

What's New . . .

March, 2012

Future Business Managers' Meetings

Our next Business Managers' meeting will be held on Thursday, April 12, 2012 from 9:00 – 10:30 a.m. The meeting location will be at The Learning Resource Center, Auditorium B.

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

- April 12, 2012
 - June 14, 2012
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University Advancement Updates

Gift Processing

Rob Robbins, Director of Research & Development Services (977-2882) in the Advancement Division, would like to remind everyone to make sure to send any checks their schools/colleges may receive to DuBourg Hall, Room 319 (Central Gift Processing), as quickly as possible to get the funds deposited.

Even if the designation for the gift may still be in question, it's important to send the check over with a note saying "Designation to be advised by _____ [person's name and SLU phone number]" on it. We can then deposit the funds into a holding (suspense) fund until the designation is decided upon and communicated to Tom Vincent (977-3452) or Mike Findlay (977-2341) of Gift Processing.

Please give Lynda Signorino in the Advancement VP's office (977-2849) a call with any questions, and she will direct you to the right person to talk to. Thanks for your help with this effort.

CPC Updates

Southwest Airline Tickets

In order for SLU travelers to have access to the best ("Wanna Get Away") fares from Southwest Airlines, Cliqbook has been set up to allow direct connecting to the SWA website. When "Booked in Southwest" appears in the lines of the itinerary (see example attached), the following steps should be followed if the flight is cancelled or needs to be changed later than 24 hours from ticketing.

1. If this Southwest ticket is cancelled in the Cliqbook system, follow up by letting the AMEX agent know so that this unused ticket can be entered in that database for later use.
 2. Any change to this Southwest ticket needs to be processed with an American Express agent at the 1-800 number.
- More information available at this link: <http://www.slu.edu/x27620.xml> under Travel References.

Starwood Hotels and Resorts

Starwood Hotels & Resorts Worldwide added new perks to its rewards program. This includes 24-hour check-in and personalized "ambassadors" for its most frequent guests. Beginning in March, guests who stay at least 75 nights per year can set their own check-in times. A traveler arriving at 11 p.m., for example, would not have to check out until 11 p.m. the next day. Starwood also will appoint an "ambassador," a one-on-one concierge, for guests who stay at least 100 nights per year.

PCard Policy Reminders

As everyone is aware, Pcard policy states that three different individuals should be involved in the Pcard purchasing, receiving and approving as recommended by internal audit for segregation of duties. All Pcards require a 'reviewer' and an 'approver' to sign into the reconciliation tool each month by the deadline. Most Pcards already have these two functions in place, and only require a third person to sign the transaction summary report or a signature on every receipt. The Pcard holders that do not have reviewer and approver functions set up online should submit name(s) to Danielle Beinke, dbeinke1@slu.edu, no later than 3/26/12 so that all cards are in compliance by 4/1/12. If your response is late, the card may be placed on hold. Remember that online training and completion of the employee agreement form are required before access is granted.

The next audit of Pcards will begin. Please review the Pcard policy and especially the non-compliance policy at <http://www.slu.edu/x28731.xml>. Penalties will be enforced. If the current cardholder's privileges are suspended, the department can assign the card to another person for that period.

If for any reason it is necessary to return goods that have been purchased, the department should contact the supplier and follow directions provided for return of the merchandise. Make a copy of the invoice and mark which items were returned. Use this copy as backup for when the credit appears in your reconciliation.

Requisitions/POs

When submitting requisitions for travel related costs (account codes 739xxx), enter the trip number (A0xxxxx) first in the commodity description field. Requisitions will be returned if not submitted correctly.

Frequently used email addresses for communicating and sending items to CPC and commitment offices:

accountspayable@list.slu.edu

eseepay@list.slu.edu

financial_commitment@list.slu.edu

MCFin@list.slu.edu