

Administrative Services Bulletin: Thursday, March 4, 2010
By Stuart Roberts, Assoc. Vice Chancellor, Financial Services

What's New?

Beginning with the fall 2010 semester the **Business Office** will be outsourcing our payment plans with Tuition Management Systems (TMS). Details are still being refined, but some of the benefits include online enrollment, monthly billing statements in the mail, and additional customer service availability through TMS

The **Travel Department** is pleased to announce that the State of Alaska along with other western states has signed a car rental agreement (WSCA) with Enterprise and National rental car companies. A few of the highlights of this agreement are: 1) Custom UAF Webpage and reservation links; 2) one low rental price nationwide; and 3) no mileage fees, no one day surcharges, no early return fees, no cancellation fees and no energy recoupment fees. Complete details on the agreement and the university links to the program will be issued by the Travel Department as soon as they are available.

Printing Services has completed the installation of new production copiers in its Quick Copy department. This is a replacement and upgrade of outdated equipment and software. The new copier is an Oce CS665 and produces copies that are comparable to offset quality at 65 copies per minute (cpm). The new large black and white copier, an Oce VP4120, prints at 120 cpm and the smaller black and white, an Oce VL9222, at 95 cpm. All three copiers will handle heavier paper stocks than before and have new in-line finishing capabilities that will speed up turn-around times and improve quality. The new software is more efficient in job preparation and a new feature is on-line ordering for Quick Copy jobs; contact Printing Services for more information. An Open House was held at Printing Services on March 4th to showcase the new equipment.

Budget and Cost Records (B&CR) is still in the process of bringing everyone that works with receiving credit card information within the Payment Card Industry Data Security Standards (PCI DSS). If you have any questions or ideas, please call either Amanda Wall, Business Office Director (474-7384); Stuart Roberts, Associate Vice Chancellor for Financial Services; or Penny Bales, Cash Manager for Financial Services (474-6412).

Please join us in congratulating Betty Brookes, Budget Coordinator, for being voted "Outstanding Professional" by her co-workers this year!

FY11 Recharge Center rate proposals will be due on April 9th. Please review the Recharge Principles and Accounting Procedure P-112 for further guidance. If you have any questions regarding B&CR, please contact Phill Harrington, Director of B&CR at 474-5866.

Kathy Jeffords, Manager of **Accounts Payable**, was selected by her peers in Accounts Payable, Travel and Computer Support as their "2009 Employee of the Year." In Financial Services Kathy is known to be "everybody's backup."

What's Next?

Financial Services will soon be contacting all of the schools, colleges and institutes to schedule the Spring Budget Meetings for early May.

Budget and Cost Records (B&CR) is currently working on the January 2010 Financial Management Report which will be presented to the Business Council on March 24th. UAF's Spring Operating Review will be presented on April 21st from 11 am to 5 pm in the Board of Regents Conference Room.