

What's New . . .

October, 2018

Future Business Managers' Meetings

Our next meeting is scheduled for:

- December 13th, Tegeler Hall in the Carlo Auditorium
-

Financial Planning & Budget Update

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, please contact Samantha Myers at samantha.n.myers@slu.edu. We would love to hear about best practices in your area as others could benefit as well.

Business Services Update

Saint Louis University's competitive bidding policy has been revised. Effective 10/01/18, the new dollar threshold that prompts a purchase requiring three bids is \$10,000. This \$10,000 bid threshold applies to general expenses and grant-funded purchases. For capital projects, the new dollar threshold that prompts three competitive bids is \$25,000.

The Competitive Bidding Policy has been updated and can be found [here](#).

Human Resources Update

- The Annual EPAF Meeting is scheduled for October 24, 25 and 26. Log into the MySLU Portal and [click here to register](#) for one of the meeting times.
- If you are a new EPAF Originator or EPAF Approver, the next Intro to EPAF Training Session is October 17. Log into the MySLU Portal and [click here to register](#).
- Log into the MySLU Portal and review the [EPAF and Payroll Help Google Site](#) for helpful job aides and instructions.
- If you have questions or need assistance, please contact epafhelp@slu.edu.

Also,

John O'Leary to present "On Fire" talk for faculty and staff - October 23

In his talk “On Fire,” alumnus John O’Leary (CBS ‘99) returns to Saint Louis University to help faculty and staff consider how constant change and distractions can be intentionally transformed into the gift of possibility and impact. [Learn more and register here.](#)

At a Glance

- **Agenda:** John will give two talks: the main event will be held from 9:45 a.m. to 11:15 a.m. in the Center for Global Citizenship prior to the Cannonball picnic held from 11:30 a.m. - 1:00 p.m. Those who are unable to attend the 9:45 a.m. talk are invited to attend 7:00 a.m. - 7:45 a.m. at the Learning Resource Center in the Pitlyk Auditorium. [Click here to register for either talk.](#)
- **Parking:** Free parking will be available for attendees at the Laclede or Hickory garages for his respective talks.
- **Shuttles:** Shuttle service will be available between the South and North campus for the main talk and Cannonball picnic.
- **Meet & Greet:** John O’Leary will be present at SLU’s Cannonball Picnic following his talk at the Center for Global Citizenship for a meet and greet. Copies of his book, *On Fire*, will be available for purchase.
- **Registration:** Register as a department or individually to be included in a raffle for John O’Leary merchandise. All faculty and staff are invited to attend.

Central Processing Services Update

Invoice & PO Processing Reminders:

- Invoices submitted for payment should be sent directly to Accounts Payable. If you are receiving invoices sent to your department, the department should contact their vendor and correct their invoice address to be accountspayable@slu.edu to allow for timely payment processing.
- Please remember to send your new fiscal year blanket PO #'s to your vendors so that the vendor can update their invoices with the current year po #.

Business & Finance Training Dates in CPC:

Concur Expense Report Training Session

October 25th, Thursday

10:00 a.m. - 12 noon

Wool Center Room 372

Register via Skillsoft

DPV Q & A Session

October 26th, Friday

10:00 - 11:00 a.m.

Wool Center Room 372

Email diana.reed@slu.edu to register

Controller Update

Banner Finance overview training sessions are scheduled as follows for the rest of the calendar year:

Updated 10/1/18

Tuesday Oct 9, 2018 1:00pm - 3:45pm

Tuesday Nov 13, 2018 1:00pm - 3:45pm

Tuesday Dec 11, 2018 1:00pm - 3:45pm

Please go to the Business and Finance web site for more information.

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.