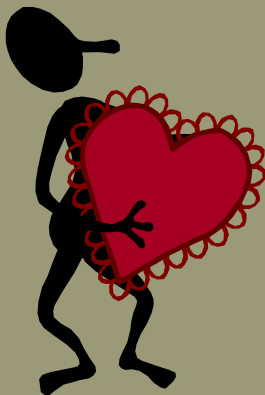


Did You Know?

- Payments to James B. Schwab for maintenance agreements may be made via your PCard. Please contact the Purchasing Department to initiate.
- Your business and personal Pin Codes are to be used only when making long distance calls. Please do not use the Pin Codes when making local calls.
- The new Statewide Financial System (SFS) implementation date has been delayed until April 1st. We will keep you posted on what transition steps we will have to take and advise deadlines as we learn of them.



Updates from: *Purchasing Ext. 3438 and
University Accounting Ext. 3467*

New and Updated Accounting Forms

Just a reminder that University Accounting is continually revising forms to be current with regulation changes and more user-friendly. Please check our [Forms](#) web page periodically to see the most current forms.

The Honorarium Form is now in an Excel “fillable” format and no longer needs to be printed on green paper. The Travel Voucher Form continues to be “fillable”, but will also do the math for the traveler.

Tax Exempt Reminder

The University is tax exempt. Please remember that if you notice a charge for sales tax appearing on your procurement card statement, it is your responsibility to contact the vendor to have this charge reversed. Ask the supplier to credit your account for the sales tax charged and fill out the credit pending section of the Credit Pending/Disputed Item Form. This form will help you remember to check your next month statement for a credit and also serves as documentation should the charge be audited. For more in-depth information please read the Procurement Card Guidelines at http://www.fredonia.edu/admin/purchasing/CB_VISA_Guideline_Training_Booklet.pdf

For travelers, please note that our tax exempt status for lodging applies only to hotels within New York State. Before leaving on a business trip, please obtain an ST-129 NYS Occupancy/Hotel Tax Exempt Form from Accounting’s [Forms](#) web page.

Change in Travel Authorization Work Flow

Travel Authorization Forms are a 2-part form. After the Authorized Signor has approved the reimbursement level and signed the form, the department is to send the “white” copy to Accounting and the “yellow” copy to the traveler.

Sending the “yellow” copy to the traveler is extremely important when the Authorized Signor has indicated a payment level less than *Full reimbursement of travel expenses is authorized*.

Campus Food Service

Reminder - *FSA Policy 008: SUNY Food Service Policy* states that all food service on campus MUST GO through our auxiliary service provider? If FSA is unable to accommodate your request, you can then work with an outside food service provider to meet your needs. Please make sure to document this information when using an outside source.

Administration Policies can be viewed at <http://www.fredonia.edu/admin/policy/>