

Tip of the Month – June 27, 2011

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

- Year end is around the corner. Please submit your FY 2011 invoices, reimbursement requests, and June credit card activity to the Business Office by July 11. It is important to have a clean year end cut off. This means that FY 2011 activity should be recorded in FY 2011 and FY 2012 activity should be recorded in FY 2012. We hold the books open for a certain period of time to allow this to happen.
- When processing work order requests, submit the account number that you would normally charge for the work requested. (i.e. office supplies, operating costs, etc.) The labor component will be automatically split from other costs (i.e. parts), and charged to the payroll object code, # 4010 in your budget.
- To keep costs down, we don't issue reimbursement checks for less than \$25. Please save receipts to accumulate to that total before submitting.

Notification

- The IRS standard business mileage rate will increase to 55.5 cents per mile effective July 1, 2011.

For feedback or questions please call me at x 4313.

Shari