

## Online Forms Streamline Procedures

**Anna Rivera-Alfaro**  
Accounts Payable Coordinator

Finance & Administration is pleased to announce the availability of new online forms! Many of the more commonly used forms in Accounts Payable, Administrative Support Services, Payroll and other Finance departments are now online. Most forms are online as PDF documents and can be filled-in online, printed from your computer and then forwarded to the appropriate office for required signature(s) and processing.

The forms are conveniently located on the Finance & Administration website, which allow users to quickly access the most up-to-date forms available from each department

within Finance. Forms newly published online include the Purchase Requisition Form, Employee Voucher (Travel Reimbursement) Form and Duplicating request forms.

Users will use Adobe Reader, which is installed on all Southern computers, to access the online forms available on the Finance & Administration website. Questions that arise with regards to a specific form should be directed to the department responsible for the form (Accounts Payable, Purchasing, etc.).

To access over 30 online forms visit the Finance & Administration forms page:  
[www.SouthernCT.edu/finadm/forms](http://www.SouthernCT.edu/finadm/forms).

### Did You Know...

#### University Accounting has a new Banner Organization Create Request Form.

The Organization (Org) code in Banner finance defines the department and budgetary unit within Southern. To aid departments in creating new Banner Organization codes, University Accounting has developed a new form and creation guidelines.

The Banner Organization Create Request form is available on the Finance & Administration website form page:  
[www.SouthernCT.edu/finadm/forms](http://www.SouthernCT.edu/finadm/forms)

## POP QUIZ: Facilities Facts File

**How many square feet of space are on Southern's campus (in millions)?**

A) 1.5 B) 1.7 C) 2.1

**How many light bulbs are around campus?**

A) 400,000 B) 500,000 C) 600,000

**How many bathroom facilities does Engleman Hall have?**

A) 14 B) 22 C) 26

**How many parking spaces are available on campus?**

A) 4,617 B) 4,872 C) 5,127

Answers on Page 3 "Facilities Fact File"



### Did You Know...



**Southern employees are eligible for direct deposit of their paycheck.** See "Payroll News Flash" on Page 4 for more details about direct deposit.

### Finance & Administration Newsletter

The Finance & Administration Newsletter highlights the offices, departments and employees within Southern Connecticut State University's Finance & Administration. Contributions are submitted by department staff members.

Comments and suggestions for the Finance & Administration newsletter may be sent to Jordan Jones at [jonesj6@SouthernCT.edu](mailto:jonesj6@SouthernCT.edu).



Southern Connecticut  
State University

501 Crescent Street, New Haven, CT 06515

## SBE/MBE Corner Update

**Carol A. Wallace**  
Dir., Administrative Support Services

Here's a follow-up to the [October 2006 Finance and Administration newsletter](#) regarding SCSU's commitment to acquire goods and services from certified small (SBE) and minority (MBE) businesses.

As an agency of the State of Connecticut, SCSU has a statutory requirement to set aside a portion of the university's operating budget for purchases from SBE and MBE enterprises. Each fiscal year, the university must submit set

aside goals to the State of Connecticut Department of Administrative Services (DAS). DAS has the responsibility of reviewing and adjusting the university's set aside levels as necessary in an effort to establish the university's final goals. For fiscal year ending 2007, the university exceeded both the DAS established SBE and MBE set aside goals.

*Continued SBE/MBE Corner, Page 3*

### Did You Know...

**We've got green tips!** Look for our new greening and environmentally friendly tips in the green "Did You Know" boxes throughout this and future Finance & Admin newsletters.

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# Personal Vehicle Travel Reminders

## Travel Office Update



**Anna Rivera-Alfaro**  
Accounts Payable Coordinator

### Insurance Requirements

All employees authorized to travel on state business using their personal vehicle must submit the declaration page of their automobile insurance policy to the Travel Office. The document **must include all of the following**:

1. policy limits
2. name of insured
3. effective dates of coverage
4. must meet the minimum liability of insurance required by the State of Connecticut. Those minimums as of May 3, 2006 are:
  - Bodily injury liability \$50,000 each person/\$100,000 each occurrence
  - \$5,000 in property damage
  - or a combined minimum liability coverage to \$105,000

To assure consistent reimbursements, the declaration page must be re-submitted upon expiration. Please note that the insurance card itself is unacceptable as it does not supply the required information (coverage amounts, dates etc).

### Did You Know...

**The GSA Mileage rate is currently \$0.485.** The mileage rate is effective for travel on or after March 1, 2007.



### Contacting Accounts Payable

**Anna Rivera-Alfaro**, Coordinator  
(203) 392-6848

**Renee Knight**, Vendors I - S  
(203) 392-5455

**Pat Turner**, General Assistance  
(203) 392-9001

**Website:** [www.SouthernCT.edu/accountspayable](http://www.SouthernCT.edu/accountspayable)

### CSUS Mileage Reimbursement

The following table should be utilized for mileage reimbursement between the CSUS universities and the System Office.

