

Tip of the Month – March 29, 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

- Check requests- Please put the address on check requests so we have accurate information on where to send the check.
- Cash pay checks promptly and remind students who you employ to cash their paychecks. Replacing lost checks costs the College money.
- When requesting information about a general ledger account number, please include the account number. We have over 4,700 "units" with a total of more than 16,000 accounts on the general ledger and can't begin to know all of them!

For feedback or questions please call me at x 4313.

Shari