

SEPTEMBER 2016

Look to *Business Matters* for important updates and information from the "Business Office" units within Finance & Administration.

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Farewell to SMRT

The SUNY SMRT system will be disabled as of October 1. SUNY Business Intelligence (BI) training will be offered by SUNY via web-ex on Tuesdays at 10:00 a.m. from September 6th – September 27th. All Account Managers, Alternate Account Managers and departmental users are welcome to attend these training sessions if desired. Please contact the Accounting Office via e-mail accounting@oneonta.edu to obtain the web-ex log-in information and training manual. The Accounting Office will still provide individual training as needed on an on-going basis. Don't hesitate to contact us!

2016-17 BI Budget Allocations

Not Seeing your 2016-17 Budget Allocations in BI? SUNY System Administration has advised us that new fiscal year account allocations are expected to post to BI-Finance around mid-September. In the interim, all departments should proceed with necessary purchasing based on FY15/16 allocation levels, unless you have been otherwise notified of a change in account number or allocation amount. If you have a FY16/17 budget question, you may contact the Budget Office at x2592 or x2503. Please direct any questions about purchases and expenditures to Terri Thomas at x2555. We will keep you informed as further information becomes available. Thank you for your patience.

Mail, Receiving and Supply Updates

SUPPLY ROOM

We have taken your feedback from the Supply Room follow up survey and added back the following items to the Supply Room Inventory:

9 x 12 White Self Seal Envelopes with the SUNY Oneonta logo
Packing Tape
Scotch Tape
Jumbo Paper Clips
8 ½" x 14" Plain Copy Paper
Avery Labels: 5161, 5162, 5163

Please continue to check the [Supply Room list](#) online before you order from another vendor because we still have a lot of products available!

MAILROOM - NEW SERVICES**Bulk Mailings**

The Mailroom is now able to process bulk mailings and assist with final processing of your mailing, such as applying labels and stuffing envelopes. Please contact the Mailroom prior to starting the process of a mailing to see how we can assist. The more work we can do ahead of time, the more money we can save in postage! In some cases, we may recommend using an off campus vendor, depending on the volume and time of year. What we need from you:

1. **The contents of your mailing.** We will need to know exactly what it is you are mailing and in what envelope to see if it will qualify for Non-Profit rate or a pre-sort First Class mailing. We will need 10 sample pieces so we can get the weight and dimensions. If you are designing a new piece, please send it over to the mailroom prior to having it printed to make sure it meets all USPS Mailpiece Design requirements.
2. **Excel spreadsheet of your addresses.** We will take your list of addresses and run it through an address cleanser and have barcodes added to address. We can then get a PDF of all the addresses either for labels, envelopes or letters.

"Best Way Shipping"

Remember to utilize Best Way, the new service that ensures the least expensive way to deliver your packages and overnight mailings according to your needs and specifications. Use the [Package Shipping Document](#) to indicate your requirements and Mail Services will select the vendor based on a best-price analysis (you may still designate the vendor, if preferred).

Travel Ban to North Carolina and Mississippi

Governor Cuomo continues to enforce Executive Orders #155 and #156 banning state- funded or state-sponsored non-essential travel to the states of North Carolina and Mississippi based on laws in those states that create the grounds for discriminatory practices. To comply with the Executive Orders, travel may not be scheduled nor expenses incurred for College-related travel to these areas. Exceptions to the ban include travel to enforce a NY State law, to meet prior contractual obligations, or for the protection of public safety, welfare and security. Prior approval for travel under an exception must be obtained from the Vice President of Finance and Administration before travel can be authorized; requests should be submitted to Betty Tirado, Director of Business Services. Travel booked to these states without prior approval may not be reimbursed and is at the risk of the purchaser.

The Executive Orders may be viewed here: [#155](#), [#156](#).

Campus-wide Shred Day

Mark your calendars for the annual Campus-wide Shred Day October 18, 2016!

From 9 a.m. to 11 a.m., Rogers Service Group, the company we have contracted with for onsite shredding, will be on campus for a campus-wide records destruction event. The shred-truck will be parked by the loading dock of Netzer. They will shred documents onsite and Laura Emmett, Records Management Officer, and Hannah Morgan, Sustainability Coordinator, will oversee the shredding activities. You can deliver documents to be shredded or you can have them picked up. There will be no cost to departments but RSVPs are necessary to participate. A [Records Destruction Form](#) needs to be filled out for each set of records you will have destroyed. The destruction forms should be filled out and delivered with the records. To access the Records Retention Schedules that we follow go to [Records Retention Guidelines](#).

Hannah Morgan has recruited some student volunteers to pick up records at your office to bring to the shredding truck, if you are interested. RSVP to Laura Emmett at laura.emmett@oneonta.edu or by phone at x3114 at your earliest convenience with the following information:

- Your name, department and extension
- Location of records to be picked up
- Approximately how many boxes of records you have
- What time you would like pick up of records OR what time you would like to bring them over

Making Cent\$ on the Move!

Remember the TV show Cash Cab? The Making Cent\$ Financial Literacy Program is running a golf-cart version, loosely based on the show, called "Making Cent\$ on the Move"! Students are invited to hail down the cart and score a ride to their campus destination while they answer money management questions (and have the chance to win a prize). Opportunities to play will be limited to certain times during the week, but who knows... perhaps a faculty or staff member might be in the right place at the right time.....



Volunteers Needed: Making Cent\$ of Life After College Event

This ever-popular annual event is scheduled for Wednesday, November 2 and your help is needed! Come join the fun for a one or two hour shift, or any time frame that works for you. Employees may volunteer during work hours with prior supervisor approval. Contact Kevin Sutton, Making Cents Coordinator, at kevin.sutton@oneonta.edu or x3021 to register as a volunteer.

To accommodate student schedules, the event will be held during two separate time frames: 10am-2pm and 4pm-6pm. Faculty and staff volunteers are needed in a broad array of areas ranging from greeting students to assisting at topic-based tables. No prior experience is required for most volunteer positions; we will provide you with everything you need to know!

Here's how it works:

- Students receive a “salary” in play money based on their projected career path and anticipated geographic location.
- They then proceed through a series of simulation stations to consider their monthly expenses and make appropriate budgeting decisions. Stations include student loan repayment, housing, utilities, transportation, food, health and wellness, entertainment, credit card debt and many more.
- After visiting all the tables and constructing a realistic budget, there is a de-briefing where the student is counseled to review budgeting decisions to maximize their available funds.

The goal of the event is for students to discover how to meet their expenses and live within the confines of their salary. Along the way, staff will be available to assist and empower them to make smart financial decisions. In previous years, students have found this event to be an enlightening and somewhat startling first exposure to the financial realities of life after college.

Faculty are encouraged to bring their classes to the event, assign participation for class credit, or promote participation as an opportunity to learn important life skills.

This event is a fundamental part of the Making Cents Financial Literacy Program, which focuses students on minimizing and managing debt, and building the skills necessary to become savvy financial citizens.

Notary List/Building **Coordinator** List

[Notary list](#)

[Building Coordinator List](#)