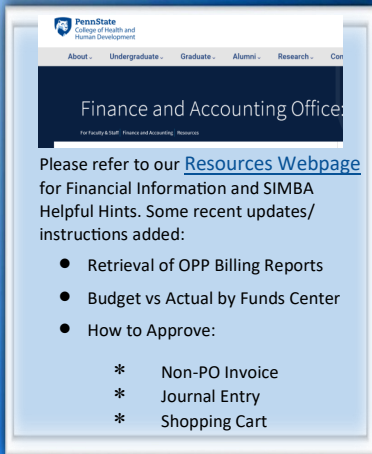


Penn State College of Health and Human Development

Finance Website



SIMBA/SAP Concur Classes:

Travel Expense

- Session 29610, Wednesday 10/9/24
10:00 AM
- Session 29611, Wednesday 11/6/24
10:00 AM
- Session 29612, Wednesday 12/11/24
10:00 AM

Goods & Services

- Session 29614, Thursday 10/17/24
1:00 PM
- Session 29615, Thursday 11/14/24
1:00 PM
- Session 29616, Thursday 12/5/24
1:00 PM

Approver Sessions

- Session 28757, Thursday 9/12/24
10:00 AM to 12:00 PM

[Request Pcard Maintenance](#)

BOBJ Open Office Hours

2024 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](#).

NEW 911 ADDRESSING

With the new [911 addresses](#) being effective July 1, some pcard billing addresses may need to be updated. When updating the address, please ensure that you are being consistent with the new building addresses that are provided via [Li-onSpace](#). Cardholders should submit address changes via [SAP Concur Request](#) no later than September 30, 2024. Instructions on how to submit a Pcard Request Billing Address Update can be found [here](#).

Effective July 1, all faculty, staff and students should begin using these new addresses for their mailing needs, using the following format:

Penn State

Individual name

XXX Building Name (Ex. Suite # Building Name; 104 University Support Building I)

XXX NEW 911 address (Ex. 8 University Drive)

University Park, PA 16802

CONTRACTS REQUIRING SIGNATURE

Per [Policy FN11 Contracts and Leases](#) and [Policy FNG02 Limited Delegation of Contract Approvals](#), contracts need to be routed to be signed by an authorized signature authority of the university. This includes, but not limited to: agreements, contracts, leases (for real estate or equipment), construction documents, entertainment industry contracts, academic affiliation and research collaboration agreements, and agreements for the utilization of non-Penn State property.

All contractual documents **must** be signed by one of the following University officials as authorized by the Board of Trustees to contractually bind the University:

President, Vice President, Secretary, Treasurer, Assistant Treasurer (Board Officers), and Senior Vice President for Finance and Business, and the Associate Vice President for Budget and Finance (University Officers). In addition, for all agreements and contracts related to the affairs of the Milton S. Hershey Medical Center, the Assistant Vice President for Finance and Business and Controller, and in their absence, the Associate Controller.

PURCHASES REQUIRING ISS APPROVAL

Prior to purchasing IT Services, Software, IT Hardware and Software Maintenance please see our [GL Account Clarification](#) document, located on the [Finance Office Resources](#) webpage under the "SIMBA Helpful Hints" tab, for GL Accounts requiring review/approval by ISS. Please attach a copy of the approval to your SIMBA document (non-po invoice, JE, SAP report, shopping cart) to prevent delay in processing.

For IT Peripheral Devices, please see the [ISS Pre-Approved Hardware List](#).

PSUbuy

Recording of **PSUbuy Role-Based Information Session for Shoppers** is now available. Click [here](#) to view recording!

If you haven't joined yet, consider joining the [PSUbuy Change Network Microsoft Teams Channel](#). Not only is this where the recordings and references documents will be stored but it also provides you with access to the latest project communications, talking points, events, and resources, as well as access to a community of your peers across Penn State who may hold similar roles and responsibilities.