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FINANCIAL SERVICES ACCOUNTS PAYABLE

The Accounts Payable Staff work very hard to ensure that all invoices, payment vouchers, reimbursement requests, etc. are processed and paid in a timely manner.

All vendor invoices should be addressed to the attention of the Accounts Payable Office, not to departments. This delays payment processing which could end up with departments paying unnecessary late fees which reduces available budgets.

To that end, it is important to note that invoices greater than \$5,000.00 require an authorized signature from the department customer which needs to be signed and returned to A/P immediately. This indicates approval to pay and that the vendor's goods were delivered or its services provided

There has been a significant amount of renovation taking place in Financial Services since the Christmas break that will result in operational changes specific to Accounts Payable, Payroll, and the Bursars Office. A door has been put up that will allow access to A/P and Payroll Offices by Staff Only. Shortly a Drop box will be installed in the common area so that customers can drop off time sheets for Payroll and, if necessary, Payment Vouchers for AP.

Along with the drop boxes, there will be a couple of shelves for blank A/P forms and an area to write if necessary. An in-house phone will be installed and a telephone directory of all staff will be posted. It is important to note that if you need to meet with anybody in A/P or Payroll you should call them in advance to schedule an appointment

Student paychecks distribution will now take place on:

On Pay Days 1:00 p.m. to 3:00 p.m.
Monday following pay day: 9:00 a.m. to 11:00 a.m.
Tuesday following pay day: 3:00 p.m. to 4:45 p.m.

Any checks not picked up will be mailed to the address on the check.

PeopleSoft Training Financial Services will be holding PeopleSoft Financials Training for new users of the system. This training has nothing to do with the Student System as it will only pertain to those who access budget information, create purchase requisitions, and various other functions. The training sessions will take place sometime toward the end of February. An announcement will be made well in advance of the classes.

Also, sometime this month there will be informational sessions for intermediary users of the PeopleSoft Financials System. These Drop-in sessions will be for the experienced users who wish to further their knowledge on accessing financial information. More information such as dates and times will be announced well in advance of the sessions.

BUDGET OFFICE

The Budget Office wishes to remind people of their responsibilities when using a procard. Whenever you charge something to your procard, it is your responsibility to ensure that there are sufficient funds budgeted to the appropriate account so the charge can clear. Procard charges cannot be posted until all accounts clear budget check. We need your assistance to process these charges in a timely manner. Thank you.

BURSAR'S OFFICE

We've Got a Brand New Look! As noted previously the Bursar's Office tellers' windows have recently undergone renovation. The windows have been expanded so that we now have three windows, instead of two, which will enable us to better serve the students during busy times of the year. The area is also a lot brighter than it used to be! We are also installing a drop box at the top of the stairs on the

BURSAR'S OFFICE (CONT.)

second floor of the Administration Building so that students, who just want to drop off check payments, can do so without having to go to the tellers' windows. We hope these changes will provide better customer service to our students.

Loan Payments Coming Via EFT: Alternative student and parent loan payments (Signature, CitiAssist, TERI and MEFA loans) are coming to the school via EFT (Electronic Funds Transfer) now. In the past, these payments used to be sent to the school by check made payable to both the student and the school. The Bursar's Office would notify the students that we had received their checks and that they had to co-sign them before the funds could be deposited. Sometimes that could take several weeks. Now that we are receiving the funds via EFT, the funds are immediately deposited into our bank account. Since we have processed approximately \$3 million in alternative loans this year, depositing these funds quicker and in a more consistent manner enables better cash management for the College.

MATERIALS MANAGEMENT

Copy Vending Program: Salem State College Materials Management has completed the conversion of coin-operated public copiers during the semester break, in-sourcing this student service. Completely new Xerox equipment has been installed in the Library, CALL Center in Sullivan, Career Services, Central Campus Building One lobby, Harrington Building Dining Commons, South Campus Academic Building basement. These machines serve the students who need to copy reference materials etc. During the next few weeks, each machine will have the ClipperCard added as a payment mechanism, and copy price will be discounted for those who use Flex dollars to pay for copies. For more information contact Dennis Koontz, ext. 6037.

Meier Hall Copy Center: A major reminder to all staff – the Meier Hall Copy Center is always open to students for any copying or printing project. Please remind them that this very special service is available to help them create the best impression possible with printed projects they are preparing. If you didn't know, our every day price for color copies is 50 cents! Imagine the impact of a project printed in COLOR – photos, flyers, spreadsheets, Powerpoint presentation. And don't forget to refer students here for the convenience of on-campus personal faxing at very reasonable prices. Finally, we now accept

ClipperCard Flex dollars for payment, too! Contact Copy Center staff at ext. 6722 for more info.

