

Sandra Harberts facilitated the meeting.

- A. Participants divided into small groups and responded to a questionnaire regarding MEMFIS. Most users indicated they are comfortable with the tasks they perform on a regular basis and particularly with Campus Supply requisitions. Shadow systems are still used by some departments based on projects and/or events rather than by object code. Request for Payments are sometimes a challenge when the address listed on the form is different than the address for the supplier number (payments are sent to the address based on the supplier number). The consensus of users is that procurement cards are simple and convenient to use.
- B. Supplier Setup Form update – Penny Becker from the Office of Business Operations discussed the new supplier setup form, which will be required to use beginning in May. Due to updated technology, it is easier for the IRS to track taxable income payments, therefore it is very important for the university to have W-9 forms on file for anyone who receives taxable income. The new form must be completed and signed by the vendor and the form will be kept on file in the Office of Business Operations. This is for all new vendors only, not current vendors. The new form will be posted to the MEMFIS forms repository. Instructions will be provided with the form that can also be sent to the vendor. Questions should be directed to Penny Becker, 3-3539, penny.becker@uni.edu; or Joyce Willms, 3-6441, joyce.willms@uni.edu
- C. Announcements
 1. Eunice Dell confirmed the announcement made during March 2004 that the implementation date for Phase II of the MEMFIS project has been extended to January 2005. This means electronic time entry will begin during December 2004 with the first bi-weekly payroll for students in January 2004. A revised PAF (Personnel Action Form) is in process and a prototype is planned for user input by Fall 2004. Training on the electronic timecard and the PAF is being planned.
 2. Travel Reimbursement Form – Pat Whitt said that the new form will be ready to implement in May with guidelines provided. Training will be offered to departments, divisions and groups, as needed. Contact Lisa Steimel at 3-5885 to schedule training sessions.
 3. Routing Requisitions with Foundation Accounts – Pat Whitt provided a power point explaining the process of routing requisitions with charges to Foundation accounts. The power point is available on the MEMFIS website under Meeting Presentations and Tips. To view click here.
 4. Graduating students – Karen Paulsen reminded departments to process an authorization form to end MEMFIS responsibilities for students who will be graduating in May.

The next MUG meeting will be Thursday, May 20, at 1:30 p.m. in the CME conference room.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu. The planning team would like to encourage other users to consider becoming a member of the group in order to allow those who have served since MUG was formed to step down from those responsibilities.