

**To: Dalhousie Agricultural Campus Faculty and Staff**

**From: Ian Nason, Assistant Vice-President, Financial Services**

**Date: September 10, 2012**

**Re: Questions on Financial Matters**

---

There have been a number of enquiries this week concerning financial processes and other financial matters as follows:

**Website:**

The Financial Services website is a good source of information. However, due to a recent update of the Financial Services website the link from the main Dalhousie page was not working. This has now been corrected. The website can also be accessed by searching Financial Services from the main Dalhousie page or through the following link. (<http://www.dal.ca/dept/financial-services.html> )

**Contact Information:**

A separate memo containing contact information has been distributed for your reference.

**Forms:**

Electronic forms are available on the Web site under the forms tab. There are four forms that are not electronic. The Print Centre at the Agricultural Campus has the following forms:

Cheque Requisition  
Journal Entry (Journal Voucher (JV))  
Student Aid Requisition  
Deposit Advice

Note that forms are in short supply so please take only as many forms as you require in the short term.

**Travel Expense Claims:**

The Website includes information on university travel including the travel policy and information on how to fill out travel forms (under the Staff and Faculty tab click on Travel).

Please note that for employees in the EDC or NSGEU Local 3 bargaining units the per diem and mileage rates will continue to follow the Collective Agreements (not the rates on the web site). The website will be

updated shortly to reflect the rates for these employee groups.

**Where to send completed forms :**

All Invoices and financial forms including Cheque Requisitions, Journal Entries (JVs), Travel Expense Claims, and Employment Requisitions etc. are to be forwarded to Financial Services office in Cumming Hall.

**Procurement:**

- Purchase Requisition forms can be picked up in the Financial Services office in Cumming Hall.
- The first point of information for enquiries on procurement is the Financial Services website (click on Procurement under the For Staff and Faculty tab).
- All other procurement inquiries and requests are to be directed to [procurement@dal.ca](mailto:procurement@dal.ca) or by telephone at 494-6570.
- In a few weeks time staff in the Financial Service office in Cumming Hall will be available to assist with procurement enquiries from campus. Given the level of Student Accounts activity in the office during this peak period we appreciate your cooperation in this regard.

**Training:**

There have been enquiries for additional training on Accounts Payable processes and on Operating Budget Processes. The following additional sessions have been arranged for Thursday, September 13th:

Accounts Payable

Presenter: Cheryl Lord, Manager Accounts Payable  
Location: Haley, Room 254 (Continuing Education Classroom)  
Time: Session 1: 9:00 to 10:30  
Session 2: 2:00 to 3:30

Operating Budget Processes

Presenter: Christine Delodder, Coordinator, Budget Office  
Location: CA Douglas Room, Cumming Hall  
Time: 10:45 to 12:15

Further training will sessions will be arranged on these and other areas as demand dictates.