Follow the links for quick facts on the departments listed below:

**Controller’s Office:**
- **New mailbox:** For all accounting questions and journal entry requests contact accounting@richmond.edu.
- **PCard Program Changes:** The University is switching to dual use department and individual pcards. The cards may be used for both travel and office supplies. All old pcards, travel cards, and ghost cards will be closed by the end of March 2016. To continue participation in the University’s pcard program please complete the Application & Agreement form and forward to pcards@richmond.edu. Questions or concerns may be directed to Taene Silva at (804) 289-8177.
- **Three Major Changes to Petty Cash Reimbursements:**
  1) Receipts may now be turned in within 90 days of purchase. Previously, the requirement was 30 days.
  2) Gift cards & gift certificates may now be reimbursed through petty cash when a properly completed Gift Reporting Form is submitted with the petty cash form and brought to the Cashier’s Office.
  3) Gas purchases for rental cars, or mileage reimbursement for personal vehicles, may now be reimbursed through petty cash. If you do not have a receipt, please complete the Missing Receipt Form and submit the reimbursement through Accounts Payable.
- **Updated Missing Receipt Form:** The Missing Receipt Form has been updated to reflect changes due to the new reimbursement policy.
- **New Meal Receipt Requirements:** A credit card charge slip is now an acceptable receipt for meal reimbursement. The charge slip is also acceptable documentation for meals purchased on a University credit card. Individuals may submit either the credit card charge slip or the itemized restaurant receipt.

**Office of Planning & Budget:**
- **OPB mailbox:** For all budget related questions and budget journal entry requests contact OPB@richmond.edu.
- **Finance Security and Reports:** Have you ever wondered why some people receive a budget report? Or, why some people have access to Banner? Click here to learn more about OPB’s tenets or report distribution and Banner access.
- **ROADS Budget Report Training:** If you are in need of ROADS Budget Report Training, email OPB@richmond.edu to join our training group.
- **Banner Finance 201:** Do you have a general understanding of Banner but have further questions pertaining to your job responsibilities? Contact OPB@richmond.edu to sign up for our advanced Banner Finance training class.

**Our 2 Cents**

**Electronic Funds Transfer**
A brief message from the Office of Treasury Services: If your department issues invoices to parties outside of University of Richmond, click here to learn the proper procedures to ensure that the correct department gets credit for the deposit.