Welcome to 2012
Dates to Remember

Purchasing
- **March 9**: Deadline to submit requisitions or scopes of work for competitively bid purchases in excess of $100,000.
- **April 9**: Deadline to submit requisitions for purchases in excess of $25,000 and no greater than $100,000.
- **June 11**: Deadline and final date to submit requisition for purchases of $25,000 or less.
  Notice: Requisition must be “Date Stamped” in by 5 p.m. on the appropriate date listed above.

Payment Services
- **June 14**: Deadline for submitting check request, misc, reimbursements and invoices for on-campus services.
  Notice: Requisition must be “Date Stamped” in by 5 p.m. on the appropriate date listed above.

Travel
- **June 7**: Deadline for submitting “in state” travel reimbursement.
  Notice: Requisition must be “Date Stamped” in by 5 p.m. on the appropriate date listed above.

Petty Cash
- **June 20**: Final date to request petty cash for fiscal year 2012 purchases.
- **June 21**: All petty cash receipts and change due by 4 p.m.
  Notice: Petty cash purchases made through June 21 will post to current fiscal year “12” budget. Petty cash will not be available from June 22-29. For more, visit Fiscal Year 2012 Deadlines

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Helpful Tips

Independent contractor service agreement’s processing time requires a minimum of nine business days prior to the independent contractor service being performed.

If a requisition is submitted after the fact, a letter of justification is required with the requisition. The justification letter must contain the following information:

♦ Provide an explanation why a purchase agreement was made without first encumbering the funds by means of a purchase order;
♦ Reference your understanding of purchasing policies.
♦ Financial manager and responsible parties signature.

Refunds for University Staff Enrolled As Students

Employees enrolled as a student at UCO receive refunds through the Broncho Spirit Card Program. This card is a necessary component to establish the refund method managed by the Broncho Spirit Card Program and is sent automatically upon enrollment. Do not throw this card away. This is the only method the institution uses for student refunds.

Refunds occur from tuition overpayment, dropping courses, other reimbursements, travel expenses, payroll withholding refunds and miscellaneous non-travel related expenses. Visit Broncho Spirit Card for more information.

‘Training Tips’ From Us to You

Tip One:

To cancel a requisition that is completed, but not submitted to purchasing:
Go to FPARDEL, type in the requisition number, Ctrl + Page down two times, go to “Options”, and then “Process Cancellation.”

Tip Two:

When creating requisitions, use “CEN” as the “ship to” code. CENREC will be the default. You may click on the drop down arrow and locate CEN and double click on it, or you may simply remove CENREC and type in CEN.
If you are receiving products, include your building name and office number in the “Attention To” field.

When creating requisitions, utilize the purchase order address in the vendor information screen rather than the default. There are several address types, such as A/P, mailing, etc. If you will utilize the purchase order address, it will pull in vendor contact information and expedite the purchasing process.
Travel Updates

Out of State Travel

A revised out of state travel request form is now available under “Travel Documents and Forms”, “The old form will not be accepted after Jan 6.
The new form is a writable PDF, It should be completed, printed and then forwarded for all authorized signatures, before it is sent to the travel office. Please call 974-2493 to provide feedback for the new form.

Conference Travel Policy

The policy regarding travel by administration division employees to attend conferences, meetings and seminars is hereby revoked, effective immediately. In the future, the determination of the number of staff to attend each event will be left to the discretion of the departmental director and appropriate vice president.

Note: Travel to Las Vegas and Hawaii is allowed with the normal approval process. Contact Jennifer Shelton: *(jshelton24@uco.edu, or 974-2493,) and or Dana Stout: (dstout@uco.edu, or 974-2397,) with any concerns, or questions.

Mileage Rates

The mileage rate will remain the same at .555 cents per mile for 2012, or until further notice.

