

Tip of the Month – October 31, 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

- Original receipts or invoices are required for proper documentation for check requests and credit card activity. While it is nice to have the packing slip or e-mail order confirmation, we need documentation that shows you have made the payment.
- Don't sign off on your own check request! Your supervisor must approve the expenditure by signing the check request.
- Please do not use a highlighter on receipts as it erases the ink. Instead, use a pen to circle the amount or number the receipts.
- When submitting check requests, please use your given name, and not a nickname. Using a nickname makes it difficult to find you in the Datatel system!
- The standard mileage rate is currently \$.555. This rate is posted on the Business Office website. When the rate changes I will send out a notification and the Business Office website will be updated.

Notification

- Budget requests for 2012-2013 are due November 4.

For feedback or questions please call me at x 4313.

Shari