STANDING ORDERS

As we approach April 30 it is time to start thinking about the renewal of your standing orders, as they are not automatically renewed. We have sent out an up-to-date listing of all department standing orders to assist you. All standing orders should be entered on-line using the electronic purchase requisitions. If you do not have access to the electronic purchase requisitions, please contact Lilly Ross at X84575, or lross@uwo.ca. Once we receive your approved forms, located on our web site at http://www.uwo.ca/finance/people/e_req/ we will contact you to arrange for training.

RESEARCH GRANTS/AWARDS WITH FISCAL YEAR END OF MARCH 31, 2008

The Research Accounting Office would like to remind grant holders and research administrators that the fiscal year end of a large number of research accounts is fast approaching (March 31st). Please ensure that the travel/expense claims, invoices, weekly payroll, adjusting journal entries and inter-department charges are directed for processing as soon as possible.

Also, please refer directly to the funding agency guidelines to familiarize yourself with the appropriate agency carry forward policy. Not all agencies allow the carry forward of unspent balances. Some agencies have limits regarding the amount of funds that can be carried forward to the next fiscal year.

Please contact your financial officer in Research Accounting if you have any questions.

YEAR END DEADLINES

For year end information and deadlines please see our web page at http://www.uwo.ca/finance/. Year end information will be noted under ‘Hot News’ when it becomes available.

Western Office Supplies
Will be closed for
Inventory on April 28, 29, and 30
We will not be accepting orders on these days.
The last day to order is Wednesday, April 25.
We will re-open on May 1 at 8:00 am
Our regular hours will apply.
Please order early to make sure your orders get processed on time.
Any questions please call us at Extension 88122, or contact us at wos@uwo.ca
Thank you for your co-operation
ON-LINE TRAVEL UPDATE

Nearly all of our employees now have the ability to submit their travel and expense reports on-line through PeopleSoft. We encourage you to try the on-line system now. Staff and faculty alike find that reimbursement of expenses is faster. Direct deposit to your payroll bank account is also available. Many people find this more convenient than paper cheques and payments are generally made within two business days after final approval versus several weeks for paper forms. (See the February 2008 edition of Purchasing Post for more details on selecting direct deposit).

For your information, you can find detailed instructions and on-line training tools at the following link: http://www.uwo.ca/finance/people/. If you encounter any problems accessing PeopleSoft, contact finsys@uwo.ca. If you have questions about on-line travel expense claims or travel advances, contact travel@uwo.ca. The administrator for your department is also available to assist you.

HARCOURT ASSESSMENT HAS INTEGRATED WITH PEARSON

Harcourt Assessment is now Pearson Canada Assessment Inc. All orders and backorders that were received before Jan 30, 2008 have been transferred. The address and phone numbers remain the same for Pearson Canada Assessment Inc. However, their e-mail addresses have changed. Our rep is Scott Pawson - scott.pawson@pearson.com

ON-LINE TRAVEL TIPS

Our fiscal year end is April 30, 2008. This is a reminder to submit your travel and expense reports for any expenses relating to this fiscal year by April 23 to allow for processing by April 30. Remember to forward the hard copy expense report with receipts attached to the travel desk in SLB 280. These are required for audit purposes.

Travel advances should be cleared on a timely basis. Failure to clear travel advances may result in the funds being added to your taxable income. Administrative personnel can run an aging report for their departments to see what is outstanding.

If you have to return unspent funds from a travel advance, take your cheque to the cashier’s office (SLB 220). Give the cashier the advance number, speed code and account where the advance was charged. Send a copy of the receipt to the travel desk (SLB 280) in order for us to remove the advance from the travel system.

Staff and faculty are so enthusiastic about using the on-line travel system, that some are submitting claims almost daily. For ease of administration we recommend that you save up your receipts and submit your claims no more than once per week. You can create an expense report and “save it for later”. When you want to add lines to it, use the “modify” option. It is possible to have different account distribution (i.e. speed codes) for each expense line if desired.
Bolen Becomes Toshiba (Mobile Products) Certified

Bolen is now designated as a Toshiba Authorized Service Partner on the mobile line of products (notebooks, tablets, etc). Bolen has also negotiated special pricing for UWO on this product line. Bolen can be reached at 519-641-3381.

This service authorization does not apply to the Toshiba fleet of multifunctional copiers which are serviced by OE Canada.
OE Canada Service - 519-685-1999

Dell Computer orders

Campus Computer Store has obtained special pricing from Dell for all University orders. To receive this special pricing Dell orders must be placed through Campus Computer Store.

Mainline Computers Has Closed Their Doors.

Effective Feb 7, 2008 long time vendor of the University, Mainline Notebook Computers have closed their doors. We are sad to see them go and wish the owners and staff all the best in the future.

CANADIAN TIRE

Orders to Canadian Tire in Hyde Park will show up as Gunn Adventures when transactions are posted to the GL. Gunn Adventures is their corporate name.

LOCAL MOVING SERVICES

Purchasing is please to announce a change in vendors for Local Moving Services. AMJ Campbell Van Lines has been contracted to provide local moving services encompassing all campus moves.

AMJ Campbell Van Lines has provided a very competitive pricing structure which will translate into cost savings for UWO and will provide on site estimates.

Western’s account manager at AMJ Campbell is Pierre Frappier and he can be reached at:
Phone: 1-519-951-9000
Fax: 1-519-951-9933
Email: pfrappier@amjcampbell.com

Western's contact for estimates is:
David Dilts
Phone: 519-951-9000
Fax: 519-951-9933
Email: ddilts@amjcampbell.com

When requesting a quotation, we recommend that you provide AMJ with an inventory listing of the goods to be relocated.

If you experience any problems with AMJ Campbell, please do not hesitate to contact Helga Alcorn@ 84590 or email halcorn@uwo.ca

CUSTOMS AND TRAFFIC

Our new customs broker is
Thompson Ahern & Co.