**Tip of the Month – May 25, 2012**

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 quickly approaching. It will be especially important for Wright Express credit card holders to submit their approved June statement activity as soon as possible in July but no later than July 16, in order for the charges to be applied to your fiscal year 2012 budgets. Please consult the Business Office website at  [https://my.hamilton.edu/business/general-ledger/deadlines/fiscal-year-end-dates-deadlines](https://my.hamilton.edu/business/general-ledger/deadlines/fiscal-year-end-dates-deadlines%22%20%5Ct%20%22_blank)  for information related to the year end schedule and due dates for submitting fiscal year 2012 invoices.
* Please do not submit your work order requests using object code # 4010. Use the account number that you would normal 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) by the TMA system and posted to   your object code 4010 budget line.

For feedback or questions please call me at x 4313.

Shari