

Administrative Services Bulletin: Thursday, September 3, 2009
By Stuart Roberts, Assoc. Vice Chancellor, Financial Services

What's new?

The Bookstore has been very busy with the start of the semester assisting students with the textbook kiosks. New this semester is the 1st chapter program, students in 200 level classes and below will have 1st chapters available if their books are delayed. Chapters are available through Printing Services and to students that order through the bookstores on-line partner. Another new addition is the registration link for students. When registering, students now have a button that will populate a book list with all the adopted books for their UAF classes.

Polar Express is now able to accept credit cards; a credit card machine was recently added to provide additional convenience for all of our participants. Dining and Polar Express have expanded the Bear Bucks program with new off campus locations. Visit www.uafbearbucks.com for information on the latest locations.

The Travel Department reminds you to use your department's accumulated Alaska Airlines EasyBiz miles to stretch your departmental dollars. UAF has been participating in the program for several years. Over 4 million miles have been redeemed for airline tickets; however, many departments have a significant number of unused miles available. Alaska Airlines will remove miles from accounts which are not used at least once every 24 months. Travelers can check with their department travel coordinators to find out how many miles are available for their use. The Travel Department is available to answer any questions you may have.

Since mid June the University has had an agreement with Budget Rental Car which establishes excellent rates for University Travelers. Recently we have noticed some travelers using alternative car rental agencies and paying much more than our negotiated rate with Budget. Using Budget Car Rental is not mandated, however renting at higher rates with other companies should be avoided.

Financial Services has a new website. Please go to our home page: www.uaf.edu/finsvcs and update all bookmarks.

What's next?

Financial Services has recently sent out requests for one-sided budget revisions to distribute the FY09 carry forward, FY10 PBB allocations and the unit contributions to the 1% pull back. If you have any questions regarding this process, please contact Phill Harrington at 474-5866 or plharrington@alaska.edu.

The monthly Financial Managers' meetings have started again. The next meeting will be September 29th in the BOR conference room from 9 am to 10 am. You can call into these meetings if necessary, but we do encourage everyone to attend in person if possible. The meetings are recorded for those who miss the meeting all together and we have started preparing a more robust agenda that can be used for reference as well. The date for the November meeting has been changed to the 17th to correspond with the CRCD rural campuses fiscal officers visit to Fairbanks the week of November 16th to 20th. Please note the date change in your calendar. We will send out reminders over the Financial Services

list serve.

Financial Services will be working with the department administrators as we prepare for the Fall Financial Review on October 20, 2009. This review provides an in depth analysis of the FY09 fiscal year that includes both financial and performance measures information. The department is also working on a "Budget 101" reference document that will follow the budget process from an individual request for funding to the signing of the appropriations bill by the Governor.

For more information contact Stuart Roberts at stuart.roberts@alaska.edu