Training Classes in January

There are two training classes left for Pro-Card users. Users need approval from financial managers to attend in order to be authorized to put hotel costs on the ProCard. Sign up through the Learning center sessions are at 10 a.m. Jan 17 & Jan 26 in Room 101A, Administration. Training is mandatory.
Prepayment of Registrations Form – Is it Necessary?

Yes! If making a prepayment by ProCard, in addition to any conference registration form, the Prepayment of Registrations Form must be completed in advance to comply with state purchasing law (Office of State Finance Procedures Manual, Chapter 300). This form assures correct documentation is obtained. It’s also the additional backup required for departmental ProCard records. In addition, the attendee(s) must sign the form after the event to confirm their attendance.

Note: The Purchasing Office may not need this form if payments are being made with requisitions since the office verifies the payment is compliant. However, the form is always needed with ProCard payments.

PaymentNet Migration Date Postponed

UCO’s migration to the newest version of the Chase online card management platform, PaymentNet4, has been rescheduled for the third quarter of 2012. Look for more information as that time approaches.

Change in Posting Process

A necessary modification is underway for posting ProCard transactions. Each month, Accounting Services works to support ProCard payments by downloading transactions from PaymentNet, paying the bank, posting transactions to Banner and reporting expenses to the State. To more accurately report ProCard expenses at the state level, this process is being modified. As a result:

- Transactions will be posted more quickly in Banner.
- Transactions will appear in Banner with the designation PC12xxx for document number and INNI for document type.
- PaymentNet accounting information will include an additional optional field. Cardholders may leave this segment blank.
- Cardholder expense reallocations made within PaymentNet will be due within a shorter timeframe.
  Signed statement processing will remain the same with a similar timeframe.

Rebecca Newkirk will send more information as future reallocation and statement due dates are established. Flexibility and patience will be great assets as we work through this change together. Email: procard@uco.edu or rnewkirk@uco.edu for more information.

Hotel Payments by ProCard

Designated cardholders may now make hotel transactions with their ProCards. Tested over the last year, the option is offered to cardholders who serve as travel planners for their respective area, with approval from both the Travel Office and their departmental Organization Manager. With approvals and completion of required training, card accounts are modified to allow hotel transactions to be authorized without negatively affecting monthly available credit limits. Using this method, the payment information takes care of the reservation through payment completion. Travel documentation will show a ProCard direct pay. Travelers, however, should be prepared to provide a personal credit card at the time of hotel check-in to cover incidentals. Note, the same travel request and other requirements still apply, and any expense in excess of conference or CONUS rates will require traveler reimbursement. Registration for training is found in the UCO Learning Center.
‘Dancing with the Bronchos’
Save the date — 5:30-11 p.m. Feb. 10

Tickets are $50 each for “Dancing with the Bronchos,” an event that includes dinner, live auction, dance lessons and a dance contest among teams of UCO student athletes paired with UCO faculty and staff. Purchasing will be pulling for its salsa/rumba dance team of Roberta Botello, Sheri Forest and Denise Smith. Proceeds from the event will benefit UCO Athletics.

It’s a MUST SEE show! Why? Laughter causes endorphin relief, and endorphin relief and laughter cause the following:

- Laughter lowers cortisol and therefore boosts your immune system; come see us dance, and be healthier!
- Laughing stimulates your heart and lungs; come see us dance and improve your breathing capability!
- Fifteen minutes of laughter equals the benefit of two hours of sleep; come see us dance and be well rested!
- Laughing for a mere 15 seconds adds two days to your life span; come see us dance and live a good, long time!
- One good belly laugh burns 3.5 calories; come see us dance and be thinner!
- Come see us dance and you could easily capture American’s Funniest Home Video; you could be $100,000 richer!

Buy a ticket now! Buy a VIP eight-seat table for $500 and get great seats and wine/cheese/trinkets and increase the beauty of life for seven of your closest friends — plus you will be closer to the stage to heckle. Call Roberta at 974-2583 or Denise at 974-2490 to buy a ticket or a table now before tickets are sold out.