Happy Fiscal New Year: FY2008

It’s July 1, 2007, the start of a new fiscal year, so Happy New Year!

Much time has been spent over the past two months in finalizing budgets for fiscal year 2008, year end purchasing cut-offs, concluding grants and contracts, as well as starting Summer Quarter classes. Take a minute and catch your breath.

We’re sure that FY2008 will be just as busy and exciting as FY2007 so we’d like to take the opportunity to introduce ourselves to some of you who may be new to the college or new cost center managers. To others, we’d like to offer some tips and refreshers on processes and practices to start the year off smoothly.

We will be offering our Cost Center Manager training sessions throughout the year. The first one is scheduled for July 13, 2007. We are also planning periodic forums throughout the year to discuss new initiatives, what’s working well, what could be better, and what’s on your mind. We’ll also be moving forward to the next phase of internal controls assessments. We look forward to working with you and having another exciting year!

--Business Services Team

General Accounting
- Run budget reports, monthly
- Ensure sufficient funds in accounts before requesting payment
- Take note of signature protocol
- Colleague training on general ledger is available

Grants, Contracts & Loans
- New forms will be available as developed for the updated Grants Administration Process
- Payroll action forms for any new funding for existing employees should now be completed with Payroll
- Purchase orders and blanket purchase orders work great for projects! Have one issued today! (All blankets closed at 6/30/07)
- Purchasing policies and procedures apply to grant activities too.

Student Accounting
- New student Health Insurance plan coming soon
- All students can get refunds via direct deposit, please refer to Rhodes Hall 234 or 238
- When talking with and dealing with students, please be sure to verify address information. If student has new address, route them accordingly to get address changed so refunds will reach them

Purchasing, Accounts Payable and Travel
- Establish Blanket Purchase Orders
- Obtain pre-approval for food and beverage purchases
- Be careful not to use frequent flyer or other reward programs when reserving flights or hotels
- Let us know, in writing, of approvals and thresholds that are more restrictive than college policy or any signature protocols that have changed for your area.
- Purchasing and travel documents, as well as contracts, require at least 2 signatures.

Cashier Operations
- There are 2 ATM’s on campus: one in the Convenient Store of the DX and the other in Delaware Hall (near the cafeteria).
- New Hours:
  - Monday - Thursday 8 a.m. to 6 p.m.
  - Friday 9:30 a.m. to 4:30 p.m.
  - Saturday hours during Rush
- *Hours are effective beginning July 1, 2007.
- US Bank window will close August 3.

Web References
- http://intranet.cscc.edu/forms.htm
- http://intranet.cscc.edu/pres/poltable.htm

Business and Administrative Services supports the campus community with focused, high-quality services while promoting and maintaining fiscal responsibility.