What’s New . . .  

June, 2009

Reminder: June Business Managers’ Meeting on June 11th

**June Business Managers’ Meeting Reminder** – The June Business Managers’ meeting will be held on Thursday, June 11th in Lecture Hall C of Schwitalla Hall from 9:00 am – 10:30 am.

Announcements from Business Services

**PROCUREMENT OF CONSULTANT SERVICES POLICY**

Effective immediately, any Saint Louis University employee who plans to procure the services of a consultant is required to follow the appropriate steps outlined in the Procurement of Consultant Services Policy. The purpose of this policy is to set forth guidelines establishing the regulations for all departments of Saint Louis University concerning the procurement of consultant services and appropriate approval requirements.

**Consulting Contracts with a Total Value of Less Than $25,000** – The consulting agreement must be approved by the appropriate Vice President or the Provost and also signed by the University General Counsel and the Vice President and Chief Financial Officer.

**Consulting Contracts with a Total Value Equal to or Greater Than $25,000** – The consulting agreement must be approved by the appropriate Vice President or the Provost, General Counsel, Vice President and Chief Financial Officer, and in this case, signed by the President.

The following documentation must be submitted to Business Services before a consulting services engagement may commence:

A. Procurement of Consultant Services Form

B. **Standard Services Agreement (SSA)** [http://www.slu.edu/Documents/busfin/SSA-Form.pdf](http://www.slu.edu/Documents/busfin/SSA-Form.pdf) signed by the consultant and the appropriate University approval authority.

C. A signed copy of the contract or consulting agreement.

D. If a written report by the consultant is required, a copy must be accessible and kept in the appropriate initiating division or department’s files.

Please refer any questions to Janice Crawford crawfojd@slu.edu in Business Services.

**ANNUAL VENDOR FAIR**

*Save the date for the Annual Vendor Fair*

**Date:** July 29, 2009  
**Time:** 10:00 am-2:30pm  
**Location:** Wool Ballroom, Busch Student Center

Business Services will be hosting the 2009 Annual Preferred Vendor Fair on Wednesday, July 29th from 10:00am – 2:30pm in the Wool Ballroom at the Busch Student Center. This fair is an opportunity for Faculty and Staff to meet account reps from our Preferred Vendors, so be sure to bring plenty of business cards.

Updated 6/5/09
Complimentary light lunch items, attendance prizes and product demonstrations will be offered throughout the event. We look forward to seeing you there!

Messages from CPC

ONLINE TRAVEL BOOKING TOOL UPDATE

Central Processing Center is announcing Concur Expense, an enhancement to the Online Travel Booking Tool (AXO). Concur Expense will give faculty and staff the ability to submit travel, entertainment, and business expenses online for reimbursement and/or payment to American Express for their T&E card charges.

Concur Expense will be an additional tab in the AXO tool. For travel, an itinerary in AXO is selected to begin the expense reporting process. Non-travel expenses formerly submitted on the business and entertainment expense voucher (BEEV) or eSeePay DPV will be submitted through the online Concur Expense tool as well.

Employees are able to view their report status (manager approval, financial commitment approval, ready to pay, paid) and/or receive emails as status changes. T&E cardholders will have electronic receipts loaded into the tool and be able to drag and drop them into expense reports. Other receipts or documentation will be scanned and emailed or faxed to Concur to be matched to the electronic reports. This will provide a reduction in paper, printing, copying, filing, and interoffice mail.

Pilots of the new system will be contacted later this month to begin training with implementation starting in July. Roll out to the university will continue through the end of this calendar year. If you would currently like to get an idea of how Concur Expense will function, view the simulation: Creating a New Expense Report (includes credit card and out of pocket transactions).

Look for more announcements and information in the coming months with communications in What’s New, on Newslink, and in emails.

U.S. DEPARTMENT OF HOMELAND SECURITY’S SECURE FLIGHT PROGRAM

The mission of the Secure Flight program is to enhance the security of commercial air travel through the use of improved uniform pre-screening of passenger information against federal government watch lists.

When in effect, travelers will be required to submit the following data elements to the air carrier, either directly or via a travel agency or GDS, when booking a ticket:
- Full legal name
- Gender
- Date of birth

Secure Flight implementation will begin later this year and ultimately impact all air travelers flying within (August 2009), into, out of and over the United States (2010). For more information, please visit the Secure Flight section of TSA’s Web site: http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm

OTHER CPC UPDATES

CPC has completed some cross training of processes. Therefore, effective Monday June 8, 2009, Sara Bauman will return to Amex card programs and payment processes. Nicole Benoit-Cash will return to Accounts Payable working on reports, vendor statements, and problem invoices.
Reminder: As Purchase Requisitions are entered for the new fiscal year, please make the commodity description more useful by entering your department name and the vendor account number or machine serial number. (See May 2009 What’s New). By doing so, vendor invoices will show this information which will help accounts payable if there are any questions. It will also help the vendor apply payments as that description will print on the remittance.

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Requisitions for Standing Orders (SOxxxxx) could also include a note stating "replaces SO#__________.”

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Staples is replacing Corporate Express as our office supply vendor for FY10. Please be sure to use Staples, Banner #000301536, when creating your new standing order. ALL Standing Orders (including grant funds) for Corp. Exp. will be closed in the year-end process.

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Two vendors have been added to the "P-Card Only" list. They are: Paypal and Tonercharge (for supply orders).

All requests for a new vendor to be added to Banner must include a W9 form. CPC will also be asking for a W9 form (if one is not on file) from vendors already doing business with the university. Your assistance in this process is most appreciated.