

MEMORANDUM

Date: December 20, 2019

To: The University Community

Re: Purchasing and Campus Services and Accounting and Budget Department
Changes & Notes

Purchasing Card Administration:

Effective January 1, 2020 the Millersville University Purchasing Cards (PCards) will be administrated by Kathy Fulmer in the Purchasing and Campus Services. She may be reached at extension 4185.

Travel Card Administration will continue to be managed by Jean Ressler in the Accounting and Budget Department. She may be reached at extension 4181.

The purchasing rules have not changed. Please refer to the Purchasing Card Information web page at <https://www.millersville.edu/purchasing/purchasing-card-info/index.php> for details.

Reminder!!! All PCard transactions **MUST** be reconciled (allocated and receipt uploaded) by the 7th calendar day of the month following the charge. Allocation changes cannot be made in Works after the 7th of the month following. For all cost center/GL account expense reclassifications after the 7th, please contact Gladys LaPorte Rodriguez in the Accounting and Budget Department by email at Gladys.LaPorte-Rodriguez@millersville.edu.

Ricoh:

VERY IMPORTANT INFORMATION!! PLEASE DO NOT MOVE MACHINES ON YOUR OWN. A Help Desk request should be submitted to move any Ricoh copiers, as there are parts on the machines that need removed in order to prevent them from being damaged. Information Technology can determine if they can move the machine or whether Ricoh should be contacted. Again, please do not move these machines on your own.

All toner and maintenance requests must be completed online at www.myricoh.com. If not previously done, you will need to create an account. **DO NOT** attempt to order toner from another supplier as all toner is part of the lease contract with Ricoh.

For invoice or billing questions, please contact Jean Ressler at extension 4181.

Thank you for your cooperation.

Travel Management:

Effective January 1, 2020, all campus employees will use the Travel Management System (TMS) in the Employee Self-Service (ESS) portal for all travel. Please remember that a travel request must be completed and approved prior to traveling and attending your event. Only the traveler can save and send a request for approval.

Special Notice: In the TMS system, Administrative Travel is defined as “Athletic Administrative travel or the cost of any authorized employee moving expenses.” When prompted to choose your type of travel, please do not select Administrative Travel. Instead, use “General Travel” or “Training/Development Travel” for your travel selection.

Please always create an expense report FROM the “create” link your the travel request. Create New Expense Report should ONLY be used for an expense report created from a blanket travel request.

A Guide will be created and posted on the Accounting and Budget Office webpage, under Accounting Office, then Travel Information or by clicking here
<https://www.millersville.edu/accounting/travel/index.php>.

If you have any questions, please refer to the Travel Information page on the Accounting web site
<https://www.millersville.edu/accounting/travel/index.php> or contact Jean Ressler at extension 4181.