Hi all,

I hope you are having a great start to summer! Please see below for the June newsletter items. Please distribute to those in your area who would benefit from this information.

1. **OSU Travel Resource document:** The attached is a resource to help become familiar with some of the rules and procedures around University travel. The goal is for this to serve as a reference guide to answer any preliminary questions. The [OSU Travel page](#) is also a great resource that is always being updated with the latest news. The link to the full OSU travel policy is also located on the travel website.

2. **Pcard security:** P-cards must be kept in a locked drawer when not in use and your p-card log kept updated so its location is known at all times. After your purchase is complete, turn the pcard back into your pcard manager and provide the receipt, business purpose and funding to be used so the transaction can be recorded correctly in eRequest.

3. **Timesheet Approvals:** With vacation season in full swing, please be mindful of the timesheet processing deadlines when you are out of the office. Arrange for a back-up and communicate with Leigh Zircher and Mallory Aliff to review/approve on your behalf.
   a. Upcoming eTimesheet supervisor approval deadlines (Tuesdays by 10am): 6/11, 6/25, 7/9, 7/23

4. **Surplus System Update:** Surplus Property System (SPS) will be launched June 6th, which will be incorporating significant improvements to the accessibility, ease of use and appearance of the interface. The disposal request process will remain largely the same. There is a 30 minute training available to familiarize yourself with the new interface. Log in to [BuckeyeLearn](#) and search for "Disposal Requests" to access the training. Some of the improvements are listed below:
   - Compatible with all browsers — no longer requires Internet Explorer.
   - Approve requests by email without logging into the SPS system.
   - Upload multi-line item DRs via spreadsheet.

Thank you,
Sarah

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