From: Business Services Advisory Grp on behalf of Jennifer D Collins
To: BSAG-L@LISTSERV.UGA.EDU
Subject: BSAG item regarding Reimbursement of University Related Entertainment form
Date: Monday, February 08, 2016 10:25:58 AM

TO: BSAG Members

FROM: Purchasing and Payables Committee

RE: BSAG item regarding Reimbursement of University Related Entertainment form

On January 27, 2015, the Purchasing and Payables committee requested feedback on a process improvement that would allow eCheck request system users the ability to use a link to a pdf version of the University Related Entertainment form under Supporting Documents. Based on the feedback received, the University Related Entertainment form has been added to the eCheck Request System Supporting Documents section under the Additional PDF forms not retained online option. The signature line on the form has also been removed. This change will allow users to complete the pdf form and then save it for uploading to the eCheck request system. The approvals collected by the eCheck request routing will now serve as the approvals for the form.

With this process improvement implemented, the committee is closing item 139 on the Business Process Improvements list.

An announcement regarding this change will be posted to the Business Services listserv later today.

Thank you for your input and feedback regarding this positive change. Please send any questions to Jennifer Collins at jfinch@uga.edu

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We in the Budget Division and University Business and Accounting Services constantly seek opportunities to enhance services and processes so that we can exceed your expectations.

We ask for your valuable feedback