What’s New . . .

May, 2007

Business Services

- **New long-term agreement with Corporate Express is announced.**
  - A new agreement has been signed with Corporate Express and newly negotiated pricing will go into effect on May 1, 2007. [Read more . . .]

- **Year-end information on purchase orders.**
  - Important dates and new enhancements are announced. [Read more . . .]

- **Final Reminders**
  - Electronic recycling deadline is May 11th. [Read more . . .]
  - Now is the time to review, cancel, and close purchase order encumbrances. [Read more . . .]

Controller

- **Payroll**
  - All vacation and holiday bank balances on terminating staff must be confirmed by departments prior to payment. [Read more . . .]

- **Travel**
  - Enterprise Rent-A-Car announces agreement to purchase the National and Alamo car rental brands. [Read more . . .]
  - The Trip Number Now Appears on the American Express Invoice Detail. [Read more . . .]
  - A process has been put in place for pre-payment exceptions. [Read more . . .]