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Inside:

- Choosing Travel Options
- Reviewing Invoices
- Hertz One-Way Rentals
- Purchase Requisition Audit Request
- myOneonta Offers Easy Access
- Proper Default Printer Settings=\$avings

Matters

Choosing Travel Options

New York State policy requires that the least expensive mode of transportation be utilized for University-related travel. Travelers may opt to use a personal vehicle, common carrier or rental vehicle but are responsible to compare costs.

The Office of General Services provides a [personal vs. rental vehicle calculator](#) to assist in comparing the cost of these modes of travel. If a traveler chooses to use a personal vehicle when a rental vehicle and associated costs are less, reimbursement will be only up to the rental costs of a “standard” sized vehicle; a copy of the completed calculator page should be attached to the travel voucher.

The Procurement and Travel Office will be reviewing travel vouchers related to the mode of transportation. If personal car mileage is being claimed, the voucher will be adjusted to reflect the least expensive option using the trip calculator referenced above.

Reviewing Invoices for Accuracy and Appropriate Charges

All invoices should be sent to the Procurement and Travel Office for payment. Invoices are thoroughly reviewed to ensure that:

- ▶ The document is an invoice and not a quote or statement
- ▶ The invoice matches the original purchase order, contract, p-card quote
- ▶ Charges are accurate and appropriate
- ▶ Vendor information is correct

There are times when the invoice is required to be sent to the person or department originally procuring the goods and/or services to request their sign-off on approval to pay. Before signing, invoices should be checked for accuracy and appropriate charges as noted above. Thank you for your attention to these important details!

Hertz One-Way Rentals

The State contract for Hertz Rental includes **one-way rentals** at participating locations (including Oneonta and most airports). These are available at no additional cost if the trip is less than 500 miles. For trips more than 500 miles and a one-way rental, Hertz charges \$125 per rental in addition to the daily fee.

When setting up the rental for a one-way trip, it is very important that you communicate this to the local Hertz Office so the vehicle is not expected back in Oneonta and scheduled for another trip. In the past, some vehicles have been rented from the local Hertz office and then returned to a different location with no notification to the local office.

Additional Information Required on Purchase Requisitions

The College is receiving an increased number of audit requests from the Office of the State Comptroller asking for the purpose of the item or service purchased. If it is not obvious (i.e. ink cartridges) please include a sentence or two explaining the use/need for the item being purchased.

For example: “The videos will be used in Fashion 218 class to show designs from 17th century Europe.”
“The wetsuit will be used by students studying marine life in Otsego Lake.”



Offers Easy Access to SMRT and Other Applications

Take advantage of easy access to the SUNY portal by utilizing myOneonta. Once you are logged into myOneonta using your College username/password, SMRT and the SUNY Time & Attendance System (for those areas currently using this system) are just a click away. Simply click on the SUNY icon at the left side of the page and you will automatically be authenticated into the SUNY portal. myOneonta also provides “single sign-on” to webservices, library systems, and other applications. Check it out!

Proper Default Printer Settings = Savings /Less Waste



An easy way to realize savings and contribute to sustainability efforts is to print in color or on one side per page only when necessary. Be sure to check your printer settings to ensure that black ink/toner and two-side (duplex, if equipped) printing are your default settings. To do this in Windows, go to “devices and printers” in the control panel, right click on your printer(s) and choose “printing preferences” to view and change the settings.

For more detailed information about printing with MS Windows see <http://windows.microsoft.com/en-us/windows7/getting-started-with-printing>.

If you are using Mac OS here is a great reference for setting up and configuring your printer <http://support.apple.com/kb/HT3771>.

If you need assistance or have questions about default printer settings, contact the Help Desk at x4567.