



FINANCIAL SERVICES AND MATERIALS MANAGEMENT NEWSLETTER

Quarterly Newsletter

January 2012

Issue #2

What's New?

Finance month-end is the *third* business day of each month. A list of the dates can be found at [Finance Month End Dates – 2012](#).

Welcome Aboard

We want to embrace our three newest members and return of another to Financial Services:

Judy Headrick replaces Arlene Grimes in Accounts Payable. Judy brings many years of expertise from her previous employment with Alberta Health Services. Judy is responsible for posting invoices for alphabet A-J as well as the invoices from the Bookstore. Judy is located in Anderson Hall, AH 124, phone 403-329-2394, and email judy.headrick@uleth.ca

Our second newest member is **Jane Cahoon** who comes to us after several years in Scholarships and Student Finance. Jane will tackle all the previous duties of Mary Anne Hellinga which includes updating security for the Banner Finance and iWeb system, maintaining on-line approval queues for requisitions and budget transfers/journal vouchers and vendor maintenance in Banner Finance System. Jane is located in Anderson Hall, Room AH141, phone 403-329-2184, and email jane.cahoon@uleth.ca

Our third member is **Kirsten White**, who replaced Colleen Hankinson, as a Cashier in the Cash Office. Kirsten will deal with the students at the Cash Office and deal the department remittances. Kirsten is located in the Cash Office AH144 (Anderson Hall), phone (403) 329-2469 and email kirsten.white@uleth.ca

We welcome back **Randy Gettman** as a Buyer within Materials Management. Randy will take over Jen Seabrook's position until September 30, 2012. Randy's responsibility will include purchasing scientific goods and services. Randy is located in SC1118 (Parkway Service Complex), phone 403-329-2413, and email randy.gettman@uleth.ca

Good-Bye and Good Luck

We regretfully lost another valuable member of our team, Mike Fordham. Mike worked closely with Mark Sera as an Accounting Research Officer. He decided it was time to mosey-on so he moved his family to the greener pastures of Calgary.

We also had two retirements in our department. After many years of excellent service, Mary Anne Hellinga and Carol Gaetz decided it was time to sit back and put their feet up. We will miss them dearly and wish them all the best in their future endeavors.

Year-End 2012

The March 31st fiscal year end is quickly approaching and here are just a few things that you need to keep in mind to meet the year-end deadlines for processing transactions in 2011-12. More details can be found in the [Year End Memo](#).

- ❖ Online requisitions must be submitted and approved by **March 22nd**.
- ❖ Supplier's invoices for goods or services received on or before March 31st are to be approved and submitted to Accounts Payable by **noon on April 2nd**.
- ❖ Miscellaneous cheque requisitions must be submitted by **noon on April 2nd**.
- ❖ Online expense claims must reach complete approval status by **March 30th**.
- ❖ Receipts for online claims should be received by **March 23rd**.
- ❖ Cash remittances must be delivered to the Cash Office by **noon on April 2nd**.
- ❖ Internal requisitions must be submitted by **April 2nd**.
- ❖ Online transfers must be submitted and approved by **April 2nd**.
- ❖ Cheque and direct deposit run will be done **March 30th** with the next one on April 12th.
- ❖ Budget and expense re-allocations through Financial Planning should be submitted and approved by **March 15th**.