Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, August 9, 2012 from 9:00 – 10:30 a.m. The meeting location will be in the Busch Student Center (The Wool Ballroom, Section 170).

For your information, future meetings are planned on the following dates:
- October 11, 2012
- December 13, 2012

CPC Updates

Faculty, staff and students are prohibited from receiving cash, gift cards or any other monetary exchange (Amazon orders, etc.) for awards or studies. Payment should be handled by payroll for faculty, staff and student workers. For students who are not in the payroll system, an eSeeDPVs should be processed. Not following this process could have negative connotations for student financial aid and tax reporting.

Travel Update

Just a reminder that if 739xxx account codes are used, an Axxxxxx trip number should be referenced. If not, the document will be returned for correction.
- On eSeeDPVs, the trip number should begin the invoice number field.
- On requisitions, the trip number should begin the description field.
- On TCs, the trip number should begin the transaction reference field.

Any questions or clarification, please contact Sharon Gajewski sgajewsk@slu.edu or 7-2298.