

Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

Session 27812, Wednesday 2/7/24
10:00 AM

Session 27813, Wednesday 3/6/24
10:00 AM

Goods & Services

Session 27817, Thursday 2/15/24
1:00 PM

Session 27818, Thursday 3/14/24
1:00 PM

[Request Pcard Maintenance](#)

BOBJ Open Office Hours

2023 Reporting Office Hours:

BOBJ - 2nd Tuesday of each month, 9:00-10:00 am

Open Reporting Hours- 4th Thursday of each month, 9:00-10:00 am

All sessions will be hosted via [Zoom](#)

If you have someone who is new to SIMBA BOBJ or Webi reports (or if you need a refresher) it will be incredibly helpful to watch the [Webi 101 Session](#).

UNIVERSITY GUEST PRESENTER AGREEMENT

For Honorarium payments being made to guest presenters or speakers, please complete the [University Guest Presenter Agreement](#). For Honorarium payments being made to non-guest speakers, please complete the updated [HHD Honorarium/Non-Guest Speaker Payment Form](#).

The [University Guest Presenter Agreement](#) form now has the electronic signature fields enabled. Both the Guest Presenter and the University official authorized to sign the form will be able to add their digital ID to the form.

To access the version of the form containing the digital ID fields, click the "Form Download" icon on the link above, click the "Download" icon located in the upper right corner of the screen, and save the document in a location of your choosing. Open and complete the PDF version of the form from the saved location. The form instructions linked above provide details on the file naming conventions required.

It is important to note that once a signature has been applied to an Adobe PDF it is considered an approved form and no further revisions to the form are possible. Once the Guest Presenter adds their digital ID, the University official authorized to sign the form (usually the Financial Officer) may add their digital ID; however, they will not be able to add their name and title. It is permissible to leave these fields blank as the digital ID will contain the name.

TEAM SHOPPING CARTS

Imagine creating a shopping cart, and before the good or service is delivered, you're unexpectedly out of the office. What happens to your cart?

Shop OnLion's team shopping feature supports unexpected situations, planned vacations, extended leave, or shared workloads. You can lean on assigned substitute(s) to view and edit your carts.

Don't worry about time out of the office. Set up [assigned substitutes \(DOCX\)](#) to manage your carts from placing an order to confirming goods.

AUTHORIZED SIGNATURES-CONTRACTUAL DOCUMENTS

Employees must confirm they have written authorization before signing any university contractual documents. Please familiarize yourself with policies [FN11: Contracts and Leases](#) and [FNG02: Limited Delegation of Contract Approvals](#). Written authorization may be granted by Policy FNG02, a memo, or a one-time delegation email from Central Procurement.

Adhering to the university signature authority policy ensures proper [review of contractual documents](#). As the designated reviewer of contractual documents for procuring goods and services at the university, Central Procurement secures the authorized university signature as part of the contract submission.