What’s New . . .

November, 2009

December Business Managers’ Meeting

The next Business Managers’ meeting will be held on December 10th from 9:00am – 10:30am in DuBourg Hall, room 157 (Refectory Hall). For the schedule of upcoming meetings, please go to the Business Managers Meeting Schedule page on the Business and Finance Website.

Financial Planning and Budget Updates

We ask that you please welcome our newest member of the Financial Planning and Budget staff, David Heimburger. David, who comes to us from Anheuser Busch, has assumed the role of the Director of Financial Planning and Budget.

Message from Treasury Department

Update of Petty Cash Policies

The University has eliminated departmental reimbursement petty cash funds. The University offers other efficient and cost effective methods for the purchase and reimbursement of business related goods. The Procurement Card (P-Card) may be utilized for the purchase of business-related goods. Expense reimbursements should be processed on a Business and Entertainment Expense Voucher or through Concur. See the P-Card, Business and Entertainment Expense Voucher and Concur policies and procedures for further information regarding these programs. Petty cash funds are only available to those departments that require cash to operate within their normal business operations.

Business Services Announcements

Promotional Vendors

Recently, there has been an increase in demand for personalized USB devices and flash drives imprinted with logos. These products are considered promotional items (not technology), and should be ordered through one of the preferred vendors in this category.

The preferred promotional and specialty printed item vendors are:

- Ad Creations
- Denver Wright
- goBrandgo!
- Premiums Plus

Visit the promotional vendor page on the Business Services site to view online product catalogs as well account representative contact information.

As a reminder, all promotional and specialty printed items should be ordered from one of these 4 vendors. Please contact Katy Wittwer (kwittwer@slu.edu) with any questions.
Central Processing Center Updates

Check Status Requests
When you have a SLU check number and want to know if it has been cashed, stop payment and/or reissue, please send these requests to Patty Klingelhoefer at pklingel@slu.edu. Patty reviews bank information for check status. She will then contact Treasury and Accounts Payable if further action is required.

Payment Processing
The Missouri Board of Healing Arts dues are processed for payment by the end of the year. Remember: the original form with the doctor’s signature is required along with the payment. Send this signed original in an addressed envelope with the eSeeDP cover page.

WebFocus Dashboard Report
Coming soon. W9 and SSA information about a vendor can be viewed in WebFocus Dashboard, Central Processing folder, report FWF0053. Enter the banner id to query. The report will return with the vendor name, tax id, vendor type and text on file. The 'text on file' column notes the date a W9 was received and information on where a SSA is stored. If there are no notes, we do not have the document.

Concur Expense Updates
The government travel per diem rates were adjusted 10/1/09. Concur Expense system has been updated. You may see a difference in the per diem rates from when the travel itinerary was booked to the rates populating in the tool because of this update.

Concur Expense manuals and some tutorials are posted on the B&F website at http://www.slu.edu/x32563.xml. More documentation will be posted as it becomes available. If your department has not yet had Concur Expense training, please contact Lori Myers at lmyers7@slu.edu to register.