The College will continue to offer Nelnet, the payment plan solution, for Summer and Fall semester. We rolled this solution out for the first time this Spring and had very few participates. If you hear of students struggling to pay for tuition and fees, please encourage them to research Nelnet. The flyer seen here will be posted all over campus very soon.

Please review your budget progress reports for up to date balances!

The Business Office currently is holding a stack of expenditure vouchers that have failed budget check due to a lack of funds in either travel or operating. Budget managers may need to transfer money from their operating budgets to their travel budget or vice versa. A transfer/correction form will need to be completed and sent to Donna King to make these budget transfers. We will be sending emails or returning the vouchers if they fail to pass budget due to lack of funds. The Transfer/Correction form is located on the Business Office website. Please give Donna a call if you have any questions about this process.

ALL monthly payroll changes for April must be processed by April 19!

Inventory Tracking: In the past, inventory was taken at the beginning of the fiscal year but now auditors have requested it be taken the last few months of the fiscal year. Because of this new time constraint it is VERY important that the departments make sure they submit the proper form when an item is moved to another building/room. It is impossible to keep track of inventory without cooperation from all departments. To locate the forms go to Procurement on the Business Office website and click on Forms. Please submit all completed forms to Teri Mathis.

FY13 Expenditure Deadlines:
- PO’s over $25,000 and under $100,000 and not on state contracts must be submitted no later than April 30
- All other PO’s must be submitted by May 10
- All P Card purchases to be charged to FY13 budget must be made by May 10
- All direct vouchers must be received by the Business Office by May 31 in order to be charged to FY13 budget
- Petty Cash reimbursements must be submitted by June 28 to be charged to FY13 budget
- Travel is NO LONGER ENCUMBERED. All requests for travel reimbursement must be documented and submitted by June 28 to be charged to the FY13 budget

Inventory Tracking:

NATIONAL
CIVIL SERVICE
EMPLOYMENT
EXCHANGE

IN THIS ISSUE

- NELNET
- BUDGET TRANSFERS
- INVENTORY
- EXPENDITURE DEADLINES
- STUDENT WORKERS

UPCOMING DATES

P Card Log/Statement
Due: April 4 May 6

Biweekly Payroll
April 5, 19
May 3, 17, 31

Staff and Faculty Monthly Payroll
April 30

Budget Reports
April 1 and 15

Fuel Receipts Due
April 18

News concerning Payroll:
Friday, May 3, is the last day that students can work for Spring semester. Managers needs to also remember to approve everyone on they manage in ADP even those without hours for the current period.

If you need assistance with ADP, please contact the Shared Services Center at:
Toll Free: (855) 214-2644
Phone: (478) 240-6500
Email: helpdesk@ssc.usg.edu

The flyer seen here will be posted all over campus very soon.