



# BUSINESS CENTER NEWSLETTER

**JULY 2018**



“ **Liz** relentlessly hunted down a lost package over a period of two weeks. She has amazing resources; she is patient, kind, and just plain good at her job. **Thank you Liz!** ”  
 ~ Sheila Brooks

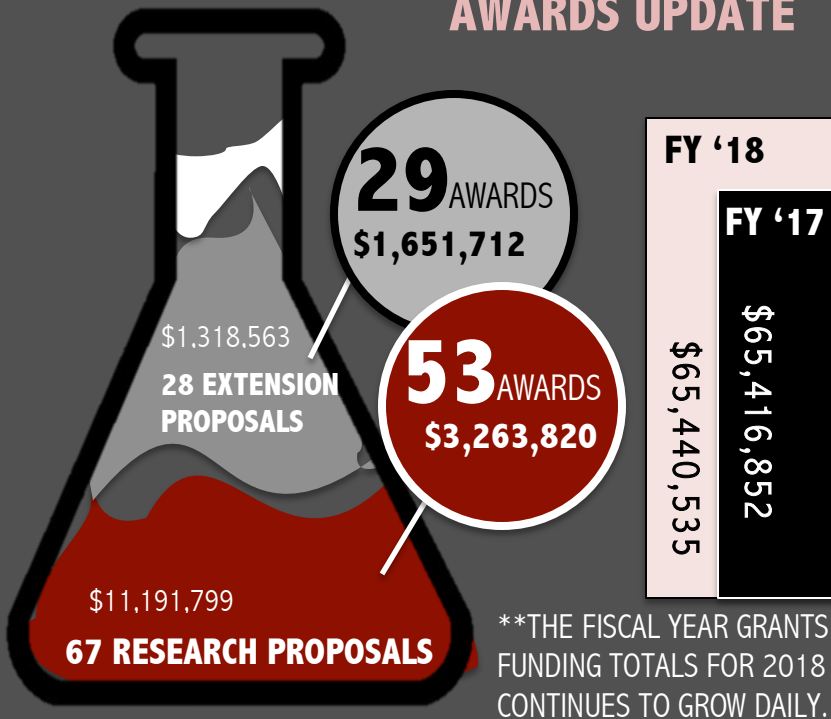
**\*\* REMINDER FROM PURCHASING THE END OF THE FISCAL YEAR IS HERE, THE TIME TO SUBMIT FINAL FINANCIAL DOCUMENTS IS NOW!**

THIS MONTH, THE BUSINESS CENTER HAS TWO BIRTHDAYS IN THE PERSONNEL OFFICE. NEXT

TIME YOU ARE IN THE OFFICE, DON'T FORGET TO WISH **ASHLEY** AND **KAMERON** A **HAPPY BIRTHDAY!!**

**JULY 10** THE LAST DAY FOR PCARD RECONCILIATION

## JUNE 2018 GRANT PROPOSALS AND AWARDS UPDATE



## OVER 3,300 TRAVEL EXPENSE VOUCHERS PROCESSED

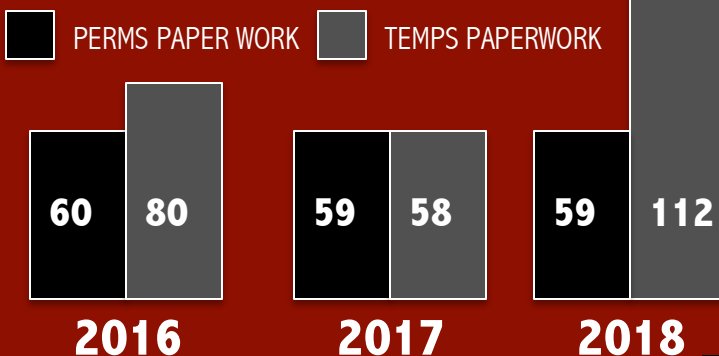
IN THE LAST YEAR, EXTENSION BLANKETS HAVE BEEN THE PRIMARY SOURCE OF TEV PROCESSING.

**TA UPDATE:** THE ABILITY TO ADD DOCUMENTS TO THE TA FORM AND MOBILE VIEWING IS NOW LIVE!

DEPT.	# OF TEV'S	%
AN SCI	89	2.7
SES	150	4.5
ENT	199	6.0
FS	138	4.2
HD	147	4.5
AMDT	25	.70
BSE	109	3.3
IBC	115	3.5
EXT.	227	14.3
HORT	159	4.8
EXT. BLANKET	1695	51.5

## JUNE PERSONNEL PROCESSING

### ONE-MONTH COMPARISON



# CAHNRS

“ I reached out to **Kameron** for some past hire information and he was helpful and perceptive in attaching approving emails and adding notations. **Thank you!!** ”

~Tonya Callison

