AGENDA

SLU Business Manager Meeting
April 13, 2006
Allied Health 1043
9:00am.-11:00am.

1) Meeting Overview/Announcements: Linda Bantle

2) Introductions: Tom Meadows
   - Paul Mueller, Business Intelligent Specialist
   - Lori Myers, Program Coordinator (T&E and P-card)

3) Accounts Payable Update: Kim Etter
   - Status of Revised DPV Policy
   - Invoice Issues
   - Feedback on Open Encumbrance/Close PO
     Process implemented 4/3

4) Purchasing: Tawnya Musial
   - P-Card update
   - Corporate Express – new splash page
   - Kinko’s & Curtis 1000 transition
   - Ikon
   - DataMax

5) Budget Update: Gary Whitworth

6) Travel Program Update: Linda Bantle/Kim Etter
   - Brown Bag Package - Kim
   - Feedback on 4/3 Travel Policy Revisions and E-TERV - Linda
   - T&E Card and Expense Reporting Update - Linda
   - BTA for all Airline and Agency Fees - Kim
   - Department Card Proposal - Kim
Meeting minutes of the Saint Louis University Business Managers held at 9:00 a.m. on Thursday, April 13, 2006 in the Allied Health Auditorium, 1043.

Business & Finance Staff Present:

Gary Whitworth    Mary Drexl    Paul Mueller    Lori Myers
Lisa Zoia        Linda Bantle   Kim Etter       Bob Woodruff
Lee Kneibert     Tawnya Musial  Tom Meadows

Number of Business Managers Present: 65

Linda Bantle welcomed the Business Managers to the meeting.

Introductions-Announcements

Tom Meadows, Controller, introduced Lori Myers, the new program coordinator for the Travel & Entertainment Card and the Procurement Card. Lori previously worked for AmDocs in a similar position.

Paul Mueller has joined the Business and Finance Division as the Business Intelligence Specialist, assisting the entire division in information gathering and providing reports as requested. Paul is an employee of the Controller’s office. Individuals with ideas about reports that would assist the business managers with their job responsibilities may submit requests to pmueller@slu.edu.

Accounts Payable

Kim Etter reviewed various accounts payables procedures. Kim discussed assembling a group to work on “problem invoices” and a system to deal with suspended invoices and missing or bad Purchase Orders. The status of the revision of the DPV needs to be discussed as well.

Purchasing

Tawnya Musial gave an update on the Purchasing Department:

Procurement Card training has begun with six departments participating. There will be a two-month pilot program with the full rollout beginning in late July or early August. If you are interested in participating in the first group, email Tawnya at musialtc@slu.edu

Corporate Express has modified their start page to allow for usage of the P card. You can update your profile so your P-card is used for every order or just for one order at a time. The site will continue to allow you to use a PO as well. A new price structure was rolled out 4/1, which should provide greater savings to the University.

Kinko’s is exiting the business stationery business and Curtis 1000 will be the new stationery provider. Orders will be placed on line using their website. Training will be available through Webinars as well as on-site training in May (will be announced on Newslink)

Contact information for Curtis 1000:

Tom McCeery
District Sales Manager
Phone - 314-522-0755, cell - 314-761-8216, email tmccleery@curtis1000.com.
The last day to order through Kinko’s is **May 9, 2006**. Kinko’s will continue to operate out of the Busch Student Center for various print jobs (they will not take the P-card). If you have used a standing PO for Kinko’s this year, create two standing PO’s for FY07 – one for Kinko’s and one for Curtis 1000. The vendor for Curtis 1000 is **000918227**. DO NOT use other print vendors – Curtis 1000 is the university stationery printer.

*IKON* was notified that SLU was canceling all maintenance contracts on university/department owned machines effective 6/30/06. Only leases and maintenance on leased IKON machines will continue with IKON. If you have a machine leased from IKON you will need to submit either one PO with two lines on it – one for maintenance and one for the lease payments or two separate PO’s – one for maintenance and one for the lease payments.

