

AP & PURCHASING UPDATES

JP MORGAN SITE UPDATES

- THE JP MORGAN SMART DATA SITE WORKS BEST WHEN USING INTERNET EXPLORER OR FIREFOX. UNFORTUNATELY, SAFARI IS NOT A SUPPORTED BROWSER AT THIS TIME.
- WHEN LOGGING INTO THE JP MORGAN SITE, ESPECIALLY DURING HIGH TRAFFIC HOURS, THE LOGIN PAGE TENDS TO TIME OUT. IF YOUR USERNAME AND PASSWORD ARE CLEARED FROM THE LOGIN BOXES AFTER CLICKING SUBMIT, TRY INPUTTING THEM ONE MORE TIME. GENERALLY, THE SITE WILL NOT TIME OUT THE SECOND TIME AND SHOULD ALLOW YOU TO LOGIN.

AP would like to remind budget managers that when submitting receipts, all invoices must be addressed to Hampshire College. All receipts must also have the vendor's name listed somewhere on the document. Additionally, original, itemized receipts are required for reimbursements. Without proper documentation, AP cannot process payment requests.

Starting in February, be sure to check the Staff Digest for AP tips and information. If you have any questions for AP, e-mail acctspay@hampshire.edu or call ext. 5491.

UPDATING VENDOR ADDRESSES

Going forward, the Purchasing Office would like any vendor address change requests to include a copy of the address change notification sent out by the vendor. This is an attempt to reduce the number of returned checks due to incorrect mailing addresses.

NEW VENDOR CREATION

When submitting requests for vendor creation please:

Send an e-mail to purchase@hampshire.edu with the typed name and the address checks should be mailed to. Please verify the mailing address with the vendor as it is sometimes different than what is listed on the W9. Also, please *do not* include social security numbers in the body of any e-mail as doing so is a security risk. Either attach a scanned copy of the vendor's W9 to the e-mail or fax/mail a copy to the purchasing office.

OPEN WORK SESSIONS

AP and Purchasing will be holding open work sessions in FPH's Faculty/Staff Lounge on the following dates:

1/14/15 2/11/15 3/18/15 4/8/15 5/13/15

During each session, campus members are encouraged to bring questions, paperwork they would