

What's New . . .

December, 2006

Financial Services Updates

- New e-mail notification to Banner Finance users
 - P-Card and T&E Card roll-out schedules are now available
 - Information sheet is now available to help interpret the status of requisitions on FOIDDOCH
 - New Financial Services Coordinator joins the department
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Travel Updates

- Enterprise Rent-A-Car offers the standard size car at the intermediate rate
 - The University has negotiated a 2% discount with Continental Airlines
 - Employee reimbursements now direct deposited
 - The Parking Spot offers frequent parker program
 - New documentation required for travel beginning in 2007
 - Improved E-TERV and Amex E-TERV forms
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Travel Tips for December

Purchasing Updates

- All standard Lenovo laptops should now be purchased through CDWG
- SLU receiving dock address will automatically be changed on requisitions shipping to 3545 Lafayette due to the move
- E-mail was sent to all University approved print vendors regarding purchase orders
- Subject line to change on purchase order e-mails