To / From:	System Office	CCSU	ECSU	SCSU	WCSU Midtown	WCSU Westside
<b>System Office</b>	0	10	29	39	56	60
<b>CCSU</b>	10	0	37	35	48	52
<b>ECSU</b>	29	37	0	62	86	90
<b>SCSU</b>	39	35	62	0	34	38
<b>WCSU Midtown</b>	56	48	86	34	0	4
<b>WCSU Westside</b>	60	52	90	38	4	0

### Mileage Reimbursement

Transportation of any kind between an employee's home and official duty station is not reimbursable. If the use of a personally-owned motor vehicle by an employee is authorized to be used for official state business, and the employee leaves from and returns to his/her home rather than his/her duty station, the employee shall be reimbursed at an established mileage rate for travel less his/her regular commute (commute from home to official duty station). When appropriate, please be sure to deduct these miles (as determined by [www.MapQuest.com](http://www.MapQuest.com)) on your mileage requests. A printout of the MapQuest travel route must be included with the travel authorization or employee voucher. **Do not** round MapQuest-based totals to the nearest dollar. See the [CSUS Travel Policy](#) for more information and examples.



To assist you with your calculations, the Accounts Payable Office has created a spreadsheet to help calculate your mileage request. That spreadsheet may be accessed by visiting the Accounts Payable website at [www.SouthernCT.edu/accountspayable/](http://www.SouthernCT.edu/accountspayable/).

**Diane Marino**, Vendors A - H  
(203) 392-6847

**Anele Harrington**, Vendors T - Z  
Travel Office  
(203) 392-6846

**Accounts Payable** (203) 392-6844

### Accounts Payable

## Chart of Accounts

**Anna Rivera-Alfaro**  
Accounts Payable Coordinator  
**Lise Brule**  
University Controller

Don't know what account number to use for your purchase? Accounts Payable and Purchasing have put together the most commonly used account numbers in the list below:

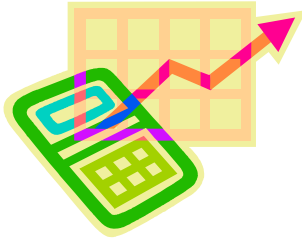
- 721105 Advertising
- 721146 Athlete & Entertainers Services
- 713125 Books
- 713100 Conferences
- 722100 Dues & Memberships
- 773110 Duplicating Services
- 713135 Educational Supplies
- 772115 Equipment Purchases <\$1000
- 721120 Honoraria & Lecturer
- 743300 Office Equipment Repairs
- 771100 Office Supplies
- 721145 Professional Services
- 772150 Promotional Supplies
- 722105 Subscriptions
- 732100 Travel – In state
- 732105 Travel – Out of state

For a full chart of account numbers, please go to [www.SouthernCT.edu/finadm/forms](http://www.SouthernCT.edu/finadm/forms) and select "**Banner Account Codes**."

## SBE/MBE Corner

*Continued from Page 1*

The primary reason for SCSU's exceeding FY07's set aside goal directly relates to capital project purchases. Last fiscal year's capital projects involved the purchase of furniture, boiler and generator repairs, as well as the replacement of the TE-5 building. The TE-5 building replacement was purchased from a woman-owned business and single-handedly helped SCSU reach its SBE/MBE goals for FY07.



upon the preliminary report criteria for FY08 set aside goals, the university must meet the SBE goal of \$2,911,439 and the MBE goal of \$727,860.

You are encouraged to continue reviewing the State's small and minority business database for selecting certified set aside vendors for your department acquisitions. The website is: [http://www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp#Contracts](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp#Contracts)

Your continual assistance in supporting the university's commitment to FY08 set-aside goals is sincerely appreciated. Please look for on-going updates on Connecticut's SBE and MBE enterprises and the university's goal reporting in the next release of "SBE/MBE Corner Update".

Although SCSU met, and actually exceeded the set aside goals for FY07, please understand that the university cannot rest here. New goals have been developed for fiscal year 2008 and are currently under review by DAS. Based

### Southern Connecticut State University Small (SBE) and Minority (MBE) Set Aside Goals Fiscal Year 2007

SBE Goal	=>	\$ 3,684,503
SBE Final	=>	\$ 4,855,789 (exceeded goal by \$1.1 million)
MBE Goal	=>	\$ 921,126
MBE Final	=>	\$ 2,817,847 (exceeded goal by \$1.8 million)

## Check Payments Gladly Accepted

**Lise Brule**  
University Controller

All campus departments, clubs and organizations that accept check payments are required to ensure that checks are made payable to **Southern CT State University** or **SCSU**.

The memo field (generally in the bottom left of the check) should be utilized to indicate depositing department or organization. This serves as a reference and helps ensure that the funds are recorded into the proper account.

Additionally, departmental or organization Banner Fund, Org, Account and Program numbers should be on the back of every check deposited.

Deposits should be made to the Bursar's Office and must include supporting documentation. Supporting documentation should indi-

cate the nature, source, date and amount of each check — including pre-numbered receipt forms, unused tickets with reconciliation, cash register tapes, lists prepared by mail openers, etc.

