NEW UNIVERSITY CONTROLLER
ABS is excited to announce that as of Dec. 5, Neva Nguyen is our new controller! Neva comes to USF as a CPA with multiple years of public accounting experience in the not-for-profit industry sector. She can be reached at nnguyen25@usfca.edu and ext. 2772. Please stop by and introduce yourself next time you are in ABS.

OFFICE CLOSURE
Consistent with the USF holiday schedule, the ABS office will be closed on Friday,
Dec. 23 and reopen on Tuesday, Jan. 3.

**DEPOSIT DEADLINES**
All cash and respective DDRs regardless of amount must be delivered by 2 p.m. on Dec. 15. After this date, cash and DDRs must be placed in the Drop Box within 24 hours of receipt.

All checks and credit cards with respective DDRs must be delivered by 1 p.m. on Dec. 22.

**DISBURSEMENT DEADLINE**
To ensure that all payments are processed before the holiday closure, the following items must be fully approved or submitted to ABS no later than 1 p.m. on Dec. 8:

- Concur Invoices
- Concur Expense Reports
- Cash Advance Requests
- Wire Requests
- Invoices for POs

**OUT OF OFFICE**
If you are an approver in Concur Invoice or Concur Expense and you are going to be out of the office, you can temporarily grant delegate approval rights to one of your colleagues.

To add a delegate, go to Profile Settings and select either Invoice Delegates or Expense Delegates, then select Add Delegate. Search and select your delegate's name, and add the dates you will be out. At the end of your time out of office, the system will automatically retract their approval rights.

Please contact Melissa Melnikoff (mmelnikoff@usfca.edu) for more information.