What’s New . . .

January, 2012

Future Business Managers’ Meetings

Our next Business Managers’ meeting will be held on Thursday, February 9, 2012 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

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

- April 12, 2012
- June 14, 2012

CPC Updates

Concur/Travel

When submitting an eSeeDPV and the payment type US50 Travel or Foreign Travel is used, there MUST be a trip number in the invoice number field. Any eSeeDPV submitted without a trip number will be returned.

American Express continues as the University travel agency. Fee rates will change in the near future. A listing of the most common fee rates are below:

- Online booking $ 5.00
- Agent booking $30.00
- Air ticket change fee $22.00
- After hours calls $ -
- Group airfares $30.00

Business Services Updates

Banner Email Alert Announcement

Business Services, with ITS’ assistance, developed an email alert for purchasing requisitions entered into the Banner system that require documentation. The message is emailed to the requestor when a requisition is submitted for goods and/or services valued over $5,000 and is not with a University contracted vendor. The email is a reminder to submit bids, sole source, or contract information to Business Services, while the requisition is routing through department and finance approvals. This will accelerate the purchasing process and ensure requisitions comply with University policies. Here is a sample of the automated email alert for requisitions over $5,000:

Thank you for submitting a requisition. You are receiving this email because your requisition for products or services is over $5,000. While your requisition is routing for approval, please email three bids, a completed sole source justification or executed contract to Business-services@slu.edu. For additional information on the University’s competitive bidding policy, please review Competitive Bidding Requirements.

If the requisition is with a new vendor, please complete and email the Master Vendor Form and W9 to mastervenform@slu.edu.
The automated email alerts will begin mid to late January.
In addition to the new email alerts, a new email address was developed for submission of bids, sole sources, contracts, as well as general inquiries. Please begin using the new email address Business-services@slu.edu.

Updated Sole Source Form

The sole source form has been updated with the new Business-services@slu.edu email address and an additional question has been added to the form. Departments must answer the appropriate questions and obtain the appropriate signature based on dollar amount. Attached is a copy of the updated sole source form. The form can also be downloaded off the Business Services website.