

**MEMFIS Users Group Minutes
Thursday, September 18, 2008
201 McCollum Science Hall**

Katrinka Smith welcomed everyone to this month's MUG meeting, passed around sign-up sheets and delivered a very heart-felt tribute to Eunice Dell who passed away on June 1, 2008.

**A. Office of Business Operations (OBO) – Purchasing and Accounts Payable
Tori Stafford, Purchasing and Payables Manager**

There have been many staffing changes in OBO since last spring. The OBO web page has been updated with the changes: http://www.vpaf.uni.edu/obo/contact_info.shtml

- Jackie Burvee (3-2212) has replaced Jane Campbell who moved to Facilities Planning. Jackie will focus on processing domestic Request to Pays and Travel Reimbursements.
- Luann Andreessen (3-3116) has replaced Pam Pam Rousselow who moved to Campus Supply. Luann's work focuses on invoices related to purchase orders.
- Jon Westhoff (3-6246) joins OBO as a purchasing agent and focuses on purchasing for Athletics and Facilities. Molly Rickert, also a purchasing agent, focuses on purchasing for scientific supplies and other areas not covered by Jon.
- Lisa Steimel's (3-5472) duties have changed somewhat to include international travel reimbursements and request to pay that have 1099 implications.
- Christina Geweke (37505) joins OBO as the Cashiering Coordinator.

Items that Tori reported on were:

- Updated mileage rate/POV rates. A full copy of the guidelines can be found at: http://www.vpaf.uni.edu/obo/accounts_payable/tguide.shtml#reimburse

For travel beginning:	POV Rate	GFV Rate
August 1, 2008	58.5 cents	28.5 cents
March 19, 2008	50.5 cents	28.5 cents
January 1, 2007	48.5 cents	28.5 cents

- Tori is working on a travel checklist to assist faculty and staff in completing Travel Reimbursement forms.
- OBO will soon be in negotiations with US Bank for our procard contract. Debit cards will be a part of the negotiation this time.
- Procard – please use the most recent version of the WebADI procard form to reconcile your monthly procards. The new form no longer includes a line for the credit card number.

**B. New Method for Ordering Office Supplies
Pat Whitt, Information Technology Training and Support Specialist**

Office Max is the vendor of choice for office supplies. Webinars were offered to all procard holders in July which provided instructions on how to navigate the Office Max website. Items of note here are:

- Procards are needed to order supplies from Office Max. If you need to get a procard, contact Molly Rickert at 3-6448.

- A login and password are needed to access the UNI portion of the Office Max website (<http://www.officemaxsolutions.com>). Contact Janet Holt at Office Max (JanetHolt@officemax.com) and she will get you set up to access the website.
- Office Max may run specials on their main website that may have better pricing than the UNI contracted price. It is okay to order items from that site if the price is better. Shipping/handling will be included if you order from www.officemax.com but not from the www.officemaxsolutions.com site..

C. Announcements

- There will be a minor upgrade to the MEMFIS system later this fall.
- It was suggested that anyone with Employee Responsibilities in Oracle check their supervisors listing. If there are people who have left or changed departments a MEMFIS Authorization for Access form (found in the Forms repository) should be completed.
- The MUG Planning Team is always looking for new members. Please contact Pat Whitt at 3-6881 if you are interested. The time commitment is very small and it's a great group to be involved with.