

MAY 2021



FY21 Closing Schedule

The closing schedule for FY21 is now available, and can be viewed on the OBO website.

[Closing Schedule](#)



New Staff Announcement

We are pleased to announce that Mitchell Forker has joined our cashier team as our lead cashier. Mitchell came to us from Collins Community Credit Union where he worked as a Member Relationship Specialist. If you frequent the Cashier's Office, please stop by and introduce yourself!

Mitchell's contact information:
mitchell.forker@uni.edu
 319-273-6831

Receiving on Purchase Orders

It is important to receive on all iProcurement items as soon as they arrive on campus. Receiving instructions are available on the Business Operations training page. If you experience any issues, including returns or credits, please contact Procurement Services @ uni_procurement_services@uni.edu

[Receiving Orders](#)



4/29/21 BPUG Recording

For staff unable to attend the April 29, 2021 Business Process User Group webinar, the recording is now [available](#).

Agenda items:

- 1) SIS Financials Reports
- 2) eBusiness Fall Upgrade
- 3) Telework Agreements
- 4) Use of Equipment Off-Campus
- 5) Human Resources Update

Thank you to our panelists and attendees for another great conversation! Special thanks to Keith Kennedy for providing IT support throughout the webinar.

If you have any questions or have topics you would like covered at an upcoming meeting, please submit those to obo@uni.edu.