



OCTOBER 2018

CMU BUSINESS CREDIT CARD STATEMENT PERIODS

CMU Business Credit Card Statement Periods normally run from the 25th of the prior month to the 24th of the current month (i.e., the August billing cycle began on July 25th and ended on August 24th) unless either of these dates fall on a weekend, then the deadline is extended to the next business day. These dates are particularly important if you have almost exhausted your credit limit and you expect it to refresh over the weekend – this process will not occur until after the following Monday. These dates may also affect when a transaction posts to your account. The full [CMU Business Credit Card Month-End Schedule](#) includes the statement period dates and the deadline for updating credit card transactions in ActivePay. No changes can be made after this deadline.

ACCOUNT ASSIGNMENTS IN ACTIVEPAY

Cardholders and ActivePay users can update their credit card transactions by changing general ledger accounts, cost centers and WBS Elements and adding internal orders any time before the month-end deadline. Most CMU Business Cards are defaulted to the credit card general ledger account 693000 unless otherwise specified on the credit card application. Changing the general ledger on each credit card transaction to better reflect what the actual expense is, can be a great tool when allocating funds for departmental budgets. If you are not sure what general ledger account to use, the [Accounting Services Website](#) includes a full list of general ledger accounts available along with detailed information about the structure of internal orders and how they can be used, grant information and cost center reconciliation.

HOLIDAY EVENTS, CARDS AND DECORATIONS

With the holiday season quickly approaching please take note of the policies governing holiday related purchases and events:

- The purchase of holiday cards and decorations must be directly related to development activities.
- Holiday functions are permitted (as always, gifts for employees, students or families of employees or students are not allowed). The cost of such functions must be reasonable (normally less than \$20 per person) and may not be charged against any general fund or sponsored program account (i.e., 1xxxx; 2xxxx, 3xxxx, 6xxxx, 7xxxx, 6xxxxx (WBS)). It is permissible to include spouses or other eligible individuals (OEI) in these events.

If you have any questions about holiday expenses, please contact Chris Zalud 3797, Maureen Middleton 6944 or Kyle Souder 3525 for more information.

Reminder – October ActivePay Deadline is Wednesday, October 31st, 2018 at 5 PM

Statistics for September (08/25/18 to 09/24/18)

Total Spend	\$986,891.99
Total Number of Transactions	5,677
Average Charge	\$173.84
Open Credit Cards	1,165
Cards with Activity	719

Thanks,
Payroll and Travel Services

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