



Cynthia Paschal <cpaschal@maine.edu>

New process for returning funds at UM

1 message

Office of Human Resources <hr-um@maine.edu>
Reply-To: Office of Human Resources <hr-um@maine.edu>
To: UM-EMPLOYEES@lists.maine.edu

Wed, Oct 10, 2018 at 2:59 PM

Dear colleague,

Do you need to return money to the University?

For example:

- Personal expenditures accidentally charged by you using your University Travel Card (TCard) or Purchasing Card (PCard)
- Funds returned as required by an Expense Report in Concur or in Access Online
- Unused Cash Advance funds

There is a new process!

1. Contact Procurement Services at procurementservices@maine.edu or 581-9101. Procurement Services will review your transaction or report and send you a form (already filled out) for use with your deposit.
2. Take the completed form along with cash or check (made out to the University of Maine) to the Bursar's Office at 100 Alumni Hall.
3. Upload a copy of the deposit receipt in Concur (TCard) or Access Online (PCard). Please contact Procurement Services if you need help with this process.

Any questions? Contact Procurement Services at procurementservices@maine.edu or 581-9101.

The Procurement Services Team

Procurement Service Desk, 207-581-9101 or procurementservices@maine.edu

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