*DataMax* is now the preferred vendor to sell, lease and provide maintenance on Canon machines. They are the only other fully authorized Canon dealer in St. Louis. DataMax will begin contacting individual departments regarding the maintenance of copiers/fax, etc. DataMax contact information is:
- Nancy McGee
  - Area Sales Manager
  - 314-633-1495
  - nmcgee@dmxsys.com

REMININDER - Do not purchase printer/computer supplies from someone contacting you over the phone. CDWG and Corporate Express are our preferred vendors. 

Master Vendor Forms – Tawnya reminded the business managers to put your requisition number on all master vendor forms sent in as it delays the process of converting your requisition when it is missing.

**Budget Process**
Gary Whitworth thanked everyone for their help in moving the budget process forward. The Budget department will contact anyone where there is a problem. Gary asked all business managers to make notes of any concerns or suggestions they might have to share with the group to improve the budget process for next year. Gary will request participation in focus groups 30 to 45 days into the new fiscal year.

**7/3 – FY07 Budgets Live in Banner**

**Travel Program**
Linda Bantle reviewed gave a travel program update and stated that several departments are beginning to use the travel card. The full rollout schedule will be available in June. The Travel Card policy is on the Travel page of the Business and Finance Web site - [http://www.slu.edu/services/busfin/main/pages/travel/travel_resources.html](http://www.slu.edu/services/busfin/main/pages/travel/travel_resources.html)

All travel related information will now be posted on that page.

The meeting ended at 11:20 a.m.

Minutes respectfully submitted by Mary Drexel.
1. Procurement Card update
   - Training has started. Six department/Reviewers trained; 23 cardholders
   - Program is very intuitive and simple to use.
   - Charges start on Monday 4/17.
   - Two month pilot with first full wave starting late July/early August.
   - If interested in 1st wave, please send me an e-mail.

2. Corporate Express update
   - New splash page when sign in starting 4/17 with instructions on how to procure using the P-card.
   - Options: 1) one time purchase or 2) permanently change the default to your procurement card for all of purchases.
   - New price structure rolled out 4/1 that should generate more savings.

3. Kinko’s/Curtis 1000
   - Kinko’s is exiting the business stationery business which includes all letterhead, business cards, envelops, standard invitations, note cards, script pads, and name tags.
   - Decision made at a national level. Kinko’s will continue to support DocStore which houses all of the forms as well as any custom printing that Curtis cannot handle. BSC location is also still available.
   - Curtis 1000 is a national company and will be servicing SLU out of their St. Paul, Minnesota location.
   - Shorter turn time provides a less than 10 day delivery time.
   - Website very user friendly; punch out will be from current Kinko’s DocStore site; will accept Procurement card.

Training will consist of five weeks of webinars that can be accessed via your PC and a call in number. Training manual will be available on the Purchasing website. More information will be coming via Newslink and the Business Manager distribution list.

Key dates and information:

Last day to order from Kinko’s site: **May 10**
Webinar trainings: weekly April 20 - May 12
Live on-site trainings: tentatively set for 5/15, 5/16 & 5/17
Times and locations TBD

If use standing PO’s, a new standing PO will need to be created at the beginning of the fiscal year for Kinko’s and a second one for Curtis 1000. The new Curtis 1000 vendor number will be forwarded in the next few weeks.

Suggest ordering any business stationery items now to last until the end of the fiscal year.

Contact: Tom Mc Cleery
   District Sales Mgr
   Office: 314-522-0755
   Cell: 314-761-8216
   tmccleery@curtis1000.com

This announcement DOES NOT give you permission to source new print vendors for stationery needs. We will enforce Curtis 1000 as our university stationery printer.
4. IKON
   • Purchasing department gave notice to IKON on Tuesday, 4/11 that we are canceling all maintenance contracts on university/department owned machines effective 6/30/06.
   • Leases and maintenance on leased IKON machines will stay with IKON. Purchase orders will need to be created for the lease payments and maintenance payments for the new fiscal year utilizing two separate PO’s or two separate lines on the same PO detailing which line is for which payment. This is very important to keep billing clean.

5. DataMax
   • DataMax will be the preferred vendor to sell, lease and provide maintenance on Canon machines. They are the only other Canon dealer in St Louis authorized to offer/support the full Canon line
   • Pricing is comparable or better than IKON on most machines.
   • All information (i.e. location, install date, type of machine, contact) on current Canon machines has been provided to DataMax. They will begin contacting the departments next week to set up appointments to assess your needs.

