October Business Managers’ Meeting

The next Business Managers’ meeting will be held on October 8th from 9:00am – 10:30am in the Allied Health Multipurpose Room, Doisy Hall, Room 3040. For the schedule of upcoming meetings, please go to the Business Managers Meeting Schedule page on the Business and Finance Website.

Message from Financial Services

Finance Transaction Correction Form Update

The Finance Transaction form is available in pdf format in the Documents and Forms section of the Business and Finance website.

Please note that the form does not self-generate a document number. Users may assign a “TC” number (up to six digits) that will display in the Reference column on the Report of Transactions, however, this is not necessary and not required for Business and Finance purposes. This reference number, in the format TCxxxxxx, is for the purpose of identifying and tracking transactions by each individual department. Banner is not checking for a unique reference number, so the assignment of the numbers is at the discretion of the business manager for each department. As stated above, originators may assign a “TC” reference number for identification and tracking purposes. Again, Business and Finance does not require a reference number and will not assign one to the document. Of course, Business and Finance will continue to assign the “T” document number that appears in the Document Code column on the Report of Transactions.

Business Services Announcements

Walter Knoll Florist

Business Services announces that Walter Knoll Florist is now the preferred floral vendor for Saint Louis University. Established in 1883, Walter Knoll offers a wide variety of products and services including:

- Routine interior plant maintenance and fresh flower rotation
- Event services including plant rental, floral arrangements and balloons
- Corporate and Personal Gifts such as baskets, plants and much more!

Through this partnership, faculty, staff and students are now eligible for 10% off purchases in-store at any St. Louis area Walter Knoll Florist location, and all online orders at wkf.com.

**Students:** mention the discount code “BLUE CREW” when ordering, or enter this code during checkout online. **Faculty and Staff:** mention the discount “Billiken” when ordering, or enter this code during checkout online.

Visit the conveniently located Walter Knoll Florist location in the lower level of Busch Student Center. For additional questions, please contact Katy Kovac at kkovac1@slu.edu or 977-1455.

Vendor Performance Feedback Form Now Available

Business Services announces the roll out of a Vendor Performance Feedback Form that will assist the University with collecting information relating to vendor issues and competencies. The feedback will be used to monitor the performance of companies the University conducts business with and identify ways vendors may enhance the customer experience. Submissions will be reviewed frequently and all comments are welcome. The form can be accessed from the business and finance division Website at http://www.slu.edu/x31693.xml.
Office Products Now is added as a P-Card Only Vendor

Effective immediately, no new purchase orders will be processed for Office Products Now unless they are purchase orders tied to grant funds. Credit card orders can be placed through Office Products Now’s website (officeproductsnow.biz) or over the phone at 314-966-0966. After your order is placed, Office Products Now will email you a receipt that will serve as appropriate back-up for auditing purposes. Standing orders already created for FY10 will not be closed, but POCAs and new orders will not be processed. If you need a user name and password for the Office Products Now website, please visit officeproductsnow.biz, click on "New Customer”, and populate the form with your information. For additional questions, please contact Annaliese Neff in Business Services at aneff4@slu.edu or 977-7044.