CENTRAL Living

with Purchasing,
Payment Services,
Travel & ProCard

June Deadlines

**Travel: June 9, 2011** Deadline for submitting “In State” travel reimbursement.

**Purchasing: June 13, 2011** Deadline and final date to submit requisition for purchases of $25,000.00 or less.
Note: April 11, 2011 was the deadline for requisitions exceeding $25,000, unless there is a solicitation pending award.

**Petty Cash: June 15, 2011** Final date to request petty cash for fiscal year 2010 purchases. June 16, 2011: All petty cash receipts and change are due by 4 pm.

**Payment Services: June 16, 2011** Deadline for submitting check requests, misc reimbursements and invoices for On-Campus Services.

**ProCard Deadlines:** See page 3 for details

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**June 11, 2011:** Fiscal Year “10” PO’s and General Encumbrances Close
**June 13, 2011:** On-Line Banner Requisition Access - Inactivated @ 5 pm

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### Employee Training

**2011 Training Classes Register online at:** http://uco.edu/learningcenter

**UCO Travel Instruction Class Department & Group Travel**
Thursday, August 4th 10:00 to 11:00
Thursday, October 6th 10:00 to 11:00

**Payment Services Review & Updates**
Thursday, August 4th 1:00 to 2:00
Thursday, October 6th 1:00 to 2:00

**Purchasing**
Thursday, August 4th 8:30 to 9:30
Thursday, October 6th 8:30 to 9:30

**One on One training is available at any time upon request. Please call 974-3340 to schedule.**

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**Standley Contract**

In July, Standley Systems will be scheduling a campus visit to your divisions and/or departments to take an inventory assessment of all printer/copier/scan/fax equipment they have placed and any pieces of equipment remaining as printer exceptions to the campus wide contract.

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**Question: How do I get toner for my copier?**

**Answer:** You would go to the machine in question and look on the metal identification tag on the very front of the machine that says “Standley Systems”, where it will give the telephone number to call.
Recent Contract Award:

**Golf Carts/Utility Vehicles**
RFP # 2011P122
Golf Carts/Utility Vehicles

**T-Shirts and Sweatshirts, Screen Printing**

**Integrity Promotions** Rep: Jeff Buchanan jeff@integritypromo.net Ph: 405-488-4348 RFP 2010P104 for price comparison and minimal cost Integrity
Promo Pricing - Minimal Costs for Shirts
http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp#meadows

**Out of Business**
Core Office Systems has closed their doors
Core Sales Rep., Chuck Adams, has joined
Fenton Office Mart-Note The same contract pricing will be offered by Chuck Adams at the Fenton Office Mart.
New contact information:
Email address: chuck@fentonoffice.com
Ph# 1-800-749-1695
Fax# 405-372-9195
111 W McElroy, Box 2257
Stillwater, Oklahoma 74076

**Travel News**
Notice for Outstanding Travel Encumbrances:
Please check your budget for any outstanding travel encumbrances that need to be cancelled. You will lose the funds if the encumbrance rolls and the traveler does not claim any expenses.

**Aravel: June 9, 2011** Deadline for submitting “In-State” travel reimbursement.
Notice: All related documents must be “DATE STAMPED” in by 5:00 pm on the appropriate date listed above. Out of State Travel reimbursement is not subject to the above deadline. Out of State Travel funds require an encumbrance allowing payment in the subsequent fiscal year.

If you have an invoice that needs to be paid as soon as possible, please mark in **BOLD** letters the word **RUSH**. This will help Payment Services process the payment in an expedited manner.
ProCard statements will be run as usual on Monday, June 6, 2011 and will reflect transactions posted to your account May 6, 2011 through June 5, 2011. This statement will be due to me by 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 5pm 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 2011 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 2012 budget.

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

PaymentNet Access for Financial Managers

Financial Managers who are responsible for approving cardholder transactions should attend ProCard training and may have access to PaymentNet even if they do not have their own card account. This bank software allows online access to cardholder transactions in real time before they are posted to Banner. PaymentNet access may be requested by email to cguthrie@uco.edu. Please include the specific organizations or cardholder names for which access is needed.

ProCard or Petty Cash?

Cardholders are highly encouraged to choose ProCard over Petty Cash. It's the Lean way to go. Petty Cash transactions are labor intensive for the Bursar’s Office as well as Financial Services. Transactions made in this manner also usually require multiple trips to the Bursar Counter for departmental staff. As a result, this option should only be used in special circumstances where a cardholder or card account is not available to complete the transaction. ProCard provides an easier, more convenient method. Lean your transaction with ProCard!

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