Controller’s Office

**Purchases of Office Furniture and Computing Equipment Guidelines**: As the new academic year gets underway, departments may be interested in purchasing office furniture, such as file cabinets, bookcases and office chairs, or computers and related peripherals. All purchases of University office furniture and computers are coordinated centrally to ensure your purchase meets University specifications and utilizes the University’s existing contracts to get the best pricing! If you are interested in purchasing office furniture, please contact Carolyn Burruss in University Facilities’ Architectural Services department to discuss your office furniture requirements. If you need to purchase computer equipment, peripherals (such as keyboards or mice), printers, etc., please contact Stephanie Charles in Information Services for assistance. Because purchases of these items are coordinated centrally, individual departments may not use their University p-cards to buy these items. Please refer to the University’s purchasing guidelines and purchasing card policy for additional information, or contact procurement@richmond.edu if you have questions.

**Account Code Changes**: Effective July 1, the University’s expense account codes (7000-7999) were consolidated to a more useful format. You can view the changes, FAQs, and a crosswalk between the old account codes and the new numbers on the Controller’s Office website here. Please contact the Accounting Office at accounting@richmond.edu if you have any questions or comments. **NOTE**: To reallocate budget based on the new account code structure, please submit a request to OPB via the Budget Journal Entry Form.

**Reminder — the Cashier’s Office Has Moved!** The Cashier’s Office is now located on the 3rd floor of the new Queally Center building. Office hours for the Cashier’s are from 9:00 a.m. – 3:00 p.m., Monday through Friday. The Student Accounts Office is also located on the 3rd floor of Queally Center. Student Accounts is open from 8:30 a.m. - 5:00 p.m., Monday through Friday; on Wednesdays, the office opens at 9:00 a.m.

**Accounting Mailbox**: For all accounting questions and journal entry requests, contact accounting@richmond.edu.

**Get to Know the Staff**: Taene Silva from the Controller’s Office is this month’s featured staff member. Learn more about Taene and her role here!

Office of Financial Planning & Budget

**New Budget Form**: OPB has developed a new online Budget Journal Entry (BJE) Form for users to submit all budget journal entry request(s). Please refer to the OPB website for more information on the BJE Form and the Controller’s Office website to access the revised Journal Voucher/Reallocation Form for accounting related entries.

**OPB Mailbox**: For all budget related questions, contact opb@richmond.edu.

**Upcoming Training**

⇒ **Banner Finance 101**: Do you have Banner access and need further training? Click here to sign up for Banner Finance 101 to learn more about Bannerforms FGIBDST, FGITBAL and BannerWeb.