October Business Managers’ Meeting

The next Business Managers’ meeting will be held on Thursday, October 14th from 9:00 – 10:30 a.m. in Auditorium B of the Learning Resources Center (LRC).

CPC Updates

eSeePay
Enclosures that include an INVOICE # should NOT be submitted for eSeeDPV payment requests. The vendor invoice # appears on the payment stub which is adequate information for the vendor to apply the payment correctly.

Also if you know the vendor is being paid by direct deposit, no enclosures should be sent to CPC as the vendor is notified of payments by email (nothing is mailed).

P-Cards
When PAYPAL is used as payment, please begin the "Cardmember Comments" or "Manager Comments" field with the actual VENDOR NAME in the Pcard tool.

P-Card Policy and Procedures are being updated on our B&F web pages. All cardholders and approvers will be sent an email listing the main changes as soon as the web page updates are completed. Look for these later this week.

Concur
Tutorials are being created and will be posted on the B&F web page when complete. Look for these later this month.

Update from the Office of the General Counsel

In an effort to better track and manage University contracts, the Office of the General Counsel has set up a new email account for all contract submissions. Please begin submitting contracts to the email address: ogccontracts@slu.edu

Thank you in advance for helping us centralize the contract review process. Please share this email account with anyone submitting contracts for review as this will enable us to track and provide a better service to the University community.