These services are ONLY allowed when they are the payment processor on a third-party website and do not require the setup of an account.

Training
This session will cover coding for both ProCard transactions and Banner online requisitions.
ProCard / PaymentNet – Tuesday, November 27th 1 – 2 p.m.

ProCard Reviews News
Recent review findings have highlighted the need for more information about the following topics:

- **Deposits** are considered prepayment and are not allowed by state purchasing law. For many suppliers, when a cardholder will share this information with vendors, they are able to work out another acceptable payment scenario.

- **State purchasing law requires that funds be encumbered for expenditures. Any time a purchase agreement is made (order placed), a purchase order or ProCard payment must be in place at that time.** The dollar amount and type of expenditure determine which purchase method will be used.

If items are delivered with no purchase order agreement or credit card payment in place, the merchant is at risk for non-payment. Cardholders are in no way authorized to commit University funds by placing an order in a manner which is outside of established University procedures.

PaymentNet Login Tip
Password parameters in PaymentNet4 allow up to three of only the following special characters:

! : ~ _ - { }

When other characters are included in the password, an “access is unavailable” message will appear on subsequent login attempts.
First Place October 30, 2012 Golf Cart

Thank you for voting for us!

Halloween Fun:
Left to right: Charlene Wiles, Sheri Forest Denise Rodolf the blue man group, Ryan Bogle-Batman, Jackie Kabrick-Wicked Witch, Rebecca Harper – Miss Rodeo Oklahoma

Homecoming fun–Central's Groovy Diner!