**State of Oklahoma Fleet Management Division**

**Reminder:**
When renting a vehicle through the State of OK Fleet Management, they will pay for the gasoline by providing a fuel card to the driver. Each driver needs their own PIN number to utilize the fuel card. PIN numbers are personally assigned, one PIN per individual. PIN numbers are never shared among other drivers. You can obtain your personal PIN number initially by contacting Deborah Brown at 405-521-2206 ext. 201. PIN numbers must be obtained before driving a State of OK Fleet Management vehicle. Vehicles are always returned to fleet management with a full tank of gas.

The State of Oklahoma Fleet Management is also implementing a new computer system. Reservations will soon be able to be made online. If you rent vehicles through State of Oklahoma Fleet Management, provide them your Banner ID so they can set you up in their new system.

**Office Max**

Office Max has a new sales representative:
Paula Watson work: 214-592-6950 paulawatson@officemax.com
This information is noted on our website under the UCO Current Contracts Tab. http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp#10

The preferred vendor for all office supplies is OfficeMax. An account can be set up by following the instructions in the attached document:

**How To Request an OfficeMax Login**

The campus-wide contract includes a core item list which has been priced at the greatest discount to the University. The core items are flagged when they are selected on the OfficeMax website. Contract pricing can be found at website www.officemaxsolutions.com. Products are delivered to your desktop directly by OfficeMax. Orders received by 4:00 PM CST will be delivered by 12:00 PM CST the following business day.
NOTICE: Hotel Information Required

Please make sure when traveling with a hotel stay to always get an itemized, zero balance receipt from the front desk. Express checkout cannot be utilized. This is for all hotel stays regardless of the form of payment. Attach the receipt to your reimbursement form.

TRAVEL OFFICE NOTICE

NOTICE TO ALL GROUP TRAVEL FUND RECIPIENTS

DO NOT RETURN CASH TO THE TRAVEL OFFICE: All cash should be returned to the Bursar for processing. If you need detail code information please contact Dana Stout @405-974-2397. The travel office is not responsible for cash returned to our office. Thank you.

Under the “Current UCO Contracts” tab on the Purchasing, Payment Services & Travel website, in the contract table listing under Standley Systems, we have recently added a section noted as Savin Training Documents with documents kindly created and provided by Kyle Suchy in the College of Education. Kyle is an integral part of the Standley Contract Communication Committee. We hope the entire campus can benefit from these documents and from the communication which comes forth from the committee’s quarterly meetings.

The Savin 917 B&W has been replaced with the newest model, Savin 920spf. The new price list and the specifications for the Savin 920spf can be found on our website under Current UCO Contracts, the Standley contract tab.

Check the deadlines out they are posted on our website.

Next Deadline Approaching
April 11, 2011 - Deadline to submit any Requisitions for Purchases in excess of $25,000 and no greater than $100,000
• (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 Director of Purchasing. If formal solicitation bid process is deemed, the scope of work will be reviewed to determine if the requisition can be processed by year end. No requisitions in excess of $25,000 or scopes of work for official bid solicitation will be accepted after April 12, 2011.)
• This is also the deadline to submit construction projects with board approval to be bid by ITB
2011 Fiscal Year End Information for ProCard.

Please note the following deadlines for ProCard purchases during June, 2011:

ProCard statements will be run as usual on MONDAY, June 6, 2011, and will reflect transactions posted to ProCard accounts from May 6, 2011 through June 5, 2011. This statement is due Monday, June 13, 2011.

I will process a second statement to post to banner on June 30, 2011 that will reflect all transactions posted to your account June 6, 2011 through June 29, 2011.

If you wish to avoid default posting of transactions you know will be reflected on the second statement, you will need to make your expense reallocations in PaymentNet no later than 5 pm on June 29, 2011.

Please keep these dates in mind as you make purchases on your ProCard in June, 2011. Not all transactions are posted to your account on a timely basis. Please give yourself plenty of time and do not charge right up to June 29th for fiscal year 11 as some transactions may not post until after that date.

Any charges posted to your ProCard account after June 29, 2011 will be posted in banner to your fiscal year 12 budget.

Please contact Judy Smith, Accounting Services, ext. 2598 or jsmith243@uco.edu, if you have any questions or need additional information.

Training offered from ProCard

April 12
9:00 – 10:30 a.m. ProCard Transaction Coding
10:30 a.m. – noon ProCard Training

April 26
10:30 a.m. – noon ProCard Training

You can sign up through the learning center.

http://uco.edu/learningcenter
2011 Heart Walk

2011 Oklahoma City Metro Heart Walk
Saturday, April 23, 2011 Rain or Shine
Bricktown Ballpark
Length of Walk– 1 and 3 miles routes

UCO is dedicated to raising funds for this event.
I am walking in this year’s Start! Heart Walk, a 5K walk benefiting the American Heart Association. I have set a personal goal to raise funds that are needed for critical cardiovascular disease research and education.

You can help me by making a donation. Click the link below to visit my personal page where you can make a secure, tax-deductible online donation. The American Heart Association’s fundraising website has a minimum donation amount of $25.00. If you prefer a smaller amount, you can do so by sending a check directly to me.

Heart disease and stroke are the nation’s number one and three killers. Here are some ways that you can help!

- $25 gives 50 people educational materials that teach them how to personally reduce their risk of Heart Diseases and Stroke
- $50 delivers the message of healthy nutrition to elementary school students through lesson plans and activity guides
- $100 allows one hospital to teach its patients, caregivers, and health professionals about the risks of Stroke – the nation’s #3 killer

Please feel free to forward this message on to your friends and family who also might want to make a difference. Thank you, in advance, for your support.
http://heartwalk.kintera.org/faf/home/default.asp?ievent=424331&lis=0&kntae424331=EB7F0008592A435CA910421642EA9453

Please contact your team leader for your donation. Charlene Wiles 405-974-5005 or email cwiles@uco.edu

Just for fun! Who is who in the making?
Please contact Charlene Wiles with the correct answer @ cwiles@uco.edu

What is my name?
What is my name?

Staff Recognition:

Thank you to Susan Urbach for her words of support and recognition for our following staff members:

Britni Brannon
Kay Altman
Kathy Pritchard

We appreciate your positive feedback!