2010 Training Classes
Register online at: http://uco.edu/learningcenter

UCO Travel instruction Class
Department & Group Travel
August 5th 10:30 to 12
November 4th 10:30 to 12

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Payment Services Review & Updates
August 5th 1:30 to 2:30
November 4th 1:30 to 2:30

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Purchasing
August 5th 9:00 to 10:00
November 4th 9:00 to 10:00

“One-on-One” training offered upon request, call the main ext. 3340 and speak with Charlene.

FISCAL YEAR-END IS QUICKLY APPROACHING

* June 14 @ 5:00 PM—Final Day for Requisitions *

Campus Customers, don’t be caught off guard with the fast-approaching deadlines for the Fiscal Year End. Keep up with all of the Purchasing, Payment, Travel and Procard year end dates by checking the information on our webpage at the following link:
Fiscal Year End Dates

Notice to Campus

Personnel from the Purchasing, Payment Services and Travel department will be out of the office on June 28 from 8 AM to 1 PM attending training. Thank you.

Logos for Shirts and Promotional items

All shirts and promotional items ordered are required to have logos approved by University Relations prior to ordering. Please insure you have received this approval before utilizing your ProCard or sending a requisition to Purchasing.

got toner/ink for printers?

In an attempt to use University resources in an effective manner, the University has discontinued ink/toner purchases using ProCards. The change attempts to protect the campus from spending unnecessary resources. The University has accumulated a significant inventory of ink/toner from the retirement and replacement of equipment over the years. The University will provide ink/toner to departments from this inventory at no cost to the user when one is needed. In addition, as new equipment placements are completed, a link has been established (noted below) on our website which denotes available surplus product:
(Scroll to bottom of this page and see >>>Click her for surplus toner and ink)

If surplus stock is available to fulfill a need, contact Denise Smith by email (dsmith111@uco.edu) to advise you have checked surplus stock and seek to request the available no-cost stock for your department. Please include the ink/toner cartridge needed and the location to where it should be delivered. The request will be processed within 24 hours. Product will be delivered to your department or an email will advise when you can pick it up.

If no surplus stock is available for your immediate toner/ink need, send your requisition to the Purchasing Department. There is no need to contact Denise or Purchasing prior to issuing the requisition, but please make note on the requisition indicating the surplus stock inventory has been checked.

Do not contact John McClure for any ink/toner surplus. It is being tracked within the purchasing department. Thank you.

REMINDER

Standley Systems Contract
With the new Standley campus-wide printer contract, once your department has Savin equipment in place, the monthly lease cost will include all toner, maintenance and training.
Attention Budget Managers
Effective July 1, 2010

There will be an 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). Please make the necessary changes in planning and developing your FY “11” budget.

Enterprise Rentals

When renting vehicles from Enterprise, keep in mind that the policy for re-fueling the vehicles is ‘replace what you use’. If the gas tank is only half full when the vehicle is picked up, it only needs to be returned with the tank half full. If the tank is full when the vehicle is picked up, then it must be returned as such. When picking up the vehicle note gas level and document it on the paperwork before you leave.

Reminder from the Payment Services Staff

With the start of a new fiscal year, throw away any pre-printed forms such as Check Requests, OSF Forms, MERFS, etc. New and current interactive forms are located on our webpage under ‘Documents and Forms’. The following link is provided for your easy access:
http://administration.uco.edu/document.php?d=pur

Effective July 1st all out-of-date forms will be returned to the requestor for resubmission on the current form located on our webpage. Close attention should be given to the highlighted fields on each form. These indicate the required information to complete your request. If you have any questions about the forms, we welcome you to contact any of the Payment Service Staff:
Kay Altman at ext. 2492 or e-mail address: kaltman@uco.edu
Kathy Pritchard at ext. 2494 or e-mail address: kpritchard@uco.edu
Linda Amanis at ext. 3737 or e-mail address: lamanis@uco.edu
Outstanding Travel Reimbursements

As we approach the end of the fiscal year, we are requesting all outstanding travel reimbursements for the prior Fiscal Year “09” and for the current Fiscal Year “10” dated from July 2009 through December 2009 be completed and sent to Travel Department immediately for timely processing.

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 pre-encumbered funds. We’re encouraging departments to review their budgets for outstanding travel encumbrances.

Dana Stout is now handling all hotel requisitions. Please submit conference agendas, with the date you are traveling and designated lodging rate from conference, with the requisitions.

All hotel requisitions need to be submitted in a timely manner, approximately 2 weeks prior to travel.

All out of state travel requests must be signed by the V.P. before turning into the travel office.

Question: What is the final date to submit Requisition for purchases of $25,000.00 or less?

Answer: June 14

Question: If you need to order toner where do you check the surplus to see if it is available? And who do you contact about it?

Please e-mail Charlene Wiles at cwiles@uco.edu with the correct answer.
ProCard Purchases in June

Month of June:
Two (2) statements will be processed.
First statement will process on the regularly scheduled date, June 7, 2010
(for the period of May 6, 2010 - June 5, 2010)

Second statement will process on June 30, 2010
(for the period of June 6, 2010 – June 29, 2010)
This statement will not be routed to departments for changes.
Keep in mind that ProCard activity is generally not charged until the product is shipped.

ProCard expenses posted to your statement June 6th thru June 29th will be charged to the card default organization & account number unless you have made your reallocations online in PaymentNet prior to June 30th, for fiscal year “10”. Refer to ProCard Year End Memo*.

Additional Information:
*ProCard “Year End” Memo will be provided to all ProCard holders on or before May 14th, 2010 and will also be posted to the Administration & Finance Webpage under Process Services/ProCard Administration/Newsletter.

ProCard charges posted to credit card statement as of June 29th, 2010, will post to current fiscal year “10” Budget.
Transactions will be posted in Banner by 5 pm June 30th, 2010.

Beginning June 30th all charges will post against fiscal year “11” budgets.
CONGRATULATIONS 2010 UCO Graduates

Sheri Forest
(Travel)

Kelsy Allen
(Student worker)

RECOGNITIONS

Congratulations to Roberta Botello for receiving the Quarterly Exceptional Employee Award. We are proud to have Roberta’s passion for UCO recognized with this award.
Charlene Wiles joined UCO as an accounting clerk in October 2001. A year later she moved to Payment Services as an Accounts Payable Clerk II. In November 2007, our department needed a warm and friendly face at the front reception area to greet our visitors, and Charlene took a new journey as an Administrative Assistant II and became the ‘first impression’ of the Purchasing, Payment Services and Travel office. She is a perfect fit for this position! If you don’t know her, we can share that Charlene has one of the biggest hearts you will ever encounter. She is soft spoken, eager, willing and genuinely warm and personable. You won’t visit our office without receiving a personal touch of warmth and beautiful smile from Charlene.

Some personal and interesting tidbits about Char include her marriage to her husband Bill Wiles since 1999 and her two grown children, Jason and Amanda. Prior to coming to UCO, Charlene was in the banking industry. After joining UCO, she obtained her bachelor’s degree from UCO in science/criminal justice in 2004 with interest in pursuing law enforcement because of the intrigue she felt due to her father being in law enforcement, private investigation and the military during his career. In the end, she loved UCO so she didn’t pursue this career field, but she did accomplish a personal goal of being the first college graduate in her family.

Charlene’s favorite pastimes include fishing, working with her church, her part-time Scentsy business and helping others whenever she can. Meet Charlene Wiles!

Charlene Wiles
Ph: 974-5005
Email: cwiles@uco.edu