SAFETY POLICY – SY21 - http://guru.psu.edu/policies/SY21.html
1. First Aid Kits – Can not include any oral or topical substance (CAN ONLY INCLUDE BANDAIDS) for use in delivery of first aid Advil, Tylenol, Pepto Bismol-NOT ALLOWED TO BE PURCHASED AT ALL - IF THEY ARE PURCHASED EITHER RETURN FOR CREDIT OR REIMBURSE PS.

FIELD TRIPS
1. Emergency Contacts should be notified prior to trip-REMINDER--IF AREAS LIST AN EMERGENCY CONTACT, THE PERSON NEEDS TO KNOW THEY ARE THE CONTACT PERSON.
2. Deadline for documentation to Finance Office is 2 weeks prior to trip-DAN IS SENDING AN EMAIL TO THE BUDGET ADMINISTRATOR TO LET THEM KNOW THERE IS A DEADLINE. IF THE UNIVERSITY IS SPONSORING THE ACTIVITY, THE UNIVERSITY NEEDS TO INSURE THAT TRANSPORTATION IS PROVIDED. IF STUDENTS DECIDE NOT TO TAKE ADVANTAGE, IT IS THEIR CHOICE.

PCARDS:
1. REMINDER - Signatures on Receipts-CARDHOLDER NEEDS TO SIGN THE RECEIPT + SUPPORT FORM/PURCHASER SIGNS RECEIPT-DAN WILL ACCEPT ELECTRONIC SIGNATURE ON RECEIPTS.
2. RPNR – Autoposts transactions-LET OUR OFFICE KNOW IF TRANSACTION WILL AUTOPOST-DAN WILL SUSPEND CARDHOLDERS P-CARD IF TOO MANY AUTOPOSTS OCCUR-HE WILL EMAIL THEM A WARNING.
3. RPCC - please get P-Card Receipts to Tracey before they autopost for her to reconcile.

ERS Issues - contact Cathy Helsel if you have system related questions only-
IF IT IS A POLICY RELATED QUESTION, CALL OUR OFFICE.
IF IT IS A SPLIT TRANSACTION QUESTION OR OTHER QUESTIONS RELATED TO ERS, CONTACT CATHY AT 5-4039.

Travel Advances – Exception Basis Only- approved by Financial Officer per Travel Policy-DAN’S PREFERENCE, TRAVEL ADVANCES ARE DONE ON EXCEPTIONS-PLEASE TALK WITH HIM FIRST. WE WILL DO SRFC’S (SHORT TERM ADVANCES) FOR PROGRAM (FIELD TRIP) FEES.

CRFN Screen – questions on documents-
DAN CHECKING TO SEE IF THERE IS A LIST OF DESCRIPTIONS-EX. DBIL, ETC.

Visitor Form – Black out SSN before scanning into ERS-
REMINDER—BLACK OUT SSN’S-MAKE SURE YOU CAN’T READ THE # AFTER BLACKING IT OUT.
OCONUS Travel – reimburse for per diem lodging and meals per travel policy-
IF A TRAVELER WANTS ACTUAL, THEY HAVE TO GET PRIOR APPROVAL (IT HAS TO BE ALL
ACTUAL, NOT PER DIEM + ACTUAL).
THEY ARE WORKING ON REWRITING THE TRAVEL POLICY.

UPDATES:

1. THEY ARE DEVELOPING IBIS ON THE WEB-THE FINANCIAL OFFICE IS PILOTING THE
PROGRAM, BUT IT IS DOWN AT THE MOMENT.
2. 1099 REPORTING-PAY ANYONE ON 1099 SRFC-IF CHECK IS ISSUED AFTER JAN. 1, 2009
AND PROCESSED IN DEC.-THEY NEED TO CHECK W/ DAN FIRST.
3. FO- WORKING ON ESTABLISHING A COMMITTEE ON REPORTING IN ERS.

2009 Finance Team Meeting Dates: All meetings will be in 121 Borland Bldg. Conf. Room

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Merry Christmas and have a Happy New Year!!!