Reminder:
When renting a vehicle through the State of OK Fleet Management, they 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.

The State of Oklahoma Fleet Management is also implementing a new computer system. Reservations will soon be able to be made online. If you rent vehicles through State of Oklahoma Fleet Management, provide them your Banner ID so they can set you up in their new system.

Recent Contract Award:
- RFP # 2011P119
  Handicap Door Repair
  Oklahoma Automatic Door, Co., Inc.
  Term of contract: 4/1/11 – 3/31/16
- RFP # 2011P118
  Overhead Door Services
  Trotter Doors
  Term of contract: 4/7/11 – 4/6/15
- RFP 2011P120
  Relocation of Library Shelving
  Southwest Solutions Group
  1 time award, contract effective 4/20/11
- RFP# 2011P117
  Commencement Audio/Visual Services
  Cory’s Audio Visual Services, Inc.
  Term of contract: 4/21/11 – 4/20/16

Question: How do I get toner for my copier?

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

One on One training is available at any time upon request.
Enterprise Reminder:
If you are planning to reserve a 12-passenger van with Enterprise for any travel during the months of June, July and August, please book your reservation well in advance to ensure availability, as this is the busiest time of year for these vans. Also, if for any reason your trip is cancelled, please call Enterprise as soon as possible to cancel your reservation.

Travel
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.

Additional Information:
Please be sure to include an agenda or schedule of events for conferences that you are attending. If it is not included, it will be returned incomplete, which will delay reimbursement.
Please include a copy of registration forms with your travel packet, which indicates the number of meals included in the registration and special event prices.
Out of State Travel reimbursement is not subject to the above deadline.

Deadline for Prior Fiscal Year “10” Funds
May 28, 2011 – Final date to submit invoices and travel reimbursements against prior fiscal year “10” (encumbered) funds.
June 11, 2011 – All prior fiscal year “10” (encumbered) funds WILL BE CANCELLED AND CLOSED OUT.

Additional Information:
Example of prior fiscal year “10” encumbered fund documents:
Purchase Order # (P10----------)
General Encumbrance # (E10----------)

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 due by 4:00 p.m.
Notice: Petty cash purchases made through June 16, 2011, will post to current fiscal year 11 budgets.

Additional Information:
Petty cash will not be available June 27, 2011 - July 1, 2011
2011 Fiscal Year End Information for ProCard

Please note the following deadlines for ProCard purchases during June, 2011:

- ProCard statements will be run as usual on MONDAY, June 6, 2011, and will reflect transactions posted to ProCard accounts from May 6, 2011 through June 5, 2011. This statement is due Monday, June 13, 2011.

- A second statement will be processed to post to Banner on June 30, 2011, which will reflect all transactions posted to card accounts from June 6, 2011 through June 29, 2011.

To avoid default posting of transactions which will be reflected on the second statement, organization or account code reallocations must be made in PaymentNet no later than 5 pm 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. The bank will generally post transactions to card accounts 2-5 days after the transaction date. As a result, allow plenty of time and do not charge right up to June 29th for fiscal year 11, 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 fiscal year 12 budgets.

ProCard Training Dates in May:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProCard Transaction Coding</td>
<td>May 10</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>ProCard Training</td>
<td>May 10</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>May 24</td>
<td>10:30 a.m.</td>
</tr>
</tbody>
</table>

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. Access may be requested by email to cguthrie@uco.edu. Please include the specific organizations or cardholder names for which you need access.

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

We celebrated Earth Day as a team on April 20, 2011.
A special ‘thank you!’ goes out to Brandi Smith and Cayt Walls for helping with the Heart Walk.

As a team, Brandi Smith, Cayt Walls, and Charlene Wiles raised $644.00.

In total, UCO raised $7,852.62! Wow, thank you for a great year with the American Heart Association!

It is not too late to make your donation. Turn in your donations to Charlene Wiles until June 1st.