

Tip of the Month – May 31, 2011

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

- When sending mail to Spencer House, it would be best to address separate envelopes for Accounts Payable, Payroll, Human Resources and Accounts Receivable/Deposits, instead of putting all mail in one envelope. Some paperwork is confidential and should go directly to the office or person intended.
- Year end is fast approaching. Please consult the Business Office website at <https://my.hamilton.edu/business/general-ledger/deadlines/fiscal-year-end-dates-deadlines> for information related to the year-end schedule and due dates for submitting fiscal year 2011 invoices.

For feedback or questions please call me at x 4313.

Shari