More information about the University's "Collection and Deposit of University Funds" policy can be found on the Finance & Administration website [www.SouthernCT.edu/finadm/policies/deposit/](http://www.SouthernCT.edu/finadm/policies/deposit/).

Questions regarding check deposits should be addressed to Valerie Pettie-Cooper, Assistant Bursar—Cash Management. Ms. Pettie-Cooper can be reached at extension 2-6835 or [pettiecoopv1@SouthernCT.edu](mailto:pettiecoopv1@SouthernCT.edu).

### @ Did You Know...

Finance related policies and procedures are available online.  
[www.SouthernCT.edu/finadm/policiesprocedures/](http://www.SouthernCT.edu/finadm/policiesprocedures/)

### @ Did You Know...

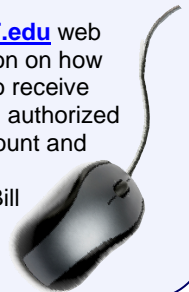
**Southern has an informational web site that explains online student billing.**

[eBill.SouthernCT.edu](http://eBill.SouthernCT.edu) was launched last fall when Southern's new electronic billing suite was implemented. The eBill informational web site guides users through the numerous features and benefits of the eBill Payment Suite, which is Southern's official method for posting student statements (bills).



eBill allows students and the authorized users they designate to view and print current and previous billing statements online through a secure website. Students and authorized users, such as parents and employers, receive email notification when new statements are posted to the student's account.

The [eBill.SouthernCT.edu](http://eBill.SouthernCT.edu) web site provides information on how students can sign up to receive electronic refunds, add authorized users to their eBill account and answers common questions about the eBill Payment Suite.



## Facilities Fact File

- Southern has over **1.7 million** square feet of space on Campus.
- Southern has over **600,000** light bulbs around Campus
- Engleman Hall has **26** bathroom facilities
- There are **4,617** parking spaces on Campus



## Mail Services: Tips for Shaping Up

### Richard J. Fabish

Coordinator of Duplicating & Mail Services

The Mail Services Department hosted a postal seminar for the campus community in September. The seminar was presented by local U.S. Postal Service representatives to address the shape based postal rates and regulations that became effective in May 2007.

If you did not have the opportunity to attend, the Finance & Administration "What's New" website has a copy of the slideshow and hand-out material as presented by US postal representative: [www.SouthernCT.edu/finadm/whatsnew/](http://www.SouthernCT.edu/finadm/whatsnew/).

During the early planning stage of your mailing, please contact the Mail Services Supervisor Tony Brunetti (extension 2-5826 or email [brunettia1@SouthernCT.edu](mailto:brunettia1@SouthernCT.edu)) for assistance to ensure that your mailing project is in compliance with the US Postal Services shape based pricing. Mail Services can advise you on whether your mailing should be processed on campus or through a recommended vendor.



#### Did You Know...

**DHL Express is the University's next-day and second day letter size express mail carrier.**

If your department is not taking advantage of ordering DHL express mail services conveniently through the online shipping process, please contact Richard J. Fabish ([fabishr1@SouthernCT.edu](mailto:fabishr1@SouthernCT.edu) or extension 25266) for more information.

## The Recycling Bin

Southern remains committed to its environmental stewardship. As part of the ongoing effort to go green, including energy conservation and responsible building design, Southern has enhanced its recycling program.



This fall **Heather Stearns** was announced as the new Recycling Coordinator for SCSU. Heather will be helping the Southern community increase both the visibility and participation in campus recycling efforts.

A familiar face on campus, Heather comes to Finance & Administration from Academic Affairs, having served as the Assistant Director of Admissions for the past 10 years. Prior to that she worked in Admissions at CCSU.

Heather will be focused on establishing a recycling web site, increasing awareness across the campus and expanding the current recycling program.

If you would like to get involved in the "green" efforts at Southern or if you have questions regarding recycling, please contact Heather at 2-6931 or [stearnsh1@SouthernCT.edu](mailto:stearnsh1@SouthernCT.edu).

#### Did You Know...

**Last year, SCSU saved over 833 trees and 343,000 gallons of water by recycling over 49 tons of mixed office paper.**



## Payroll News Flash – Direct Deposit Available

Direct deposit is available for all Southern Connecticut State University employees. Direct Deposit Forms are available on the Payroll web site ([www.SouthernCT.edu/payroll](http://www.SouthernCT.edu/payroll)). For more information regarding direct deposit please contact the Payroll Department at 2-5425.

### Direct Deposit is simple

- Once you enroll in direct deposit you no longer need to wait in long lines at the bank to deposit your paycheck.
- Your money is deposited every pay period on time, every time. If you are on vacation during a pay week, no problem your funds are available on check date.

### Direct Deposit is safe

- Direct deposit payments never get lost. No need to worry about your check getting lost in the mail or washed with the laundry
- Direct Deposit is confidential. Money is transferred electronically.
- Problems with direct deposits, are rare, but quickly resolved.

### Direct Deposit is smart

- Direct Deposit typically gives you access to your money earlier than check deposits.
- Many banks waive banking fees if you direct deposit your check into any of their accounts.
- A Direct Deposit Advice is issued every pay period which looks similar to your current stub.

