**Employee Training**

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

UCO Travel Instruction Class for Departments & Group Travel  
Thursday, October 6th 10:00 to 11:00  
**************************

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

Purchasing  
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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**Mileage Reimbursement Rate Increase**  
**Effective July 1, 2011 through December 31, 2011**

The Internal Revenue Service announced an increase in the standard mileage reimbursement rate effective July 1, 2011, to $0.555. This rate is an increase from the $0.51 rate previously in place for January 1, 2011. The new rate is for travel incurred on and after July 1, 2011 through December 31, 2011. All mileage reimbursements received in our office and subject to the new rate will be adjusted accordingly.

**Vehicle Tag Number Required**

If any mileage is claimed on Out of State or In State travel, the vehicle tag number must be noted on the reimbursement form. This also includes state vehicles. YOUR REIMBURSEMENT CAN NOT BE PROCESSED WITHOUT THIS INFORMATION.

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**Recent Contract Award:**

RFP 2011P128  
Athletics Student Athlete Insurance  
Webco/Bene-Marc  
8/3/11 – 8/2/13

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**Payment Services Information**

**Payment of Entertainment and Speaker Contracts**  
Contract agreement serves as the payment document and will be processed according to payment terms of contract, for a one-time payment.

**Payment of Services Agreement Contracts**  
Upon completion of services, the contractor must submit to Payment Services a business invoice or an OSF Form 3, (note: OSF form is required to be signed and notarized). Check will be sent to contractor via US Postal Service.

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**State Motor Pool**  
**House Bus Rental**

Requires all drivers to have a CDL - Commercial Drivers License

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**Announcement**

Thanksgiving and Christmas Holiday Deadlines and Fiscal 2012 Year-End Deadlines are now posted on our webpage.

New Enterprise Contract Rates

Effective immediately, a new price schedule has gone into effect with Enterprise Rent-A-Car. The new rates no longer require the separation of the rental tax and collision damage waiver. Just one simple rate based on the length of the rental. All vehicles also have unlimited mileage now, including the 12 passenger vans.

The new price list can be found on the Purchasing, Payment Services & Travel Website under Current UCO Contracts – Car and Van Rentals. Some new vehicle options have also been added to the price list.

PLEASE NOTE: The new direct bill number shown on the price list must be provided when making reservations in order to obtain the new contract rates.

Standley Usage Reports

Standley now has a system in place to share the monthly copy usage reports with campus customers. The reports will offer the PO number, invoice number, billing period, location of the Savin equipment, the make/model number of the Savin equipment and the beginning and ending copy count. Many have requested this information, and Standley has created a system to offer the information to all of campus. Thank you.

“Training Tips” From Us to You

#1 Tip:
Creating Renewal Requisition for Standley Printers

Prior to completing your Standley Renewal Requisition please look at your previous year purchase order. This will prevent you from copying incorrect information to from last year’s requisition to the new year requisition. In addition, If the location of the printer has changed, from location noted on previous year’s purchase order, please send an email notifying us of the change. This will prevent a delay in processing your current year purchase order. Please note that we do reference last year’s PO and any updates or changes from previous year have to be correct with vendor.

#2 Tip:
How to insert Banner Modified Clause

To insert an item text clause below a commodity line:
Go to ‘Options’, ‘Item Text’
Then click on the query button next to the Modify Clause box
Double click on the clause you want to insert
Then go to ‘Record’, ‘Insert’
The clause should default into the item text. From there you can go in and edit or fill-in the blank as necessary.
Refunds for University Staff Enrolled as Students

A general reminder to all University Faculty and Staff. Employees enrolled as a student and eligible for a refund or reimbursement could receive refunds through the Broncho Spirit Card.

Refunds for University Faculty and Staff enrolled as students can occur from transactions regarding tuition overpayment, dropping courses or other reimbursements, such as travel expenses, payroll withholding refunds and miscellaneous non-travel related expenses.

Please follow this link to learn about the Broncho Spirit Card program.

Attention Campus Customers

The Purchasing, Payment Services & Travel departments have received paperwork for processing orders, travel, payments, etc., and unfortunately for the requestors and the recipients, there have been an unusual amount of missing support documents. In wanting to process issues timely and to the best of our ability and to also be sure everyone’s time is valued advantageously, please understand the repercussions for missing documentation. First, if the necessary support documentation is not attached, the processing of paperwork is delayed due to documents being returned to the requester for correction. Also, if the paperwork is accidentally processed without the required documentation, an audit review of documents lacking the required supporting documentation will be written up as an infraction against the University. The infraction report is presented to President Betz and to the RUSO Board. As you will recognize, too many infractions could be embarrassing and bear a negative reflection on UCO.

With this explained, let’s work collectively to be at our best...even step it up a notch to be at our ‘best-est’! Rather than returning unsupported documents via campus mail to office administration for correction, the management of our department will be reaching out via email to explain the problem issue to the requestor’s department management. And, in turn, the department’s responsible office administration will schedule a 15 minute one-on-one training to retrieve the unsupported documents and be personally trained on the process/policy/law, with a review our website to assure complete certification of the process. The knowledge of where to obtain the information in the future from the website when questions arise will be immediately at their fingertips. Our department goal is to train, test and certify so paperwork is processed with no delay and frustration is eliminated. Collaboration!

In addition, any continued unsupported documents will apprise our staff of the need to schedule campus customers for our quarterly trainings.

Should there be questions or suggestions regarding this process, please contact Denise Smith, Director, or Terrie Silvers, Assistant Director.

Thank you
ProCards, Travel Cards to be Reissued in September
September brings the first wave of UCO ProCards to be reissued due to expiration date. Cards with an expiration of 9/11 will expire at the end of September, 2011.

New ProCards are available now for pickup in Room 124 Lillard Administration Building. Pickup time is between the hours of 9 a.m. – 4 p.m. Monday through Friday.

Current training within the past two years is required for each cardholder and approving financial manager before cards will be reissued. Training registration is available at the UCO Learning Center and now includes online instruction for financial managers. For any questions, contact Cindy Guthrie at cguthrie@uco.edu.

New UCO Group Travel Cards are available for pickup from Dana Stout, Lillard Administration Building, Room 109. Contact Dana with any questions at dstout@uco.edu.

All cardholders must bring their old card for exchange as well as a photo ID.

Coming Soon: Migration to PaymentNet 4!
Information will be coming to your Inbox as we prepare for a smooth transition to the newest version of PaymentNet. Several items may require your action. Action Item #1: Login to PaymentNet 3 now to ensure your login will be converted to PaymentNet 4.

A Tip for UCO Smart Cardholders
Helpful information for all things credit card can be found online at CreditCards.com. This site is a reputable source of financial information with articles related to credit card issues in general, but especially great information for your personal financial health. Take a look under the News and Advice tab!