

What's New . . .

October, 2011

Future Business Managers' Meetings

Our next Business Managers' meeting will be held on Thursday, October 13, 2011 from 9:00 – 10:30 a.m. The meeting location is Young Hall (3839 Lindell Blvd).

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

- December 8, 2011
 - February 9, 2012
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CPC Updates

Travel

Security Tip:

When traveling, think twice before using a free device-charging kiosk for your smart phone or iPad. Free device-charging kiosks can be configured to read most of the data on your smart phone or iPad when plugged in to be charged. These kiosks can also upload malware onto your device. According to the Krebs on Security blog, the safest route for charging your device when traveling is to use the supplied power cord that plugs into a regular electrical outlet. If you must use a device-charging kiosk, the safest option is to completely power off your device before plugging it in.

The following link is effective October 1, 2011 and will show checked baggage calculation for free.

<http://iflybags.com/> Please consider the price for bags along with the price of airfare when choosing flight itineraries.

REMINDERS:

- eSeeDPV's with SSA's for \$5,000.00 or more, require the same documentation as purchase requisitions; i.e. sole source, three bids, and approval from Business Services.
- When attending a conference, 'opt-in meals' should be reported as meal (self) and meal per diem will apply.

Receipt Documentation

When seeking reimbursement for expenses paid on behalf of Saint Louis University, proper proof of payment documentation is required.

All receipts should include the vendor name, date, amount and method of payment.

Depending on your method of payment, further info may be required as follows.

1. Cash - no further info required.
2. Credit card payment requires either:
 - a. Card type and last few digits of that number are on the receipt or
 - b. Credit card statement showing date, vendor name and amount (other info can be blackened)
3. Personal Check requires either:
 - a. Copy of cleared check (front and back) or
 - b. Bank Statement shows cleared check number, date, and amount.

ITS Updates

ITS Approvals

All University technology and software purchases require the approval of the ITS Business Service Office. A business justification and the requesting department's VP approval is required for the purchase of any non-standard technology purchase including computer equipment, mobile devices (excluding data plans), and iTune applications.

Please forward business justifications and approval requests by email to Bridget Siegner in the ITS Business Service Office at bsiegner@slu.edu. Reference the requisition number, the Direct Payment Voucher number, or "P-Card request" in the subject line of your email. Requisitions containing only quote numbers in the item text will not be approved and returned for correction.

For questions, please contact the ITS Business Service Office.

- Mary Frazer at 977-7198 frazermm@slu.edu
- Amanda Johnson at 977-2560 ajohn117@su.edu
- Bridget Siegner at 977-7205 bsiegner@slu.edu