

MEMORANDUM

Date: June 14, 2018
To: The University Community
From: Lauren Weitzel, Director
Purchasing and Campus Services
Re: Purchasing End Of Year Reminders

Credit Card

Due to the end of the fiscal year, all credit card purchasing must be made prior to June 22nd. This is to allow purchases to ship and post before June 30th. **No credit card purchases are to be made from June 22nd through June 30th.**

Transactions for June MUST be reconciled (allocated and receipts uploaded) by July 6th due to the fiscal year end. It is HIGHLY recommended that you reconcile as your charges post throughout the month to avoid the rush at the end of the month.

Travel for 2018 fiscal year

ALL Travel Expenses for June 30th 2018 or prior MUST be submitted as soon as the travel commences, but no later than **July 12th**.

Hotels

All guest hotel reservations should be made by the department and reservation confirmation information MUST be forwarded to Purchasing for Direct Bill processing.

Enterprise

When reserving an Enterprise vehicle, please be sure to use the portal in MyVille under Purchasing and you MUST know and enter the correct cost center information. A Travel Request MUST be done and submitted to Purchasing ASAP. Please be sure you are selecting the correct link so it is billed properly:

MILLERSVILLE UNIVERSITY, WELCOME!

This website is for Business Use Only, for Personal Use please call the Lancaster Branch – 717-290-1111 (then press option 4 to reach the branch directly). Millersville University is Tax Exempt. Applicable taxes will be removed at the Branch. You may need to let the Branch Employee know that your Business Account has a Tax Exempt certificate on file with your Business Rental Program Manager at Enterprise.

Faculty and Staff - Lancaster, PA Branch (2010 Columbia Ave) If you are in need of a Specialty vehicle (such as a 15-passenger van) that is not available on this site, please call the branch directly at (717) 290-1111 (then press option 4 to reach the branch directly).	Select ▶
Faculty and Staff - All Other Locations	Select ▶
Admissions - Lancaster, PA Branch (2010 Columbia Ave) If you are in need of a Specialty vehicle (such as a 15-passenger van) that is not available on this site, please call the branch directly at (717) 290-1111 (then press option 4 to reach the branch directly).	Select ▶
Admissions - All other locations	Select ▶
Athletics - Lancaster, PA Branch (2010 Columbia Ave) If you are in need of a Specialty vehicle (such as a 15-passenger van) that is not available on this site, please call the branch directly at (717) 290-1111 (then press option 4 to reach the branch directly).	Select ▶
Athletics - All Other Locations	Select ▶
University Travel Policy	Select ▶

ENTERPRISE NOTES:

- » All Specialty vehicles such as 15 passenger vans must be reserved over the phone at 717-290-1111, option 4.
- » You are automatically eligible for Compact, Intermediate, or Standard (car) vehicle. Any other size would need justification provided.
- » Please refrain from using local airport locations for pick up or return as they charge additional fees.