New Petty Cash Reimbursement Procedures

Effective immediately, fund custodians should follow the procedures below to reimburse their petty cash fund:

1. Department prepares a voucher payable to Student Financial Services (vendor 0000007916, address 21) for authorized petty cash transactions.
   - Receipts must be uploaded to the voucher Documents page.
   - Fund custodian’s signature must be included in the voucher backup, unless the fund custodian is the voucher Creator or Department Approver.
   - Department submits the voucher into workflow choosing the Dept-AP path.

2. Accounts Payable approves the voucher. (SFS will not reimburse petty cash funds unless the voucher has been approved by AP.)

3. Fund custodian goes to Student Financial Services (Room 9, E. Cullen) to get cash reimbursement for petty cash fund.
   - Fund custodian provides SFS with a valid photo ID and a printed voucher coversheet, which indicates AP has approved (see Approval History at bottom of voucher coversheet).
   - SFS gives the fund custodian the amount of cash indicated on the voucher coversheet to reimburse the petty cash fund.
   - Fund custodian must sign the voucher coversheet acknowledging receipt of cash.
   - SFS uploads the voucher coversheet signed by the fund custodian into the voucher Documents page.

The above procedures only apply to departments with authorized petty cash funds. If you have any questions, please call Cissy Bean at 3-8711.

Service Center and Auxiliary Business Process Matrix

See the Service Center and Auxiliary Business Process Matrix on the Finance References page for contact and business process information for each UH service center and auxiliary.

**SC Voucher Workflow Information**
- **SC Voucher Creators and Approvers** --- List of UH operators who create and/or approve SC vouchers in workflow.
- **SC Voucher Online Training** --- Register for online SC Voucher workflow training.
- **SC Voucher Workflow Handout** --- Training material used in online SC Voucher Workflow training.
- **Service Center and Auxiliary Business Process Matrix** --- Business process used by each UH service center and auxiliary for accepting orders and processing payments.
Worklist Reminders

1. **Do NOT** use the Worklist link at the top of the UHS Finance System home page.

2. Use the Worklist on the Personalize Content page.
   - Click on the Content link.
   - Check the Worklist boxes, click Save, and click Return to Home.

3. Periodically refresh your Worklist by clicking the Refresh button.

4. If your Worklist disappears after going to the menu, click the Home link and it will appear again.
Approving Vouchers and SC Vouchers: The Difference Between the Approval Page and the Approval Log Page

- The Approval Log page is VIEW ONLY.
- Navigation to the Approval Log page is Accounts Payable/Vouchers/Entry/Regular Entry.

- The Approval page is UPDATED by employees who create and approve vouchers.
- Navigation to the Approval page is Accounts Payable/Vouchers/Approvals/Voucher Approval.
UHS Finance System Training for New Employees

All new hires that need UHS Finance System training must attend the Basic UH Financial Processes and Transactions class to obtain access to the system. The class is held every Tuesday from 9:00 to 11:30 in the Customer Service Center Training Room 325A, McElhinney Hall. All access forms should be faxed to the Customer Service Center to the attention of Cynthia Gibbs at 3-5596.

“Tricks of the Trade” PAR Training

The Customer Service Center provides PAR Training called “Tricks of the Trade”, to all interested employees that deal with PAR processing. You can register for this class online on the HRMS/Payroll training page. If you have any questions, please contact Cynthia Gibbs at 3-6885.

Leave Accrual Reconciliation Training

Leave Accrual Reconciliation training is now posted on the Finance website. You can register for this class online. For further information, contact Bobbie Odom-Velasco at 3-8755.
2006 HUB VENDOR FAIR

ATTENTION FACULTY & STAFF!
COME ONE . . . COME ALL

WEDNESDAY, MAY 24, 2006
10:00 A.M. – 3:00 P.M.
FARISH HALL: KIVA ROOM
(RM. 101)

➢ VENDORS REPRESENTING A WIDE VARIETY OF
PRODUCTS AND SERVICES WILL BE AVAILABLE
TO TALK WITH YOU

➢ REGISTER TO WIN DOOR PRIZES DONATED BY OUR
PARTICIPATING VENDORS

HISTORICALLY UNDERUTILIZED BUSINESS
TODAY’S™
BUSINESS SOLUTIONS

~ Presents ~

2006 Office Supply Extravaganza

Wednesday, May 17th
11:00 am - 2:00 pm
Farish Hall - Kiva Room

• Samples
• New ‘06 Catalogs
• Refreshments
• New Products
• Give-a-ways & Door Prizes!

~ Sponsored By ~

TODAY’S™
MBE Texas HUB Certified Partner
with OfficeMax
OfficeMax
Driving Solutions...
Who’s Who In Finance

Who: Cora Day
Vending Services Manager

Years of UH Service: 8 Years

Department: Auxiliary Services

How to Contact Me: 713.743.5723 or via email at cday@uh.edu or vending@uh.edu or visit our website at http://www.uh.edu/vending. During the evening, on weekends or during holiday breaks, please leave a voice mail message and we will respond on the next official business day for UH.

Where to Find Me: Room 333 McElhinney Hall

When to Call Me: My extension is on each vending machine on campus. Please call me if you have service issues (i.e. machine malfunctions, product level is low, etc.) or if you would like to request a product change. I have daily contact with the vending contractor service units and every effort will be made to expedite service to your building or location. I look forward to serving you and thank you for your patronage.

What I Like Best About My Job: The constant interaction with members of the UH community, and being out on campus at the various vending sites. We love getting feedback and being able to work with our sub-contractors to provide better service to both internal and external customers.
HUB VENDOR OF THE MONTH

WHO:
Millennium Information Technology Solutions (MITS)
Owner: Vicki Carruthers-Hall
Minority and woman-owned sole proprietorship (WBE) and HUB certified

WHAT:
MITS provides computer, server and network solutions, services & maintenance to businesses.
Clients: Various small and medium sized businesses.

HOW:
MITS can be reached by email, phone or fax.
Phone: (713) 582-5285
Fax: (281) 966-1583
Email: Vicki.Carruthers-Hall@ITisEssential.com

ONE THING ABOUT OUR COMPANY THAT WE WOULD LIKE UH TO KNOW:
MITS can work individually with your department to provide your computer needs from purchasing to maintenance. Our goal is to handle all your computer needs so you can do what you do best.

INTERESTING FACT ABOUT THE COMPANY:
Owner has 18 years of experience in the computer industry working as a hardware engineer, reliability engineer, systems engineer, firmware developer and program manager. Her employment history includes Digital Equipment Corporation, Compaq Computer Corporation and Hewlett-Packard Corporation. Her educational background includes a Bachelor of Science degree in Electrical Engineering from Rice University and a Masters degree in Electrical Engineering from the University of Houston.

For additional information on this or other HUB vendors, contact the University HUB Operations Department:

Sandra G. Webb – (713) 743-5662
e-mail: sgwebb@central.uh.edu
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