

Tip of the Month – September 28, 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 submitting receipts for reimbursement, please include an adding machine tape or an excel spreadsheet that agrees to the amount requested. Sometimes the amounts that should be reimbursed dare not clear from a stack of multiple receipts.
- A Check Request Form is not required when submitting an invoice for payment. The signature approvals and account number to be charged can be written directly on the invoice.
- Speaking of signature approval...please remember that your signature indicates that you have reviewed and approved the charges.
- The College is exempt from sales tax. When making purchases, please remember to use our sales tax exemption number which is printed on the College corporate credit card if you have one. The sales tax exemption form can be found at <https://my.hamilton.edu/auxiliaryservices/purchasing/forms> and a wallet size copy is available by calling Lauri Swan at x 4998.
- Original time sheets with supervisor signatures are need to process payroll. We will accept a fax copy to begin the process, but it must be followed up with the original time sheet. We may need to alter time sheet due dates periodically due to our training schedule for the implementation of the new payroll system. We thank you for your patience as we move through this process.

Notification

- The 2010-2011 fiscal year is closing today. Please note that the budget tool will be temporarily unavailable this afternoon. Once the year has closed, all balances that carryover, such as Fund 11 balances, will appear in the budget tool.

For feedback or questions please call me at x 4313.

Shari