

Financial Management Meeting Notes

December 14, 2010

21 N. Park St, Room 1106/1108

9:30 am to 11:30 am

Al Benzschawel welcomed everyone and had a few opening remarks.

Mike Hardiman spoke regarding:

Bar-coding Requisitions: Users of the Requisition Generator will note that requisitions are now being printed with bar-codes. This will provide more efficient tracking of requisition status, including recording receipt of Continuing Order Requisitions (CORS).

WI Legislation Act 44: There are new legislated restrictions on the use of “mercury containing devices”. While Universities and manufacturers have both been moving towards use/production of mercury-free alternatives, there are still some legitimate needs. The restrictions will create delays if they are not already approved products as an approval process must take place with DNR.

Misuse of Virgin Copy Paper: During a recent review of sustainable product purchases by a student project team, we noted that there are considerable purchases of virgin paper being made from Staples. The University is required by statute to purchase copy paper with a minimum recycle content of 30%. MDS stocks 30% and 100% recycle content paper and should be your source of copy paper, rather than linking out to Staples for these purchases.

Hua Ramer discussed the PI Financials project.

Vera Laufenberg spoke on problems with invoices that Accounts Payable receives from departments that are delegated to audit and approve payments requests. This also covers the DP forms. This was addressed in the September 2010 Administrative News. [Please refer to the handout from Vera.](#)

Jan Richardson discussed e-Reimbursement Updates and [Receipt Requirements – See Yellow Handout](#)

Janet Deutsch reported on Updates to Business Services website regarding [e-Reimbursement Appointment end dates](#). Dates were posted to web regarding [December end of the month cutoff](#). No e-reimbursement after 4PM until Jan 3rd. Dec 28th last pay cycle of year entered @ noon.

Sharon Hughes gave a Power Point presentation of Payment Card Industry (PCI) Compliance; [see handouts](#).

~Next Meeting Date~

February 8, 2011

Location: Pyle Center