I am proud to announce that Kristin Beasley has accepted the Staff Accountant position. Please take an opportunity to congratulate Kristin on her new position. Kristin’s office will be located in Evans Room 114. Kristin is an ABAC and Georgia Southwestern Alumni and we are very excited to have her working in our department!

**PLEASE DELETE ALL OLD BUSINESS OFFICE FORMS SAVED ON YOUR COMPUTER!!!**

The Business Office is having a big problem with old forms being used to process paperwork. Please make sure you delete all old forms and use the forms that are located on the business office website. We have updated the forms not only for functional purposes but also for auditing purposes. Starting January 15th, warning emails will be sent for old forms received and on February 1st, we will start returning all paperwork that is completed using an old form.

**News concerning Enterprise Rentals:** Effective January 1st, NO ONE can rent a car from Enterprise for more than a month at a time. If you prefer to rent the same car for multiple months, you must turn in the car at the end of the month, have enterprise give you an invoice for that month, and then rent the car for another month. There are multiple reasons that we have chosen to accept this policy. If there are any questions or concerns about these changes, please contact Deidra Jackson directly.

**ALL monthly payroll changes for January must be processed by January 20!**

**News from Debbie McComas Payroll Manager:**

**Employee Social Security Tax Returns to 6.2%:** The reduced 4.2% rate for employee social security taxes that was in effect for 2011 and 2012 has expired. The social security tax rate will return to 6.2% for 2013 wages for up to the taxable wage limit of $113,700. Consequently, employees’ net pay under the taxable wage limit will decrease accordingly. The maximum social security tax that an employee would pay will be $7,049.40 for 2013.

**Procurement Update:** Procurement has been notified that a NEW statewide contract for all terrain vehicles (ATV), utility vehicles (UTV), and golf cards with options, parts, and accessories will be in effect January 14th as a Mandatory contract. Coming Soon – P Card’s NEW Policy and Procedures will be posted to the Procurement website [http://www.abac.edu/Procurement/PCard/](http://www.abac.edu/Procurement/PCard/) the week of Jan 7th. Once it has been posted, Teri will send an email out for all cardholders to review and print. Please contact Teri Mathis if you have any questions.