What’s New . . .

March, 2017

Future Business Managers’ Meetings

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

- March 9, 2017 CANCELLED
- June 8, 2017 Il Monastero- St Louisse Room
- September 14, 2017 TBD

Business Services Update

Business Services eProcurement (Billiken Buy) Update
Departmental Training will be completed by the end of March. As a reminder, Billiken Buy will be used to issue all purchase orders to suppliers in FY18. Departments should continue to familiarize themselves with the purchase order creation process in Billiken Buy in the months leading up to year-end to ensure a successful transition.

If your department has Buyers or Browsers that have missed their training session, please reach out to Anne Becker to sign them up for a Fuze session in March. The departmental roll-out of Billiken Buy will conclude at the end of this month.

Central Processing Center Update

Upcoming training dates in Business and Finance:

DPV Q&A Session
Tuesday, March 21st
2:00 - 3:00 p.m.
WLC 372
Email dreed17@slu.edu to register

Concur Expense Report Training Session
Thursday, March 16th
10:00 - 12:00 p.m.
WLC 372
Register via Skillsoft

Documents

An updated W-8 BEN form has been posted to the Business and Finance website on the Documents and Forms page. The updated form should be used effective immediately.

New Employee Moving Expenses
New employee moving expenses need to be substantiated with receipts, even for expenses under $50.00, as it is
not the same as regular employee travel for business purposes. This means *all employees moving expense receipts should be submitted regardless of the dollar amount.*

**Travel and Non-travel Expenses**

Expenses under $50.00 do not require receipts to be submitted for Concur expense reimbursement. This applies to both Travel and Non-travel expense.

**ITS Update**

**Technological Purchases**

Technological purchases including computers, laptops, applications for mobile devices, software, cell phones, PDA's or any computer or software related technology are prohibited on the P Card. In an effort to clarify the need for the recent change to P Card policy, IT would like to communicate the following information to all departments:

Devices acquired through P-cards that store/transfer data create risk for SLU and its brand.

In the university's pursuit of an end-to-end asset management solution that ensures safety and audit compliance, it is critical that SLU understands and manages each data-bearing device introduced to our environment. This management not only helps IT improve customer experience, ownership and accountability, it ensures financial and operational excellence. Without the ability to designate device standards, and centrally-manage procurement, SLU cannot maintain software and system patching, or support a secure computing environment. Lost or compromised data from these devices represent a daily threat to our students, our patients, and our institution.

Questions regarding this IT policy can be directed to Leslie Williams in IT. [lesliewilliams@slu.edu](mailto:lesliewilliams@slu.edu).

**Proofpoint Email Protection**

ITS will be implementing a new feature in the email protection tool, Proofpoint, on Wednesday, March 1. Proofpoint will scan URLs in emails for viruses. After Wednesday, customers may notice links will include "Proofpoint" in the URL or web address.

The URLs in question will be [https://urldefense.proofpoint.com/](https://urldefense.proofpoint.com/) which will be applied to most URLs outside of slu.edu.

Proofpoint is designed to help keep malicious emails out of SLU inboxes. It will help filter out unwanted emails and will scan URLs in emails for cyber threats.

Even with the additional assistance of Proofpoint, email users must still be critical of emails that ask for personal information or unanticipated emails with links and attachments. Learn to spot a phishing email on [slu.edu/infosecurity](http://slu.edu/infosecurity).

Please contact the ITS Service Desk at 314-977-4000 with questions or concerns.

**Center for Sustainability Update**

**Upcoming Events: ShredMania and E-Waste Drive**

Start preparing for the upcoming combined E-Waste/ShredMania Drive as part of the finale to [Recyclemania](http://www.recyclemania.org) this year, sponsored by Facilities Services. It is open to SLU Faculty, Staff, Students and St. Louis Community.

Help SLU meet its goal to take first place in the electronic competition of Recyclemania by participating or sharing this information with others. Last year, SLU took 2nd place in the nation during the competition, collecting almost 91,000 lbs. of electronic equipment!
When: Friday March 31st, 2017

Time: 7 am - 2 pm

Where: Fred Weber Parking Lot, Chaifetz Arena

Cost: FREE! - All Items

**ShredMania Drive**

**What:** Bring any type of paper you want shredded, for a complete list of items [click here](#).

- It’s time to start your spring cleaning and clean out your files. [Don’t forget about your dead storage files located at Earhart Hall.](#) Shredded files are free for this event, but will cost your department $ to destroy after the drive.
- [Contact Distribution Services](#) for information about how to sort through your files or find out what files your department has in storage.
- Requests for files to be picked-up from your office must be made by Thursday on 3/23 or schedule a time to review your boxes in Earhart before the event on 3/31.
- This event is open to the public and all work or personal documents are accepted.

**Why:** To properly dispose of confidential documentation that fulfill federal, state, and other legal requirements of disposal. To keep up with the [University’s Record Management and Retention Policy](#), bring your outdated University documents to be shredded on site by Shred-It. This method of disposal is a safe and secure way to prevent valuable information from getting into the wrong hands.

Furthermore, shredding assists in the recycling process and creates a new source of paper which helps the environment by preventing the cutting of additional trees.

**E-Waste Drive**

**What:** Bring anything with a cord. Find more information [here](#).

- All unwanted electronic devices will be properly disposed by Midwest Recycling Center.
- Bring scrap metal and other battery operated devices too.
- Can’t make it to the drive? No problem! Your office can collect items and place a service request through the [FAMIS](#) work order system (must use internet explorer). Requests must be made by Thursday at 5pm on 3/23.
- This event is also open to the public and accepts all work or personal items.

**Why:** [Midwest Recycling Center](#) is certified nationally and regionally to dispose of electronic devices to safeguard their clients from any environmental and identity theft liability. By bringing your items to this event, you have the peace of mind knowing that the items will be properly disposed of to ensure that there is no harm to the environment and you are guaranteed that your personal information will not get into the wrong hands.

**Saving the world one drive at a time.**
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). Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.