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 requested
- 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.

Easy Being Green

I will relinquish my title of MOST LIKELY TO ACQUIRE USELESS JUNK I DON'T WEAR OR NEED. Admit it-your closet is full of had-to-have items that have been punished to a life of hanging unworn. You have enough notepads, pens, books, magnets and collectible tchotchkes to fill a mini storage unit. Yes, our purchases keep the economy growing, but most of us buy far more than we need. Unclutter!

I will avenge my phantom load. Phantom load has nothing to do with the pounds that mysteriously appeared on your midsection over the holidays. The term refers to energy wasted by electronics and power chargers when they are plugged in but not in use. That’s right – your computer cord, cell phone charger and time-telling DVD player are all sucking energy from the outlet even when there isn’t anything attached or being watched.

I will be smarter than bottled water companies and drink for free what they are trying to sell me. Kicking the plastic water bottle habit might sound like an impossible feat if you’re as addicted as the average thirsty American; last year we consumed about 50 billion plastic water bottles. If the fact that plastic is bad for the environment doesn’t get you to quit, just think: Several bottled water brands use the same H2O that’s available from your faucet.

If I can remember to TiVo “Dancing with the Stars”, I can remember to bring my own bags to the grocery store. Plastic bags are made from petroleum and only about one percent of the estimated 500 billion to one trillion plastic bags consumed worldwide are recycled each year. Most end up in landfills (where they take perhaps 1000 years to decompose) or in the sea.

I will switch to recycled paper products. By purchasing recycled paper products you’re preventing trees from being chopped down and paper waste from ending up in landfills. In addition, less energy and water are required to produce a recycled paper product.

I will consider whether my meal came from the farm or the factory. Big agriculture isn’t all bad. Everyone has a guilty pleasure that comes from a big factory [Oreos and Captain Crunch]. Think about how many miles your food traveled, how many chemicals are used and how much pollution and waste have been generated in the production thereof. Support locally by shopping for food at the farmers’ market. The goods will be fresh, and you might enjoy meeting some of the good people who grew your dinner.

I will take a day off from road rage and take mass transit or carpool one day a week. Try it. Public transportation use saves 1.4 billion gallons of gasoline each year and can reduce household expense by $6,200. Try organizing a once-a-week carpool with neighbors or coworkers.

Reference: The Daily Green, Annie Bell Mazurieta
ProCard News

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 will be 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
Happy New Year to All:

We hope this newsletter finds you all in good health and happy spirits for the New Year. Please see the dates listed for the travel training classes in February and April. As the New Year begins, please check our web page often for any new announcements and/or updates, and always read the newsletter.

We would like to welcome our new travel specialist, Sheri Forest, as a full time employee. She has been with us for the past three months and has been an exceptional addition to our department. Stop by and welcome her if you have not done so already. Sheri’s extension is 2493, and her e-mail is sforest@uco.edu. She will be happy to assist you with your travel reimbursements and questions.

IRS Announces 2010 Standard Mileage Rates

WASHINGTON — The Internal Revenue Service today 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, other reimbursements, 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.

Notice:

If you are reserving a local hotel room, please be sure to check the Purchasing, Payment Services and Travel website for current rates. As government per diem rates change so does our hotel pricing. You can find these rates at the following web address: