Reminder: Business Managers’ Meeting on August 7th

August Business Managers’ Meeting Reminder – This month’s Business Managers’ meeting is scheduled for this Thursday, August 7th from 9:00 am – 10:30 am in Busch Student Center room 172.

Accounts Payable Announcements

eSeePay-DPV

Please forward all backup documentation, including SSA’s and W-9’s, to Accounts Payable in the designated white envelopes. Do not send them to the Commitment Offices as this will delay the process.

Requisitions for Purchase Orders

Vendors, such as Warehouse of Fixtures, would appreciate their Proposal numbers being included on the Purchase Orders they receive. If you are accepting a Proposal and are submitting a requisition, please refer to the Proposal # in the line item description.

AXO Travel Tutorial

Travel Tutorial Announcement

There is currently a tutorial being created on setting up a travel arrangement (this includes booking a flight, car, and a hotel room) in the American Express Online Business Travel website. On top of setting up the travel arrangement, the tutorial will include such items as setting up a travel arranger, discuss University-required trip booking information, and canceling or changing the travel arrangements among other topics.

There will be more information to come in regards to this topic.

For other training materials and resources, please go to the following website address: http://www.slu.edu/services/busfin/main/pages/busfin/polpro/136.html

Treasurer’s Office Updates

The Treasurer’s office would like to announce that the University has recently selected Wells Fargo for our cash management services. At the direction of the Finance committee, the University was requested to review and evaluate the University’s cash management services. A
team representing the Treasurer’s Office, Practice Management Operations (PMO), Controller’s Office and the Cashier’s Office was formed to evaluate our current processes. As a result, a banking services RFP was issued to nine local banks interested in providing cash management services to the University. Based upon the RFP responses and on-site demonstrations, the team recommended negotiating with three finalists - US Bank, Bank of America and Wells Fargo. The Finance Committee approved the University’s recommendation and directed the team to choose a new banking partner based upon product quality, competitive pricing, and commitment to support the University. After negotiating with each finalist, Wells Fargo was awarded the business.

The University has begun the process of transitioning our banking services to Wells Fargo and plans to “go-live” September 1, 2008. As we move banking services to Wells Fargo from US Bank, any changes affecting departmental banking procedures will be communicated in advance. Although the University will be transitioning most of its cash management services, the US Bank branch and ATM’s will remain on campus and continue to provide banking services to the University community.

Please contact Mindy Fenton at 977-2466 or fentonmr@slu.edu with any questions you may have.