

**Administrative Services News Bulletin: (Friday, June 18, 2010)**  
**By Stuart Roberts, Assoc. Vice Chancellor, Financial Services**

**What's New?**

***Books Back on Campus!*** New changes are on their way for the **UAF Bookstore**. The university is partnering with Follett to bring new services and reintroduce old services to campus. Starting July 21<sup>st</sup> the Bookstore will close temporarily as we change computer systems and provide training on the new programs. The store will reopen on July 26<sup>th</sup> and will include the reintegration of textbooks on campus. Starting new this fall, the Bookstore will introduce their textbook rental program, helping increase the affordability of textbooks. Look for this and other changes as we move toward the fall semester.

In an ongoing effort to improve our services to students, the **UAF Business Office** is pleased to introduce a new partnership with Tuition Management Systems (TMS). Students or parents will be able to enroll in a monthly payment plan and divide their semester expenses into as many as five monthly payments over the course of the semester. The cost to enroll is \$50, the same amount UAF charged for the in-house payment plan.

Benefits of this new program include the ability to enroll online, increased call center hours, mailed monthly statements, as well as life insurance covering the payment plan underwritten by New York Life Insurance Company.

TMS will be sending letters to all new admits, students currently on payment plans, and all returning fall students introducing their services. Please contact Amanda Wall at 474-7552 or at [amanda.wall@alaska.edu](mailto:amanda.wall@alaska.edu) if you have any questions.

The **Travel Department** would like to remind University Staff, Faculty, and Students that the best way to receive travel reimbursements is via Direct Deposit. For those still receiving hard copy checks, Financial Services wishes to remind everyone that check runs are now taking place three times a week instead of everyday. Receiving your travel reimbursements via Direct Deposit is the best way to insure a timely reimbursement. If you would like more information on Direct Deposit, please go to [http://uaonline.alaska.edu/fin\\_dirdep.htm](http://uaonline.alaska.edu/fin_dirdep.htm) Direct deposit is both timely and efficient so don't get caught standing in line to cash a check, receive your reimbursements through Direct Deposit!

**Printing Services**/Copy Pool completed the replacement of 73 pool copiers during the last week of May. Except for one low -volume coin-op copier, all machines in the Pool are now less than one year old. All of the copiers are from Océ, and the OEM is the same for all machines in Pool. There will be fewer supplies to stock as there are now only four machine types. The Vendor will also save money in the stocking of spare parts. All machines are network ready, so if departments have a network connection available, they can have OIT connect it and then have direct printing and scan back capabilities. The copiers were all obtained from the WSCA contract that the State of Alaska participates in, and a volume discount for the large number of machines was negotiated that resulted in a savings of \$158,829 over a three year period for the capital lease. The maintenance on the new machines will all be on a cost-per-copy basis, which helps control costs. [Previous state contracts had set copy levels that often resulted in unused copy maintenance charges.] These cost savings will help Printing Services/Copy Pool hold the charges to departments at current levels.

**Accounts Payable** is pleased to report that check runs have been changed to three times a week, on Mondays, Wednesdays and Fridays. If holidays interrupt this schedule, every effort is made to run checks on a Tuesday or Thursday. This new schedule has been working great.