

## Tip of the Month – November 30, 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

- If you submit an invoice for payment, it is not necessary to complete a check request. You may write the account number directly on the invoice and supervisor approval can also be made directly on the invoice. If you would like an approval stamp for invoices, please contact Sherri Pavlik at x 4315.
- We will be sending notification regarding due dates for submitting time sheets for the month of December shortly. Please watch your email and make a note of the dates so that students and employees can be paid on time!

### Notification

- For questions or inquiries regarding your Wright Express credit card, please contact Erika Mumford at x 4376 or [emumford@hamilton.edu](mailto:emumford@hamilton.edu)
- The Payroll section of the Business Office website is being updated. Please check for timely updates and information.
- Past Tip of the Month notices are now posted on the Business Office website at <https://my.hamilton.edu/business>

For feedback or questions please call me at x 4313.

Shari