
What's New . . .

May, 2011

Future Business Managers' Meetings

Our next Business Managers' meeting will be held on Thursday, May 12th from 9:00 – 10:30 a.m. The meeting location is The Busch Student Center, Wool Ballroom – Section 171.

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

- August 11, 2011
 - October 13, 2011
 - December 8, 2011
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Accounting

A W9 with Saint Louis University's information is now available on the B&F website.

<http://www.slu.edu/x27613.xml>

If someone requires the form to do business with SLU, you may share it.

Please combine non-travel expenses onto ONE Concur Expense report once or twice per month. Multiple reports will be returned in order for the expenses to be entered on one report. Each receipt should be entered as a separate expense line on the report.

On May 2, 2011, Southwest Airlines announced the completion of their acquisition of AirTran Airways. Southwest will begin integrating the two airlines. For now, nothing will change; AirTran and Southwest will continue to operate independently.

Very soon, CPC will be able to send PO's to vendors by email. An email notification will be sent to vendors for which we have an email address on file. Going forward, we ask for your assistance in obtaining an email address for new vendors for this purpose. There is an email address line on the master vendor form. If the vendor does not have one email address for PO's, then a fax number should be submitted. Sending PO's by email or fax gets them to vendors much more quickly than by mail.

Busch Student Center

There is a postal unit in the Busch Student Center that provides postage and shipping services to anyone in the University. Payments for services can be made via the Procurement Card. Hours of operation are: Monday through Thursday 9:00 a.m. – 7:00 p.m.; Friday 9:00 a.m. – 5:00 p.m.; and Saturday 12:00 – 4:30 p.m. Please contact Cindy Bush at 314-977-2049 if you need any additional information or have questions.

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Business Services

Representatives from Cintas Document Shredding will be contacting each department later this month to update billing and contact information.

If desired, departments can make changes to the current service schedule or number of containers by contacting Heather Hennessey at 314-595-5203 or by email hennesseyh@cintas.com.

Bulk purges should be scheduled in advance by calling Heather Hennessey at 314- 595-5203 or Ryan Vaughn at 314-595-5212. The cost per Legal or Banker's box is \$3.00ea under the current University agreement. For questions or comments regarding Cintas please contact Joshua Walters at 7-3725 or by email jwalte15@slu.edu.