



FLORIDA HOTEL DISCOUNTS

For those traveling to Florida, please be sure to book your rooms at the following locations to receive our best negotiated rates:

Springhill Marriott
St. Petersburg/Clearwater , FL

Courtyard by Marriott & Residence Inn by Marriott – Miramar, FL

CAR RENTALS

Hertz and Enterprise/National Car rental can be used for either Business or Personal use by faculty or staff. Select the appropriate link on the Purchasing/AP Webpage (links are password protected).



REQUISITION REMINDERS

Comment Box

When completing a requisition, the comment line is **REQUIRED** as this instructs the Office of Purchasing on what to do with the PO (Purchase Order). If you leave the comment line blank, the PO will **NOT** be processed.

The following are your options:

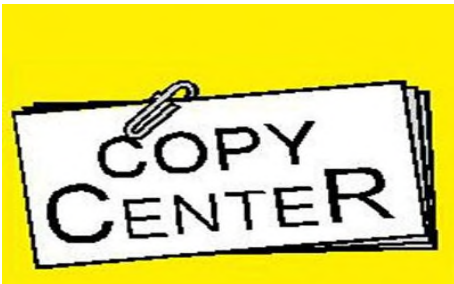
- “Mail PO” (Purchasing will mail the PO).
- “Fax PO to xxx-xxx-xxxx” (be sure to put fax #, Purchasing will fax to vendor).
- “Email PO to xxxxxxxx@xxxx.xxx” (be sure to include the email address).
- “Invoice to follow” (**ONLY** use this if you have the invoice in hand. This will prevent us from sending the PO to the vendor and duplicating the order. Since requisitions and PO’s are required prior to procuring goods and services, this option should be a rare occurrence).

Do not give instructions on what to do with the check, etc. in the comment box, any instructions related to checks or quotes should be noted in “Document Text”.

Commodity/Accounting

Please type a complete description of the item to be ordered in the Description field (use **Item Text** if additional space is needed). After completing the description, tab over to the following areas: Unit of Measure, Quantity and Unit Price. U/M is a searchable field. Do NOT put anything in the Discount or Additional fields. If you want to order another item, arrow down to the next Description field and repeat previous steps until all products or services have been entered.

Note: Shipping expenses (if applicable) **MUST** be added as an additional line item description. If needed, Purchasing can adjust amounts when paying the invoice.



Business Hours: 8:00 a.m. to 5:00 p.m

Can’t get to the Copy Center during normal business???. We will gladly make arrangements to ensure that you receive your print requests when needed. Please email us at ccenter@utica.edu or call 315-792-3145 to schedule your pick up/drop off print requests.



BUSINESS SERVICES NEWSLETTER

MAIL ROOM

As a friendly reminder, when sending mail that needs to be metered, please be sure to complete a mail slip and attach it with the letter/package(s). This information is needed to charge the department for the postage and for processing in a timely manner. If you need mail slips, please contact the copy center.

BEWARE TONER SCAMS!

If someone calls your office asking for the copier serial number or asks you to try their toner cartridges at “reduced” pricing, do not continue the conversation and hang up. These scammers have sent cheap toners to an unsuspecting office with an invoice over 500% of the value. It is very difficult to get rid of them and get the invoice cancelled once you have agreed to something over the phone.

Utica College has a contractual agreement for toner and we must go through IITS or authorized vendors.

“An investment in knowledge pays the best interest.”

~ Benjamin Franklin ~

TAX EXEMPTIONS

Utica College is exempt from paying any New York State sales tax and Federal excise tax on all goods and services purchased by employees for business use. Before making a purchase from a new vendor, obtain a tax exempt form found on our Purchasing Website under [Forms and Instructions](#), complete the form, and give it to the vendor to keep on file.

We are also tax exempt in the following states:

Colorado	Iowa	Michigan	North Dakota
Florida	Kansas	Minnesota	Ohio
Idaho	Kentucky	New Jersey	Texas
Illinois	Maine	North Carolina	Wyoming

The College may not be exempt from hotel/motel room occupancy taxes in some states and/or cities even though the College may be exempt from sales tax. This tax is a special tax that is levied by many cities and municipalities specifically on hotel/motel room rentals. If you have questions, please contact Colleen Bentley-Ciccone at cmbentle@utica.edu.

ONE CARD TRAINING

If you have applied for or possess a UC Credit Card and have not received training, please contact Colleen Bentley-Ciccone at cmbentle@utica.edu to schedule.

CANCELLING ORDERS

To cancel an order for any reason, notify the vendor in writing as soon as possible. Also, please notify the Purchasing and Accounts Payable office of the cancellation.

BUSINESS TRAVEL

Utica College will reimburse individuals for valid/authorized expenses incurred while traveling on College business such as meals, transportation, lodging, vehicle usage, etc.

All employees must obtain prior approval for all business travel using the **Travel Authorization and Advance Form**. Employees who require a cash advance for their trip must note that on the Travel Authorization and Advance Form. Within two weeks of trip completion, all travelers, including vice presidents and non-employees, must complete the Travel Expense Reconciliation Form (or Centresuite Expense Report if you own a UC One Card) to account for all expenses, including cash advances, prepayments, and expenses incurred while traveling. This form should also be used to explain any unusual expenditure. All Travel Expense Reconciliation Forms require supervisory approval to meet audit requirements.

For more information related to travel, please contact Andrew Batson, General Accounting Clerk by email at apbatson@utica.edu or by phone at 315-792-3198.

FLOWERS, BALLOONS, GIFT BASKETS, OTHER GOOD-WILL GESTURES

Items such as flowers, gift baskets, and candy for birthday, congratulations, get well or sympathy gestures are not approved expenditures. Departments or individuals wishing to send such items must do so at their personal expense.

Donations

College funds may not be used to sponsor events in benefit of, or make donations to, other non-profit organizations without approval from the College President.