What’s New . . .

January, 2016

Future Business Managers’ Meetings

For your information, future meetings are planned on the following dates:

- March 10, 2016 Center for Global Citizenship

Facilities-Service Operations

Bill Devers presented at our December Business Manager meeting some updates on offsite storage and the number of old boxes in storage that should be reviewed for disposal. Attached you will find a list from Bill identifying a number of storage boxes, by department, to review. If you have any questions regarding this topic, please contact Bill Devers at deversw@slu.edu or 977-5450.

Controller’s Update

ClinCard

SLU recently entered into an agreement with Greenphire to use their ClinCard system for payments to clinical trial participants. This allows departments to pay the participant via a reloadable debit card, which not only makes it easier to pay, but to track payments to participants for IRS reporting purposes. We anticipate the program to be up and running early spring.

CPC Reporting Update

It is very important to have unique subject lines for emails so they don't stack. For example: If emailing about a travel, use ‘the trip number' in the subject line rather than 'travel', or use 'the DP number' rather than 'DP'.

Below are a few helpful reminders to minimize common mistakes:

Card Programs

1) All email questions or requests should be directed to cardprograms@slu.edu, not specific individual CPC employees.

2) Provide card name when making a request

3) Know monthly/transaction limits on a card, i.e. $4,900

4) Provide proper approval for limit changes and/or declines
   - Approval requests need to come from approver (not cardholder)
   - ITS approval needed for anything computer related
   - Business Services approval for transaction raises
Concur

1) All email questions or requests should be directed to unitravel@slu.edu, not specific individual CPC employees.

2) Profile requests need to be sent by a travel approver

3) Choose correct location when creating itinerary; different locations can effect per diems

4) When reallocating a report, ensure that it routes to the correct Commitment Office, i.e.
   o AVP Grant
   o Sponsored Programs

5) Provide required receipts/documentation that identify proof of payment

6) Provide necessary exception approvals

DP

1) Provide a receipt for each expense on the DP

2) Provide necessary exception approvals

Vendor Set Up/Changes

1) Include W-9 data on the Set up/Name change request

2) Provide Banner ID and Vendor Name when making update request

Business Services Update

SLU’s Program with Sam’s Club is Changing

Sam's Club recently began accepting the American Express card to pay for products and memberships at their stores. Accordingly, beginning Jan. 15, 2016, Sam's Club will become a P-card-only vendor, and the University will cancel all of the University-wide direct accounts that it currently has with Sam's Club. Existing PO's to Sam's will be closed as of Feb. 1, 2016.

Departments are not required to use Sam's Club for their grocery needs; Wal-Mart, Dierbergs and Schnucks all accept American Express and can be used.

Departments can open new accounts directly with Sam's Club using their American Express Card. Having individual department accounts will streamline the invoice and PO process and ensure that the accounts are not put on hold due to another department's outstanding taxes. Additionally, it will allow each department to obtain a purchase history on their individual accounts.

If a department does want to open a Sam's Club account, there are two levels of membership:

- Business Membership: The Business Membership has an annual cost of $45, which includes membership for two cardholders. Up to eight additional members can be added to an account for an additional $45 per member.
- Plus Membership: The Plus Membership has an annual cost of $45, which includes membership for two cardholders. Up to 16 additional members can be added to an account for an additional $45 per member.
Members should bring photo identification to these membership drives, as well as a P-card to pay for the membership. If a department is unable to stop by one of the membership events, they can contact SLU's Sam's representative, Gennalle Redmond, at gdredmo.s06474.us@samsclub.com or by telephone at (314) 406-6740 to set up an account.

Contact Ellen Borowiak at eborowi@slu.edu or 977-7045 for questions about membership and Donna Brooks at dbrooks9@slu.edu or 977-3726 for questions about PO's or billing.

**ITS Update**

**ITS Email Advisory**
Another fake message is circulating, asking users to verify their SLU accounts by submitting their personal information. As a reminder, ITS will never ask users to verify their information in this manner and will never ask for passwords. Users who may have mistakenly provided their information should contact the ITS Service Desk at 977-4000.

**General Counsel Update**

The Saint Louis University Compliance Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Hotline at 1-877-525-KNOW (5669). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.