What's New?

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USF POLICY LANDING PAGE

The University has created a Policy Landing Page at http://www.usfca.edu/policy/

The site contains an index of all University-wide policies. The purpose of the Landing Page is to provide users with a single website for University-wide policies in order to improve their visibility and promote compliance. The Landing Page is organized under the following subject areas:

Accounting, Budget, and Finance
Administration and Operations
Communication, Technology, and Web
Employment, Compensation, and Benefits
Faculty Matters
Student Matters
Policies listed on the Landing Page are linked to the departmental web pages where the policies reside and are maintained by their respective owners. If a policy is not posted on the department’s web page, then it is available in a PDF format supplied by the policy owner. Departments remain responsible for updating their policies so that the policies posted on the Landing Page are current.

If any policies are missing from the Landing Page, the department should contact Kimberly Kvaal at klkvaal@usfca.edu or Marlene Tom at mktom@usfca.edu

CONCUR ANNOUNCEMENTS

Check number and Banner invoice number fields are no longer conjoined—they are now two separate fields!

Schedule a specially tailored timesaving “Tips & Recommendations Training” for your department now! Please contact Anna Kessel at akessel@usfca.edu

Please help us transition smoothly into fiscal year-end by keeping up on all expenses. If you still have any outstanding expenses from 2012, please submit them ASAP in your January expense report.

CONCUR ACCESS

For access to Concur Expense system, please contact Anna Kessel at akessel@usfca.edu

For access to Concur Invoice system, please contact Dennis Miller at millerd@usfca.edu

POTENTIAL PREPAID ITEMS

These items may qualify as prepaid expenses:

- Annual memberships
- Travel Deposits
- Subscriptions
- Conference Registrations

Prepays for invoices paid from June 1, 2012 through December 31, 2012 have been posted on JF000974 and JF000981. If you have any questions, please contact Jennifer Chan at chanjn@usfca.edu

POTENTIAL ACCRUAL ITEMS

Services costing $1,000 or more which are received prior to or during the month of May 2013 but paid on or after June 1, 2013 may need to be accrued. For more information, please contact Frank Wasilewski at fmwasilewski@usfca.edu
AUDIT REPORTS ISSUED

A133 audit report on federal awards was issued on January 31, 2013.

NCAA report on athletics programs was issued on December 20, 2012.