

MUG Meeting Notes
Thursday, May 20, 2004

Mary Friedrich facilitated the meeting.

Mary introduced two members to the MUG Leadership Team, Tanjala Kole and Julee Jacobson. Two former members are leaving the team, Carol Geiger and Rita Harris. Mary thanked them for their input and service to the group. A thank-you was extended to Gail Tolbert for helping secure a meeting room.

- A. **Campus Supply** Cathy McRoberts reviewed the process of entering requisitions for Campus Supply. A handout on preparing Campus Supply requisitions can be found on the Campus Supply website. She explained that Campus Supply can be found under three different entries in the A-Z index: Campus Supply, Physical Plant, and Purchasing. Cathy also reported that the Campus Supply website is being redesigned. A question was raised as to whether items from the Physical Plant, the warehouse, and the Office Depot catalog can all be entered on the same requisition and Cathy responded she would check with Mary Burke.
- B. **Year-End** Kelly Flege provided a handout of important dates for closing FY04 accounts. Kelly pointed out that even though the last day listed to use the credit card for FY04 is listed as May 26, MEMFIS users were cautioned that the month the transaction actually gets posted to would depend on when the vendor sends the invoice to Visa. In other words, something purchased May 26 may not get posted to the procurement card until July. Kelly encouraged the group to check their statement of account often during the last month. All activity up to June 30 should be available to view on your accounts on July 15. Kelly also recommended for users to use the "Need by Date" on FY04 requisitions to insure that items ordered from a third party vendor are received before June 30, 2004.
- C. **Travel Reimbursement** Kelly updated the status of travel reimbursement. Guidelines are being updated and a new form will be used. Jane Campbell will be reviewing all travel reimbursements in the near future.
- D. **Credit Card** There will be changes in the procurement card agreement. Everyone currently using a procurement card will be receiving a new card sometime in July. There will be a new form for submitting the monthly journal entry. People in possession of a card will need to turn in their old card and sign the new agreement at the time they receive their new card.
- E. **Fringe Benefits** Kelly Flege reported that new rates for fringe benefits will be released soon.
- F. **Announcements** Eunice Dell announced that there were some problems with the April WEBFocus reports. She encouraged people who checked their accounts before May 11, to review them again.

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The next MUG meeting will be held June 17, 2004.