2011 Training Classes Register online at: [http://uco.edu/learningcenter](http://uco.edu/learningcenter)

UCO Travel Instruction Class Department & Group Travel
Thursday, April 7th 10:00 to 11:00
Thursday, August 4th 10:00 to 11:00
Thursday, October 6th 10:00 to 11:00

Payment Services Review & Updates
Thursday, April 7th 1:00 to 2:00
Thursday, August 4th 1:00 to 2:00
Thursday, October 6th 1:00 to 2:00

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

State of Oklahoma Fleet Management Division

Do you need a van rental, and Enterprise does not have one available? Your department can now rent 15-passenger vans through the State of Oklahoma Fleet Management Division.

State vehicles must be scheduled. Availability and scheduling can be handled with a phone call to Dana Pybas @ 405-521-2051. Upon confirming availability and scheduling the vehicle(s) with Dana, the State’s Request for Daily Rental DCS Form FM-015D1 must be completed. The completed State Form and the UCO requisition should be submitted to the Purchasing Department for processing, following the same guidelines as other requisitions in regard to time allowed for processing. The State of OK Fleet Management Division does not accept ProCard at this time. Payment is made by electronic invoice per purchase order number.

Costs: 15-Passenger Van daily rental is $22.08 with 120 miles free. After 120 miles, mileage is $.032 per mile.

House Bus 30-Passenger daily rental is $22.08 with 120 miles free. After 120 miles, mileage is $.032 per mile with no CDL required to drive the House Bus.

<<Note: House bus could be unavailable from January through June due to House of Rep business.>>

The state of Ok Fleet Management will pay for the gasoline by providing a fuel card to the driver. Each driver needs their own PIN number to utilize the fuel card. PIN numbers are personally assigned, one PIN per individual. PIN numbers are never shared among other drivers. You can obtain your personal PIN number initially by contacting Deborah Brown at 405-521-2206 ext.201. PIN numbers must be obtained before driving a State of OK Fleet Management vehicle. Vehicles are always returned to fleet management with a full tank of gas.

Photos of these vehicles are on the website at: [http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp](http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp)

(Select Car and Van Rental)

Year End Deadlines Approaching !!!

**March 11, 2011** – 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)

**March 23, 2011** – Deadline for Purchasing to submit Board Letter information.

April 11, 2011 - Deadline to submit any Requisitions for Purchases in excess of $25,000 and no greater than $100,000. (The final decision whether to make an acquisition in excess of $25,000 from a consortium contract or by way of a formal solicitation will be at the discretion of the Director of Purchasing. If formal solicitation bid process is deemed, the scope of work will be reviewed to determine if the requisition can be processed by year end. No requisitions in excess of $25,000 or scopes of work for official bid solicitation will be accepted after April 12, 2011.)

Deadline to submit construction projects with board approval to be bid by ITB.
NOTICE: Hotel Information Required

Please make sure when traveling with a hotel stay to always get an itemized, zero balance receipt from the front desk. Express checkout cannot be utilized. This is for all hotel stays regardless of the form of payment. Attach the receipt to your reimbursement form.

Mileage Reimbursement Rate Increase
The Internal Revenue Service announced an increase in the standard mileage reimbursement rate effective Jan. 1, 2011 through Dec. 31, 2011 to $0.51 per mile. This rate is an increase from the 2010 rate of $0.50. The new rate is for travel incurred on and after Jan. 1, 2011. The old rate will apply to 2010 travel reimbursement claims submitted after January 2011. All mileage reimbursements received in our office and subject to the new rate will be adjusted accordingly.

TRAVEL OFFICE NOTICE:

NOTICE TO ALL GROUP TRAVEL FUND RECIPIENTS: DO NOT RETURN CASH TO THE TRAVEL OFFICE: All cash should be returned to the Bursar for processing. If you need detail code information please contact Dana Stout @405-974-2397. The travel office is not responsible for cash returned to our office. Thank you.

Standley Printer

Under the “Current UCO Contracts” tab on the Purchasing, Payment Services & Travel website, in the contract table listing under Standley Systems, we have recently added a section noted as Savin Training Documents with documents kindly created and provided by Kyle Suchy in the College of Education. Kyle is an integral part of the Standley Contract Communication Committee. We hope the entire campus can benefit from these documents and from the communication which comes forth from the committee’s quarterly meetings.

Question of the Month

Question: How do I process hotel expenses that I want to be direct paid by the University?
Answer: Hotels accommodations are processed on a requisition through the travel office. A complete requisition, copy of the conference agenda which should include dates, and conference rate, and a copy of the hotel’s W-9 is needed if not previously used.

Question: Where can you find our deadlines for end of year?

Please e-mail Charlene Wiles at cwiles@uco.edu with the correct answer.
Welcome
We would like to welcome and introduce a new team member, Judy Kay Smith, of Accounting Services. Judy Kay has recently moved back to the OKC/Edmond area and previously worked with the purchasing card program at OSU/Tulsa. Judy Kay will play a major role in our monthly ProCard statement process as she will be collecting and verifying cardholders’ original signed statements, making our UCO ProCard bank payment, and posting transactions into Banner each month. Wow! And on top of all of that, she will be assisting cardholders in this process. Judy Kay can be reached at jsmith243@uco.edu or x2598. Welcome!

Smart Cardholders: Think ahead! Be prepared!
Now is the time to review budgets and plan ahead for year-end purchases. Please look ahead to make sure you are prepared by making ProCard restricted or larger dollar purchases by requisition before the established deadlines. ProCard restricted items are not allowable simply because a requisition deadline is missed. However, the ProCard continues to be the most efficient, best solution for allowable purchases of $1,500 or less.

Smart Cardholders: It’s Okay to Be Selfish with your Card
Did you know that sharing your ProCard or Group Travel Card voids any fraud protection on the card account? For this reason, UCO cards are issued to individuals, and the individual name embossed on the card is the only one authorized to use the account. If fraudulent purchases are discovered, the cardholder must sign an affidavit expressing that they are the only person using the card in order to receive our bank’s fraud protection. If you have shared your card number unknowingly, please contact Cindy Guthrie at cguthrie@uco.edu so the card can be replaced with a new account number.

Coming Soon
To your Inbox: Simple Safeguards for Preventing Identity Theft