FISCAL YEAR-END IS QUICKLY APPROACHING

FY 2010 Year-End Deadlines Announced
(posted to webpage under “News”)

April 12, 2010 - Deadline to submit board approved construction projects to be bid by ITB.

April 12, 2010 - Deadline to submit requisitions for purchases in excess of $25,000 and less than $100,000. If a formal solicitation bid process is deemed, the specifications will be reviewed to determine if there is time for the bid process before fiscal year end. After April 12, no requisitions in excess of $25,000 can be accepted due to the time involved in bidding and evaluating proposals.

Note: The final decision whether to make an acquisition in excess of $25,000 from a consortium contract or by way of a formal solicitation will be at the discretion of the Purchasing Director.

Standley Showroom Open!
For the entire month of April, Standley Systems has set up a showroom in the Nigh University Center, Room 147, to display the following pieces of equipment:
- Savin SP 3300DN
- Savin MLP 37N2 Black/White
- Savin CLP 131 Color
- Savin 917 Black and White
- Savin C9020 Color

Campus customers and departments are encouraged to visit the showroom between 8 AM to 5 PM to see available equipment. The link noted below offers pricing and specs on all equipment:

Executive Order posted to webpage under “News”
The Governor Orders No Texting While Driving - Governor Henry signs an executive order prohibiting text messaging in the following three situations: 1) While driving a state-owned vehicle; 2) While driving a personal vehicle on state business; and 3) While driving any vehicle if the texting device is supplied by the state. Read more about the executive order here.
UCO Travelers

As we approach the end of the fiscal year, we are requesting all outstanding travel encumbrances for Fiscal Year 2009 which would be E9, etc. and any outstanding E10 travel encumbrances dated July 2009 through December 2009 be completed and sent to Travel Department.

If you are not claiming any expenses please notify the travel office in writing by email (sforest@uco.edu or dstout@uco.edu) to request the cancelation of the encumbrance. We’re encouraging departments to review for outstanding encumbrances.

News you can use

American Heart Association’s Heart Walk

In our efforts to support the American Heart Association’s, upon approval from your supervisor a $30.00 tax deductible donation will allow you to wear JEANS for the month of April. Please see Heart Walk Captain Sheri Forest in the Travel Department to make your $30.00 donation by April 17th. The Heart Walk is April 17th at 10:00 a.m. at the downtown ballpark rain or shine. Thank you for making a difference. For more information you can go to www.heartwalk.kintera.org.

Dell Premier-Page

Did you know you can create your own quotes for your departmental computer needs on the University’s Dell Premier page? Please know the Purchasing Department will always seek the best price for you. But, many times the standard IT approved computers are priced lower on our Premier Page rather 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 the access needed.
**A Reminder from Payment Services Regarding PO Changes:**

When there is a change needed on an existing purchase order, the request must have the organizational manager’s approval. This approval should be forwarded via email to the applicable buyer. Payment Services does not have authorization to make changes to purchase orders.

**Attention: Budget Managers**  
**Effective: July 1, 2010**

Expense Account Code Change on Monthly Telephone and Postage Expenses  
(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), effective July 1, 2010. Please make the necessary changes in planning and developing your FY “11” budget.

**GCA Floor Cleaning Schedule**

The University’s custodial services partner, GCA Services, has prepared the campus floor schedule. Please seek the following link and scroll down the page to Custodial Services: GCA to locate the schedule.

http://administration.uco.edu/viewPage.php?d=pur&p=services_contracts

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**Trivia Question From the March’s issue**

**Q:** What form would be used for employee reimbursement of non–travel related expenses?

**A:** OSF FORM 3

Question for the month of April:

All Enterprise rentals are non-smoking. What is the penalty fee for vehicles if they have been smoked in while rented by UCO? Please e-mail Charlene Wiles at cwiles@uco.edu with the correct answer.
Fraudulent Charges on your ProCard or Group Travel Card!? Read this!

Our card provider bank offers protection for our card program. If the JPMorgan Chase fraud department identifies questionable charges on your card account, they will place a hold on the card account and attempt to contact you to verify that you are still in possession of your card and that the charges are accurate. Most often they will contact you by phone.

If you are not sure about any communication you receive which appears to be from Chase bank, don’t reply to the message. Instead, immediately call the number listed on the back of your card to verify the status of your card. Also, call the bank customer service number right away if you discover your card is lost or stolen.

As a reminder, we are liable for any fraudulent charges until the bank is notified.

JPMorgan Chase 24/7 Customer Service: 1-800-316-6056

PaymentNet Tips:

Note: E-mail notifications are now working properly again for both pass phrase change requests and notifications you may have set for transactions and/or reports.

To enable e-mail notifications of reports and/or transactions for review:

Click on the My Profile icon 🏛️. Under the General Information tab, check the “Transactions for Review” box under the heading “Enable E-mail notification for:”. If you choose this option you will receive an e-mail each time a transactions posts to your card account and is available for review.

Check the “Reports” box to receive an e-mail each time a report has run and is ready for download.

Printing Services:

Printing services are now available through partner merchant, R. K. Black, located on the first floor of the Nigh University Center. If utilizing this supplier, payment should be made with ProCard for all purchases under $1,500. A purchase order will be accepted for larger amounts. Printing jobs exceeding $2,500 must be competitively bid.

Technology Purchases:

The first step to purchasing all computers, software and computer supplies is to look at the information available at the “Tech Store & OIT Purchasing” tab on the UCO IT website. Complete instructions are available for students, staff and UCO departmental purchases. Only external supplies for departmental use may be eligible for purchase with ProCard. Specific questions may be addressed to the IT help desk at support@uco.edu or Cindy Guthrie at cguthrie@uco.edu.

Helpful reminders for Procard purchases:

When making purchases via Procard of non-restricted items from Dell, such as cables, monitors, keyboards, etc., please be sure to have your name, building, room number & phone number included in the shipping information. If the order arrives without the necessary information, delivery of the order will be delayed. Although recent Dell Procard orders have been a problem, this reminder should serve helpful for any purchase made by Procard. All applicable shipping information is needed to assure the delivery of product across campus.