

What's New . . .

January 2023

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, March 9, 2023, at 9:00 a.m. in Busch Student Center, 251A, located at 20 N. Grand Blvd, St. Louis, MO 63103.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

Controller's Office

Welcome to Business & Finance

Krista Weik

Krista Weik joined the University as Assistant Controller on December 19, 2022. Krista graduated from Westminster College with a bachelor's in accounting. Her career has been spread over many business environments, including public accounting and manufacturing, with the majority of her career in public K-12 education. This is the second time Krista will be joining Saint Louis University, as she was the Sr. Manager of Workday and Financial Accounting with SLUCare prior to the transition in July where she was the Director of Finance for SSM SLUCare Physician Group. Krista reports into Tara Thomason and will oversee accounting for the University.

Financial Planning & Budget

FY24 Capital Requests

Capital requests forms were due on December 31st. If you have not already done so, please submit them by the end of the day.

Business Services

Apple Punchout Now Available in Billiken Buy

We are happy to announce the release of our Apple punchout to the Billiken Buy marketplace. Here are some important considerations when using the new Apple punchout:

- ITS has created "recommended pairings" for standard device purchases to include the four-year Apple Care warranty. They are located on the home page of the Apple punchout.
- If a recommended pairing does not meet your needs, you may purchase from the available inventory in the punchout. Please be sure to include the four-year Apple Care warranty and no service fee with your

purchase, as this is not the default with every unit purchase. You can add it to your purchase from the shopping cart page prior to checkout.

- If you have a bulk device quote request, please reach out to Josie Lolli or Kelly Matthews for additional discounts. They can create custom quotes which will be retrieved in the new punchout. Their email addresses are Josie Lolli - jlolli@apple.com and Kelly Matthews - kelly_matthews@apple.com.
- Non-catalog purchase orders cannot be sent through the new punchout. Please reach out to Josie Lolli or Kelly Matthews if you need a special quote for a product/combination not listed in the punchout/inventory.
- These are prohibited purchases in the Apple punchout (we are unable to remove them as options from the punchout unfortunately):
 - Apple Watch
 - Apple Music
 - Apple TV

Purchase Order history (prior to the punchout being released) will reside under Apple's old supplier profile (which is now disabled in Billiken Buy). We recommend searching Workday for PO history if it is unavailable in Billiken Buy.

Questions on this information can be sent to Cid Cardoz at cid.cardoz@health.slu.edu or Anne Becker at anne.becker@slu.edu.

New Radioactive Materials Requisition Type in Workday

In collaboration with Environmental Health & Safety, a new Workday purchase requisition type was created for radioactive material purchases. This requisition type, titled "Radioactive Materials," includes an approval step by the Environmental Health & Safety group. A job aid specific to this requisition type has been added to the Workday Job Aid Library. Please refer to this job aid prior to entering radioactive materials purchases in Workday as it contains important instructions that will aid in the successful approval of your purchase requisition. If you have any questions on this new requisition type, please contact Anne Becker at anne.becker@slu.edu.

Marketing & Communications

Reminder: Advertising Policy

The Division of Marketing and Communications is here to help everyone at SLU with their marketing efforts. It is happy to assist in strategizing the best ways to deliver promotional messages to key audiences. For that reason, Saint Louis University has [an advertising policy](#) that requires that a Marcom representative approve all advertising contracts and purchases. Thus, it is essential that Marcom be included in early discussions about ads — not after agreements have been made. The early engagement and the policy help ensure fair pricing, key placement, and brand alignment. In addition, working with Marcom before making advertising decisions helps to avoid multiple SLU ads competing with each other and possibly causing confusion in the marketplace. For more information, contact Laura Geiser at laura.geiser@slu.edu.

[SLU Advertising Policy: SLU - Saint Louis University](#)

If advertising for a department, school, program, or other entity of Saint Louis University, follow the University advertising policy. All University advertising purchases must be coordinated with the University marketing and communications office. This includes all forms of paid and free advertising ...

Workday Financials



Questions or Issues with Workday Financials? Contact wdfinance@slu.edu

Workday Accounting Structure Updates

- **New Cost Center**
 - **D773** Multi-state Employment
- **Other**
 - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

Office of Compliance & Ethics



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>.