Welcome to 2012
Dates to Remember

Purchasing
June 11: Deadline and final date to submit requisition for purchases of $25,000 or less.

Payment Services
June 14: Deadline for submitting check request, misc. reimbursements and invoices for on campus services.

Travel
June 7: Deadline for submitting “in state” travel reimbursement.

Petty Cash
June 20: Final date to request petty cash for fiscal year 2012 purchases.
June 21: All petty cash receipts and change due by 4 p.m.

JUNE 11, 2012 @ 5PM — REQUISITION ACCESS INACTIVATED

Helpful Tip from Payment Services:
This is an excellent time of year to check the balance on your copy charge overage line on your Standley PO(s). If you find the balance is low and need to request an increase, please ask the financial manager to send an e-mail to Sheri Forest, Buyer for all Standley PO’s. This will insure that your PO has sufficient funds to cover monthly cost through June. If you have any questions regarding this message or need help understanding the overage charges you can contact Kay Altman at extension 2492.

Notices to campus:
Electronic Vendor Payments – (House Bill) HB 1086:
Beginning July 1, 2012 House Bill 1086 mandates UCO and all Oklahoma State Agencies pay vendors through EFT payments rather than issuing paper checks or warrants. The Purchasing, Payment Services and Travel Department anticipate vendors will attempt to contact individual departments for clarification. In order to better understand the process and assist vendors, the original letter to vendors is located on the Purchasing tab of UCO’s website at: http://www.uco.edu/administration/pur-pay-trav/files/files-pay-forms-docs/vendor-letter-for-eft-payments.pdf. Mark Moore, Associate VP for Administration, will facilitate informational meetings. Meeting are open to the UCO community from 3-4 pm on Tues, June 19 and from 10-11 am on Thurs, June 21 in the Dogwood room at Buddy’s.

Blank W-9 Form Revised: Per Oklahoma Statue and House Bill 1086, UCO is required to seek Vendor contact information to include NAME, PHONE and EMAIL ADDRESS to offer directive for submitting secure information for electronic payments. This contact information must be submitted in box “marked” as box (*A) on form.
Enterprise Rent-A-Car Rates

- All rates include 6% Vehicle Rental Tax and Collision Damage Waiver.
- All rental vehicles, except 12 passenger van, require a 18 or older driver.
- All 12 passenger vans require the driver to be 25 or older.
- All drivers must be employed by the University.
  - If you are allowed to pick up the vehicle the evening before your scheduled travel, please note that the rental charges will begin at 7:30am the following morning. Please take this into consideration and return the vehicle accordingly to avoid any additional charges.
  - Please contact Enterprise Rent-A-Car to make a reservation prior to submitting your requisition to purchase request. This will ensure availability for the date of your trip.
- Include the confirmation number of the rental on your requisition.
- Direct Bill Number DBXK052 must be given in order to obtain contract rates. You may contact the following Enterprise Sales Associates for assistance: Janice Robinson.

Branch Manager 844-6700 Bobby Gallana Area Manager 721-7900 Prices Effective: May 1, 2012

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<th>Vehicle Class</th>
<th>Daily Rate</th>
<th>Weekly Rate</th>
<th>30 Day Rate</th>
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<td>Cargo Van</td>
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Recent Contract Award:

RFP 2012P108  RFP 2012P113
Interactive Video Equipment  Tuckpointing & Waterproofing
SKC Communications  Western Waterproofing
One Time Purchase-4/19/12  One Time Purchase – 4/9/12

Advantage Staffing,
The Temporary Employment Administration contract RFP 2012P114 was awarded to Advantage Staffing the terms and conditions remain the same through the duration of the contract; 4/2/12 thru 4/2/2014. It is the intent of the both UCO and Advantage Staffing to continue to provide supplementary work opportunities to UCO faculty, staff and retired employees. If interested in temporary employment positions please visit our website for more information.
http://www.uco.edu/administration/pur-pay-trav/_current-uco-contracts/index.asp#2

‘Training Tips’ From Us to You

Tip One:
Searching for Vendors
When searching for vendors for a Requisitions or Check Requests, Go to FTMVEND then to search box, which takes you to FTIIDENT, Shift F7 (enter query), type in vendor name in word search with the wildcard % before and after the name, and then Shift F8 (execute query). Vendor search Example for Oklahoma Gazette vendor code; instead of putting in %Oklahoma% and searching, try putting in a more specific part of the name, such as %Gazette%. This will pull all vendors with the word “Gazette” in the name. This method will help you locate the vendor you need, faster and easier.

