

What's New . . .

February, 2009

February Business Managers' Meeting Cancelled

Due to the previous budget update in January, the February meeting will be cancelled. We will meet again as planned on April 9th. Please, view the [schedule](#) for upcoming Business Manager meetings. We will inform you if there are any changes to the schedule.

Other Announcements from the Central Processing Center

Employee changes in Central Processing Center

Jenny Kukic, CPC - Financial Commitment, approves eSeePay DPVs for north campus departments. Diana Reed, as mentioned earlier, has joined CPC - Accounts Payable and can assist you with eSeePay DPV questions at dreed17@slu.edu. Darlene Gordon assists with vendors' invoices (A - H).

Wire Transfer function now works in the eSeePay system.

Click the Wire Transfer box (WT) when you need to pay a foreign entity by wire transfer in the eSeePay system. The payee's bank information should be included in the paper back up that is sent to Accounts Payable. Typically, vendors within the U. S. are not paid by wire. Their payments are made by direct deposit or check.

Message From Business Services

Corporate Express Orders

Help the University control costs and conserve resources by consolidating your Corporate Express orders. Approximately 30% of Saint Louis University orders placed with Corporate Express are less than \$50.00. Business Services is asking departments to consolidate orders whenever possible and avoid placing orders under \$50.00. The benefits to the university are numerous:

- By consolidating orders, the cost of doing business is decreased, benefiting Saint Louis University and Corporate Express.
- Departments can save time by placing one order verses many orders.
- Consolidating orders helps conserve natural resources like gas and trees.
- Fewer deliveries equal fewer invoices to process and less P-card reconciliation.

When an order is placed with Corporate Express, the P-card is the preferred payment option. The P-card process is more efficient than the purchase order process and Corporate Express's *E Way* site works well with the P card. The *E Way* site can save P-card information for convenient ordering and Corporate Express purchase details feed into the AMEX tool for easy reconciliation. Please contact Annaliese Neff in Business Services with any questions at anef4@slu.edu or 977-7044.