

What's New . . .

July, 2017

Future Business Managers' Meetings

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

- September 14, 2017 LRC Auditorium B (tentative)
 - December 14, 2017 Young Hall
-

Business Services Update

Business Services eProcurement (Billiken Buy) Update

Reminder: Purchase requisitions for FY18 cannot be processed in Banner - the FPAREQN requisitioning screen is no longer available as of July 1, 2017.

Staples orders should be placed in Billiken Buy only. The direct Staples Business Advantage site will be disabled. Please contact Business Services if you need additional training on how to place your orders in Billiken Buy.

Billiken Buy Training - An instructor-led Buyer and Browser training will be scheduled in August. A specific date and time will be shared in the August What's New. If a user in your department needs access and training to Billiken Buy prior to August, please reach out to Anne Becker at abecke20@slu.edu for a prerecorded Fuze session.

Questions regarding this information can be directed to Anne Becker at abecke20@slu.edu or 977-1455.

University Preferred Vendor Fair

Event Details: 10:30 a.m. - 2:00 p.m., July 21st, Wool Ballroom, Busch Student Center

Business Services will host the 2017 Saint Louis University Preferred Vendor Fair from 10:30 a.m. to 2 p.m. Friday, July 21st, in the Wool Ballroom in Busch Student Center.

The fair is an opportunity for faculty and staff to meet account representatives from preferred vendors.

Complimentary light lunch items, attendance prizes and product demonstrations will be included throughout the event.

Attendees are encouraged to bring business cards.

Please contact Andrew Chism at chisma@slu.edu or 7-3725 with questions.

Central Processing Center Update

Business & Finance Concur Expense Report and DPV Q & A sessions will resume in August after the fiscal year end close.

Risk Management Department Update

Authorization Needed to Drive SLU Vehicles

Those driving University vehicles or rentals on SLU business must obtain authorization to drive before doing so. In order to receive the authorization, SLU staff, faculty, and/or students must complete a Motor Vehicle License Registration Check (MVLRC).

The form is available through the Transportation Services website. Prospective drivers should complete the google form before driving on University business. The MVLRC must be completed every fiscal year. The next fiscal year begins July 1st.

Updated Guidelines

The Department of Risk Management and Insurance has updated the guidelines for those driving University-owned vehicles or rental cars used for SLU business, as it pertains to incidents involving accidents.

See attached for details.

For more information or questions, contact Risk Management, 314-977-3952.

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 \(5669\)](tel:1-877-525-KNOW). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.