Contact information:
   Nancy McGee
   Area Sales Mgr - DataMax
   314-633-1495
   nmcgee@dmxsys.com

6. Misc
   • Toner/Maintenance Supply Pirates - never buy printer or computer maintenance supplies from someone selling them over the phone - no matter what kind of deal they are offering. If it sounds too good to be true, it probably is. We have preferred vendors for these supplies - CDWG and Corporate Express.
   • Master Vendor forms - please remember to put your requisition number on these forms when they are sent to us as it delays the process of converting your requisition when it is missing.
1) Travel and Entertainment Policy Revision

Conference Hotels - Effective immediately, it the department’s discretion whether an AXO rate comparison is required prior to the traveler booking a conference hotel outside American Express. Documentation of the Amex screen shot will no longer be required with submission of an expense report. **Travelers must however continue to provide a reason in AXO on the Trip Booking Information Page why a hotel was not booked.** The acceptable reason is “The conference discounted rate was obtained and the traveler booked directly with the conference administration/hotel.”

An e-mail will be sent to all business managers and travel approvers announcing this change and asking them to communicate the change to their travelers and arrangers. The University policy will be revised as noted below.

**Booking:**
All hotel reservations must be booked through American Express Business Travel. The only exception would be for those travelers attending conferences offering discounted block rates. Conference attendees must verify through American Express if a lower rate is available. If a lower rate is not available, it is acceptable to confirm the hotel at the discounted block rate offered through the conference administration. However, the traveler must document the Amex rate versus the conference rate when booking their trip and submit it with their expense report.

**Room Type:**
A single room in a hotel is the University standard. Room upgrades, suites, concierge level, or luxury accommodations are not permitted. Travelers are expected to use University or American Express negotiated or preferred rates whenever possible.

**Maximum Reimbursement:**

- **When not attending a conference** - the maximum reimbursable amount for lodging, when not attending a conference, is the actual expense incurred up to the SLU Hotel Per Diem. The SLU Hotel Per Diem is defined as the United States government lodging per diem for the applicable locality plus an additional 20%.
- **When attending a conference** - (see additional requirements under "Booking" above)
  - and traveler is able to obtain a block rate as published in conference materials, the maximum reimbursement is the lower of the published conference block rate or the AXO rate (when rooms are available) at the same hotel
  - and traveler does not obtain the published conference block rate, the maximum reimbursement is the actual expense incurred up to the SLU Hotel Per Diem.

2) Business Manager’s Feedback on 4/3 Travel Policy Revisions and E-TERV

**Travel Meals:**
Travel meal expenses are the cost of meals when on an out-of-town or, overnight business trip. Actual and reasonable meal expenses (including gratuities) will be reimbursed up to the daily meal per diem rate allowable using the United States government guidelines for each locality. The following criteria will be utilized when reimbursing personal travel meals:

- Any costs over and above the **daily per diem rate** will not be reimbursed.
- Meals in route during the day of departure and day of return are allowable including meals at an airport. Meals in route are not allowable when choosing to drive.
- Although the allowable daily per diem rate will not be prorated for partial days (the day of departure and return), meal receipts at the home city will not be accepted or reimbursed, with the exception of meal receipts at the home city airport.
- All meal reimbursements require a receipt. Acceptable receipts are:
  - an itemized bill
  - a personal credit card receipt
  - cash register receipt
  - American Express statement

Every effort should be made to obtain an itemized receipt from restaurant establishments. However, it is understood that when joining in a group meal with colleagues, it may not be possible to get a separate check. In this case, a restaurant tear tab may be submitted as supporting documentation of the expense. The tear tab must contain the name of the restaurant, date, total amount and the signature of the claimant (faculty/staff member). Tear tabs should be used on an exception basis only.

3) T&E Card and Expense Reporting Update

- The T&E Corporate Card Program Policy is available on the Travel Resources Webpage and will be updated as implementation of the program progresses
- 33 cards were issued this week to the division of Development and University Relations
- 7 additional cards will issued to the division of Business and Finance next week
- Training on the Amex @Work On-line Expense Reporting tool will be available to these card holders the first week of May