Tip Two:
Registration fee on a requisition
When processing registration fee on a requisition, and the fee requires pre-payment prior to the conference, please be sure to include a completed Registration Advanced Pre-Payment Authorization form. This form is required whether the payment is made via ProCard or Check. Failing to include the completed form may cause a delay in processing your requisition. You can find the form on our website under the Documents & Forms tab.
Travel Updates

Out of State Travel

A revised out of state travel request form is now available under “Travel Documents and Forms”. The new form is a fillable PDF, with pop-up boxes for clarification, please complete, print and forward for all authorized signatures, before sending to the travel office.

Please call 974-2397 to provide feedback on the new form.

Thank you for utilizing the new Out-of-State Travel Request form!

With the feedback we’ve received, we’ve tweaked the form to include your suggestions.

The changes include:
♦ The “total amount approved for trip” will include all out-of-pocket expenses AND direct-paid expenses (transportation, lodging, and registration).
♦ When ProCard is used for a direct-paid expense, the org is required to verify funding on all expenses.
♦ The form now includes a signature line for the chair of the department (if applicable).

As always, we welcome your feedback.

Notice:

When completing an Out of State Travel Request, the direct paid costs should be per person, and not the total for a group of people going to the same destination. Example: Lodging should be cost per person, even if they are sharing a room. Registration: cost per person. The card holders last name and last 4 digits of the pro card must be put on the form.

We are having an abundance of Out of State Travel Requests that are being brought to our office without a VP signature. This is timely and cost money when it has to be returned or sent to the VP. **Please make sure whenever the form is completed by your office it goes directly to your VP for signature.** Thank you.
ProCard News

Congratulations to Hannah Yeap!
Hannah, our ProCard Review Assistant, graduated summa cum laude from UCO with a Bachelor of Science degree in Accounting on May 5. We’re so proud of you, Hannah!

ProCard Audit by Crawford & Associates
During February of this year, UCO participated in an internal audit by the accounting firm of Crawford & Associates, mandated by the RUSO Board. For the ProCard portion of the audit, the auditors selected cardholders and specific transaction dates. Cardholders were given one-day advance notice by email of the auditors’ visit to their office to view departmental ProCard records.

Audit findings were reported to the RUSO Board and the President. Sample findings included the following topics: Split purchases, a purchase exceeding the allowable off-contract amount for office supplies, purchases from Hospitality organizations, which did not have a clear public purpose and displayed the appearance of gifts.

Thank you to the cardholders who participated and responded with all required documentation. In response to these findings, we will continue additional training or other procedures when violations are identified and will work to clarify appropriate expenditures for Hospitality funds. It is an important responsibility for all cardholders to continue to maintain records supporting each ProCard transaction and be ready to provide records for state, federal or other audit purposes.

Fiscal-Year End is Just around the Corner!
Remember: ProCard transactions must be posted by the bank to the Transactions Manage screen in PaymentNet and monthly Statement of Account with a post date of no later than June 28th for transactions to be posted to FY12 in Banner. Transactions with a statement posting date of June 29 or later will post to Banner FY13. It frequently takes several days after a transaction is processed before it is reflected on the Statement of Account. Be prepared by completing your FY12 purchases as early as possible. Wait until July 1 to begin making FY13 purchases.

Need to Ship an Item from UCO?
Returns or other items that need to be shipped from UCO can be mailed with the assistance of the UCO Inventory & Receiving Department. Please complete the UPS Shipping Form with financial manager signature and call or fax the form to Central Receiving. The item will be picked up from the sender and mailed by UPS. The shipping expense will be paid by Central Receiving and reallocated directly to the appropriate organization. Use of individual ProCard accounts is restricted for this type of purchase.
Migration Date Set for PaymentNet4
The go-live date for migration to the newest version of PaymentNet is scheduled for August 20, 2012. This schedule allows two weeks after the go-live date before monthly statements for the billing cycle ending September 5 are due in Accounting Services.

The cardholder interface in PaymentNet4 will feel very familiar for those who are already proficient with PaymentNet3. However, training classes will be scheduled in August and September to assist cardholders with the transition and the successful completion of the first billing cycle statements. Training registration will be available in the UCO Learning Center.

New Training Modules Available
A huge thank you to Rebecca Newkirk for adding to the ProCard training tools. We now have these additional training presentations available for cardholders to reference at their convenience:
- Adding Lines in PaymentNet
- ProCard Account Coding
Both training opportunities are posted on the ProCard and Accounting Services webpages.

Choose Your Supplier Carefully
ProCard purchases are public record and of interest to state taxpayers and other stakeholders of the University. When choosing a supplier, please consider the public nature of the purchase and the cardholders’ responsibility for representing UCO and maintaining the highest standards for UCO students. Cardholders should avoid merchants whose name may give the appearance of an unethical or personal nature of the purchase.
Meet Olga she will be working in our office as a Administrative Assistant. Olga is from Russia: She attended school in Russia at Ulyanovsk State University where she received her degree in Economics in 2007.