Mail Services: By now most have become aware of the rate increase for U.S. postage services. Our meters are automatically programmed to process the new rates for college mailings. First class is now 39 cents, post cards 24 cents. A reminder that addressing with labels or by hand writing eliminates the possibility of postal discounts. A key U.S. postal requirement for discounts is a machine printed address that allows uniform printing of postal bar codes, the basis for automated sorting. For more information, contact Monica Clinkscales, ext. 6012.

Shipping/Receiving: A general reminder to all that our shipping address is Salem State College, 71 Loring Avenue, Salem, MA 01970. Also, a FedEx authorization form is available by clicking this link: http://www.salemstate.edu/admin_finance/materials_mgmt/docs/FEDX_SHIPPING_INFO_SHEET.pdf.

Please fill this out and send it with any package or item you wish to be shipped – and please pay special attention to the insurance option. Always consider the value of the objects you are shipping, notify Shipping/Receiving on this form, and authorize the insuring for replacement cost. This simple step helps avoid confusion and disappointment if a problem arises during shipping. Finally, always assure that the packaging you're using provides an adequate level of protection for the contents. Expensive instruments being returned for repairs probably require customized containers to maintain warranty coverage. Call ext. 6295 for help.

Xerox Departmental Copier Program: Reminder that our on-campus Xerox Docucare service technician Mike Todisco is here from 8:00 A.M. to 4:30 P.M. Monday through Friday, every week of the year. No issue is too trivial to call about. Mike is not in his office at all times, so the best way to reach him is by voice mail left at ext. 2679. Expect a call back within an hour or so. For supply orders or less urgent matters, email him at xerox@salemstate.edu. If there is interest, we can coordinate formal training sessions for department staff on your departmental copier. Any Xerox Copier Program questions, contact Dennis Koontz, ext. 6037.

2005 COMECC: Ralph Berry and Elaine Milo co-chairs of the 2005 COMECC fundraiser wish to thank all who participated in this year's drive! The total approximated that of past years in spite of the

many other worthy fund raisers brought on by recent catastrophic events.

PURCHASING:

Verizon Schedule: Verizon representative Peter Speen will be on campus Monday, February 13, March 13, April 10, May 8, and June 12. He will be in the Commons room 101B from 11:00 to 2:00. It is imperative that everyone with a Verizon wireless cell phone purchased through the college complete the paper work to move the contract from the college's Tax ID number to your social security number. This paperwork can be done with Peter Speen or with Purchasing. Peter may be reached at 978-314-4400 or at Peter.Speen@verizonwireless.com. Donations of old cell phones accepted at any time. They are reprogrammed and given to women living in women's shelters. Drop them off in Purchasing or to Verizon.

A Message from Follett Bookstore: The employees of the Bookstore would like to welcome Faculty and Staff back from the holiday break. We hope each and every one of you had a safe, happy, and healthy holiday season. As we prepare for the Spring Semester, we would like to make you aware of several things. As winter continues, don't forget our selection of SSC hats and scarves. We also have a wide variety of DVDs available. Nothing beats weathering a mid-Winter storm like staying warm and dry in front of the television. We'd also like to remind you that the Bookstore carries an assortment of Hallmark cards, perfect for Valentine's Day, or any occasion. And if you missed out on Salem State's 150th Anniversary, don't feel bad. For a limited time, we have official 150th Anniversary afghans available for half the original price. Take advantage of this unprecedented opportunity today! Finally, all of us at the Bookstore wish you an enjoyable and successful Spring Semester. Jim Morfis-Gass, Assistant Manager, Salem State College Bookstore, Phone: 978-741-3808, Fax: 978-740-1873.

New Rates at the Hawthorne Hotel: We have received new negotiated rates at the Hawthorne Hotel for calendar year 2006. They are lower than are previously negotiated rates and include many amenities. For a copy of the College rates, what the rate includes, call Purchasing at x 6152 or Susan Babine at 978-825-4364 at the Hawthorne Hotel and ask for the Passport 2006 rates.

College Procurement Cards Annual Audits: During the month of January Purchasing staff completed the annual audits of all procurement cardholder's records. All receipts and invoices were accounted for. Once again record keeping was found to be Administration & Finance Bulletin, No. 2006-3, January 2006

outstanding. Keep up the good work. For information on College Procurement Cards call the Purchasing Office at extension 6152 or go the Purchasing web site.

2006 Bookstore Council Grants for Student Groups & Clubs: Applications for the 2006 Bookstore Council grants are now available and being accepted. Announcements and applications are available in the SGA Office in Ellison 120 or in Purchasing. The deadline for submitting is February 17, 2005, at 4:00 p.m. in the SGA Office. Presentations are scheduled for Friday, March 3, 2006. The range of prior awards has been from \$200 to \$12,000. The funding for the Bookstore Council grants is from commissions from Follett Bookstore. The total amount available is \$25,000. The grants are intended for organized student groups within the College community. Proposals must originate by and for the benefit of students. Requests for food, travel and clothing will not be accepted. All applications must be signed by the faculty advisor to the student group. Questions may be directed to Evelyn Wilson at extension 6152.

