



Mailroom

We welcome Raymond Biggs to Utica College in the position of Assistant Coordinator of Communication Services, effective March 26, 2018

In his new position he will be responsible for all incoming and outgoing USPS mail, packages, internal mail and package deliveries throughout the UC community.

Raymond can be contacted by email at rabiggs@utica.edu or by calling X3144



ENCUMBERING FUNDS FOR THE NEW FISCAL YEAR

An Encumbrance is the name given to funds that have been reserved when a Purchase Order (PO) has been created. When a PO is created, funds are placed aside for that transaction. Those funds are no longer available for use in other transactions, but also have not been included in the Year to Date (YTD) Activity because a payment has not yet been generated and the funds have not physically left the College. The purpose and main benefit of encumbrance accounting is to avoid budget overspending.

It is strongly encouraged to encumber funds at the beginning of the year when possible with a PO. Any annual payments such as memberships, maintenance agreements, contracts, etc. can be input in June.



RENTING A CAR VS. PERSONAL MILEAGE

When traveling for College business, please use the Enterprise Rental vs Employee Reimbursement Calculator to determine whether to drive your car or use a rental. We have an agreement with Enterprise, Hertz and National to provide competitive rates for our employees. https://legacy.enterprise.com/car_rental/mileageCalculator.do

HERTZ GOLD PLUS REWARDS

Signing up for Hertz Gold Plus Rewards means you can bypass the regular rental counter and proceed directly to your pre-assigned vehicle, saving you valuable time. As a Gold Plus Rewards member, you will also be automatically enrolled in Hertz's frequent renter program which allows you to earn higher levels of Gold service, personal free day certificates, free upgrades and bonus frequent flyer miles. To enroll in Hertz Gold Plus Rewards please use this link:

<http://link.hertz.com/link.html?id=5022683&LinkType=CBK> or follow the steps outlined below:

1. Access the Internet address: <http://www2.hertz.com/goldcorp>
2. Enter the State Name: **Utica College**
3. Enter the State CDP #: **1861790**
4. Enter the assigned Promo Code #: **10152**

"Coming together is a beginning.

Staying together is progress.

Working together is success."

~ Henry Ford ~



BUSINESS SERVICES NEWSLETTER

Utica College is now enrolled with SWABIZ. This is a free corporate booking tool that periodically offers exclusive promotions for authorized business travel.

Benefits of SWABIZ are:

- Gain access to Southwest Airlines' everyday low fares
- No transaction fees- save up to \$50 per transaction
- No change fees- save up to \$100 per change
- No bag fees- save up to \$120 roundtrip
- No minimum segment commitments
- Free travel management reports for your air, car and hotel reservations
- Access to SWABIZ exclusive promotions and offers

When a Ticketless Travel reservation is canceled or not flown, the funds for refundable or non-refundable fares are electronically stored for up to twelve (12) months from the date of original ticketing.

Travelers can go to: <https://www.swabiz.com/> and click on "Traveler Account Login". If already enrolled in Rapid Rewards (RR), log in with the Company ID 99376631, RR # and password. If new to Southwest, select the "Create an Account" link below the login. For more information and a tutorial, please access the following link: <https://www.swabiz.com/html/air/business-groups/about-swabiz.html>

ABSN FLORIDA TRAVEL

Please be sure to book your rooms at the following locations to receive our best negotiated rates:

[Springhill Suites Marriott -St. Petersburg/Clearwater , FL](#)

[Courtyard by Marriott & Residence Inn by Marriott – Miramar, FL](#)

When making reservations at the Courtyard by Marriott & Residence Inn by Marriott, please be sure to reference Corporate Code "YPJ" and identify yourself under the Utica College name. When completing reservations online at www.marriott.com, please enter the Corporate Code YPJ under special rates to receive the negotiated rate.

CONTRACT RENEWALS

Many contracts have ended on May 31, 2018. Please be sure to check your department contracts for renewals starting June 1. All contracts MUST be reviewed by the Vice President of Legal Affairs and General Counsel prior to signature. No individual except an Officer of the College has the authority to sign contracts. Any commitments signed by an individual other than an Officer are considered unauthorized. Please be sure to send a copy of fully-executed contracts to our office at purchasing@utica.edu for record keeping.

COPY CENTER

During regular business hours please submit your print request to the copy center rather than using the walk-up copiers.

Also, we will be more than happy to accommodate any personal print requests you may have (ex. invitations, calendars, etc.). Please contact us for a price quote.

MAILROOM REMINDERS

Please separate foreign/domestic mail and sealed/unsealed outgoing mail. If unsealed, please lay envelope flaps flat, not tucked inside each other.

As always, please make sure a mail slip accompanies all outgoing mail.

STAFF DIRECTORY

Purchasing/Accounts Payable

Bobbi Smorol, Director of Business Services	x3017
Colleen Bentley-Ciccione, Asst. Dir. of Business Svcs	x3018
Megan Belfield, Accounts Payable Specialist	x3718
Amanda Tutino, Accounts Payable Specialist	x3128

Copy Center/Mailroom

Lisa Rabideau, Coordinator of Communication Svcs	x3145
Mary Agnew, Copy Center Specialist	x2497
Raymond Biggs, Asst. Communications Coordinator	x3144