Easy Being Green

2010 HACKING

2010 begins the New Year for ‘hacking’ (modifying items for new purposes), recycling, upcycling and even cycling their way to unintentional eco-friendly behavior. As more people embrace these ways to save money and exercise some creativity, this accidentally leads to green behavior. Here are some trends that are new again, and they just happen to be green.

1. Return of the water fountain for people seeking alternatives to single-use plastic bottles.
2. ‘Stay’cations. Scaling back on previously normal treats and experiences will allow more time to be spent at home with those dear to you.
3. With budgets still tight and concerns over the health of major automakers still on consumers’ minds, the trend for seeking reliable, fuel efficient used cars will rise.
4. Throw-away culture will ebb in 2010 as recession-educated shoppers start spending again, but more wisely. In 2010, shoppers will hunt out the best deals and realize where they can get by on less.
5. Backyard farming will increase in 2010. Michelle Obama has leant some serious momentum.
6. Composting will reach a peak of popularity. This green habit has been gradually picking up and will increase in households this year. People have grown more aware of its benefits.
7. Volunteerism will increase in 2010. Recession opens people’s eyes to the fragility of our good fortune.
8. Clotheslines – simple, smart technology. This is about as simple as it gets; drying your clothes without the use of electricity.
9. Cooking at home. The recession has inspired people to cut their eating out budgets and get re-acquainted with their kitchens (CENTRAL Recipe Book will be coming out soon to help you support this green initiative!).
10. In 2010, we’ll see more consumers vying for vintage as the trend continues to gain acceptance among buyer looking to add one of a kind pieces to their wardrobe at affordable, recession-friendly prices.
11. Bicycles have never gone away, but they are going to become commonplace as the health and wealth benefits continue to align with the realities of bike-friendly communities.
12. UCO Purchasing, Payment Services and Travel Department being good stewards of funding and seeking the best cost for the best quality with all of our University purchases.

Ref: The Daily Green
Campus Print Initiative

Effective immediately, in support of the green and sustainable print initiative across campus, UCO will no longer automatically approve the purchase of printer toner for desktop printers by ProCard or Purchase Order. Certain situations are anticipated whereby an assessment of the particular situation is appropriate, but as a practice, the campus will begin utilizing the inventory on hand to assure the best stewardship of our toner-invested funding. Your support for this campus commitment is appreciated. If toner is needed for a desk top printer (other than newly implemented Standley equipment), please email Denise Smith, dsmith111@uco.edu and include the following information: Toner Cartridge Model Number, Make and Model Number of desktop printer, Building Name and Room Number of the printer, Requestor Name and Org Number. The purchasing department is working to support campus requests while implementing a sustainable, cost effective print initiative. Thank you for your patience as desktop printer resources and surplus toner inventories are identified as well as establishing time schedules for equipment replacement. “Community” is one of our greatest strengths and resources when it comes to change. Thank you.

Copy Paper pricing
There is an anticipated $2 per carton mill increase tentatively effective on 2/23/10.
Find current copy paper pricing on our webpage under: Services/Contracts

From Payment Services:
Just a Reminder to ALL Departments, please remember to send your packing slips or a copy of your purchase orders for all items received outside of Central Receiving (this is for tangible goods only) to Deborah Jordan, Central Receiving, Box 131.

Trivia Question From the January’s issue
Q: What section of the PPS&T website will you find the directions to locate a requisition number once you have completed it in Banner?
The answer to the question was on FAQ’s.

The first person to answer the following question correctly will receive a small token of appreciation for reading our newsletter. Please call 974-5005.

Trivia Question for the February issue
Q: Name all the individuals who can sign contracts on behalf of the University.
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 the Travel Department. If you are not claiming any expenses please notify the travel office in writing by e-mail (sforest@uco.edu or dstout@uco.edu) to request the encumbered funds be released. All departments should also check for outstanding encumbrances.

IRS Announces 2010 Standard Mileage Rates

WASHINGTON — The Internal Revenue Service issued the 2010 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning on January 1, 2010, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be: 50 cents per mile for business miles driven. This will be for mileage on or after January 1, 2010. Any reimbursement for 2009 will be at the rate of .55 cents per mile.

Subject: Refunds for University Staff Enrolled as Students

This is a general reminder to all University Faculty and Staff.
Anyone enrolled as a student 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.
It is how you make your refund preference.

Refunds can occur from tuition overpayment, dropping courses, or other reimbursements, i.e.; 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.
PaymentNet Tips:
You may choose to receive an e-mail each time a transaction posts to your card account and is available for review. To enable e-mail notification of 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:”.

How to Check Available Credit Balance. To check your card account detail, including available credit and card limits: Click on the My Profile icon. Click on the Accounts tab. Click on the account number you wish to view.

Another Training Opportunity - Online tutorials for PaymentNet tasks are available for your convenience. Click on the Contact Information icon. Training modules are available for reviewing and disputing transactions, adding lines, and running queries and reports. Note: UCO correct PaymentNet address is www5.paymentnet.com.

ProCard Survey Q & A:
Questions and answers from the 2009 ProCard Survey are posted on the ProCard site under the FAQ tab. Thanks for all of the great feedback. We are evaluating and/or implementing many ideas based on your communication with us.

Training Classes:
For all Cardholders and Financial Managers: Make sure you know your responsibilities and are up-to-date with current ProCard policies. Register Online for ProCard Training and Transaction Coding if you have not already completed these sessions in the calendar year 2009. Registration instructions are found on the front page of the ProCard site.

Fraudulent Charges on your ProCard!?
Our card provider, JPMorgan Chase, offers excellent fraud 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 unsure 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