Bose Educators Direct Group Discounts: Bose home audio products are available at special pricing for personal or educational use. For information on the full line of Bose products, please visit the Bose web site at www.bose.com. For special pricing, available only through the Educators Direct Group, please call (800) 905-1521. Please reference code: MHEC or go to www.bose.com/educatorsdirect.

Table and Chair Rental Contract: If you are in need of rental tables and chairs for a special event, the College has a rental agreement with Camelot Special Events. The phone number is (781) 246-0101. The contact is Mark Saponaro. A price list is available from Purchasing. Other services are available including platforms, stairs, carpeting, skirting, tents, china, glassware, flatware, table covers, easels, white boards and much, much more. Each building is not equipped with enough Facility owned tables and chairs to supply your special events needs so please budget this cost into your events accordingly.

CLIPPERCARD OFFICE

ClipperCard Rewards Program: Attention Salem State Community! You might've heard about the ClipperCard Rewards Program already through past winners. More rewards are on their way, so keep your eyes open and your card handy. Anyone that uses their ClipperCard is a candidate to win, criteria with the card is spending and swipes. Check out the ClipperCard Website for more details <http://www.salemstate.edu/clipperc ard/>.

Congratulations to past Employee Winners: Mary FitzGerald, Dan McCue, Martha-Jane Moreland, Mary Benda and Stuart Grieve.

Employee Benefits: All employees are eligible for an additional 10% bonus on any additions to their flex dollar accounts over \$25. Funds can be added at anytime to your "FLEX Dollars" account via check, money order and national credit cards (MasterCard, Visa, Discover, American Express).

How to get a ClipperCard: Employees that have been entered into the Employee Management System (EMS), can pickup their new ClipperCard at the ClipperCard office during normal business hours. It takes under 5 minutes to have your photo taken and the card printed. Please check with your supervisor to ensure that you have been entered into the EMS. All Employees receive ClipperCards at no charge.

ClipperCard Office Hours (academic year)

Monday – Thursday 10:00am - 6:30pm

Friday 10:00am - 5:00pm

Questions or problems with the ClipperCard: Visit us at Dining Commons 2nd floor RM 106. Our happy and helpful staff is always willing to answer questions.

Phone: (978) 542-CARD (2273)

Email: clippercard@salemstate.edu

FACILITIES MANAGEMENT

Upcoming Projects for the Spring

The Facilities Department will be overseeing a number of capital projects during the Spring semester. Among the projects on tap are: the renovation of the Meier Hall Canteen, the renovation of the Harrington Building Nursing Clinical Lab, the permitting of the Central Campus athletic fields, and last, but not least the planning of the Summer Capital Projects.

You may have noticed a different look on the second floor of the Administration Building. The Financial Services Department and Facilities Department underwent a small renovation over the winter break—all in an effort to provide more customer service capability to our students.

We have also received approval from the Board of Higher Education to conduct a study on the structural and programming needs of the Library. We expect that work to begin later in the semester.

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Planning An Office Move?

Are you planning an office move, but you're not sure what you need to do? Let us help! Any office move, regardless of how small, requires a certain amount of planning. Here are some points to ponder when you consider a move.

Are you moving to a new building? Are you moving to a different floor? Are you moving office contents (boxes only)? Do you need boxes? Are you moving furniture? Are you moving anything heavy, bulky, or personal?

The Facilities Department has the capability to move 3-4 boxes on a dolly from one office to another on the same floor or different floor of the same building. However, more extensive moves require the services of a professional moving company.

Do you have a computer? Do you have your own telephone extension or do you share one? All moves require the relocation of telephones and computer services. Just as moves are scheduled, the move of your computer and telephone extension must be scheduled in advance as well.

Does the room you are moving to need any work (painting, carpet, cleaning)? Any work to a room must be priced by an outside contractor. Standard cleaning (vacuuming or mopping) can be done by custodial staff. All other work must be scheduled and priced separately.

These are all questions that Facilities asks when planning an office move. One or more of these items may impact the timing and cost of your move. You can help us make your move as smooth as possible by providing additional information.

First, complete a Project Authorization form (located on the Facilities web site). The answers to the questions above should be included in the scope portion of the authorization form. Your form should include the funding source as well as the approval signature of your supervisor.

Once we receive your approved authorization form, we will obtain a cost estimate for your review and final approval before scheduling your move. Please contact Dale Coogan at extension 6004 if you have any questions.