FISCAL YEAR-END IS QUICKLY APPROACHING

FY 2010 Year-End Deadlines Announced
(posted to webpage under “News”)

Purchasing Deadlines

March 17, 2010 – Deadline to submit any Requisitions or Scopes of Work for Competitively Bid Purchases in excess of $100,000 (Purchases in excess of $100,000 must be competitively bid and receive Board approval)

April 12, 2010 - Deadline to submit any Requisitions for purchases in excess of $25,000 and no greater than $100,000. April 12 is also the deadline to submit construction projects with previous Board approval, to be bid by ITB.

The final decision whether to make an acquisition in excess of $25,000 from a competitively bid consortium contract or by way of a formal solicitation will be at the discretion of the Purchasing Director. Upon review, if a formal solicitation bid process is deemed, the scope of work will be reviewed to see if time allows for it to be processed by year-end. Requisitions in excess of $25,000 or scopes of work for official bid solicitations will not be accepted after April 12, 2010.

Executive Order posted to webpage under “News”

The Governor Orders No Texting While Driving - Governor Henry signed an executive order prohibiting text messaging in the following three situations: 1) While driving a state-owned vehicle; 2) While driving a personal vehicle on state business; and 3) While driving any vehicle if the texting device is supplied by the state.

Read more about the executive order [here](http://administration.uco.edu/viewPage.phpd=pur&p=standley).
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 Travel Department.

If you are not claiming any expenses please notify the travel office Either in writing by email (sforest@uco.edu or dstout@uco.edu) to request the cancelation of the encumbrance. We’re encouraging departments to review for outstanding encumbrances.

REMINDER:
All Enterprise rentals are non-smoking vehicles. A $75 fee may be incurred if it is determined that a returned vehicle has been smoked in while rented by UCO. The UCO employee listed on the rental may be held financially responsible for this fee.

News You Can Use

American Heart Association’s Heart Walk

In effort to support the American Heart Association, President Webb has approved, with consent from your supervisor and a $30.00 donation to AHA, wearing JEANS the entire month of April! (With this commendation, please bear in mind there will be April workdays where jeans are not appropriate and professional attire must be worn.) The $30.00 donation is tax deductible, you get to enjoy the comfort of your blue jeans and all monies donated go towards a worthy cause on part of our UCO Community. Please see Heart Walk Captain Sheri Forest in the Travel Department to make your $30.00 donation.

The actual Heart Walk is scheduled for April 17 at 10:00 am at the downtown ballpark. Live Central! Come, walk and represent UCO. Thank you for making a difference.
For more information go to: www.heartwalk.kintera.org.

Finally! Central Recipe Books are Available

The Central Recipe Books are finished! 160+ pages of the most delectable recipes submitted by fellow UCO comrades can be yours for a mere cost of $11 plus tax. You may order your recipe books at the Central Print Shop on the 1st floor of Nigh University. Order one...order 10...order 20. RK Black will accept cash, checks and credit cards. Enjoy! Denise

Trivia Question From the February’s issue
Q: Name all the individual’s who can sign for contracts on behalf of the University?
The answer to the question is
Dr. W. Roger Webb
University President
Steve Kreidler
Executive Vice President
Lisa Harper
Assistant Vice President of Financial Services
Mark Moore
Associate Vice President of Administration
Denise Smith
Director of Purchasing, Payment Services & Travel

Question for the month of March

What form would be used for employee reimbursement of non–travel related expenses?
Please email Charlene Wiles at cwiles@uco.edu with the correct answer.
Talent Tree is now Advantage Human Resourcing

Advantage Human Resourcing, formerly known as Talent Tree, provides temporary office help and temporary employees for campus events. Instructions for utilizing this service can be found on the Purchasing, Payment Services & Travel website by going to Policies/Contract Services Payment where you will find Advantage Human Resourcing contact information and the forms to be utilized between UCO and Advantage Human Resourcing.

Valencia Moore
1-800-258-1478
valencia.moore@advantageresourcing.com

When sending documents to Advantage Human Resourcing regarding your temporary help needs, please include your contact information as the requestor. Scan the documents, sending them to your own email inbox first and then forward to Valencia. This will allow her to recognize the origin of the documents. If you are not requesting a particular individual for temporary help, be sure to ask for temporary employees from the UCO Staff Pool. This will insure a reduced administrative charge to your department.

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ProCard News

PROCARD STATEMENT PROCESSING INFORMATION

If you have logged in and made your transaction reallocations prior to the end of the billing cycle (which is always the 5th of the month), these changes and notes will be reflected on your automated statement. If you have not reallocated your transactions prior to your statement automatically processing, you can still make these changes but you will need to run the Statement of Account report again through “Reports, Create” and select “Process Report” prior to printing.

Always check the dates on your printed statement to confirm the correct billing cycle is reflected.

If your statement fails to automatically process, you can manually run the statement through “Reports, Create” and select “Process Report” this will take you to the Download screen, when the status of your report changes from Submitted to Successful select on the report to open and print.
Do you need ink/toner cartridges for your desk top printers?

In an attempt to use University resources in an efficient and effective manner, the University has discontinued ink/toner purchases using ProCards. This change attempts to protect the campus from spending unnecessary resources. The University has accumulated a significant inventory of ink/toner supplies 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. In addition, as new equipment placements are completed, surplus toner inventory will continue to replenish existing quantities. Prior to ordering any ink/toner products, contact Denise Smith by email, providing the following information:

** Ink/Toner cartridge model number
** Make and model of desktop printer
** Building name and room number of printer

The surplus stock will be checked and available ink/toner cartridges delivered to the department at no charge.

Alternatively, a new link has been established on the Standley Contract Tab on the Purchasing, Payment Services and Travel website at:


The link contains a spreadsheet displaying all current ink/toner in stock. Contact Denise Smith by email to request the no-cost stock on hand.

We will move forward as a campus of good stewards in utilizing these surplus items.

The Printer Post

2010 – 2011 Campus Printer Initiative status updates can soon be found on the new communication document known as The Printer Post which will be sent out via Centralities and be posted on the UCO Purchasing website under the Standley Contract side bar tab at:


Here to Help with Obsolete Ink/Toner

If you have obsolete ink/toner in your office, we would like to help you dispose of it by picking it up and offering the surplus stock at no cost to those across campus who may have a need. Please email Denise Smith at dsmith111@uco.edu, and someone will be dispatched to your office to pick up the ink/toner which will not be utilized within your department.
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
The Purchasing, Payment Services and Travel Department participated in the tailgating fun to support our UCO Hockey Team. Serving hot chocolate, coffee, cookies and goodies to UCO's youngest hockey fans, our department took home the trophy for the Ultimate Tailgate Showdown *Champion * UCO VS OU Hockey Game February 19th, 2010. It was an evening of great fun and camaraderie with our UCO and Edmond community!

Team effort to Support Breast Cancer