

Memorandum

To: The University Community
From: Christopher M. Kopach, Assistant Vice President Facilities Management
Date: May 16, 2013
Subject: Job Renewal Process for FY14

Previously, Facilities Management requested that departments submit their job and account information to FM Cost Accounting on a yearly basis in order to avoid disruption of service. The process has changed this year. Existing job information will automatically rollover for the new fiscal year. Departments only need to contact FM Cost Accounting if there are exceptions to their current job information. Examples of this would be a change in account information or the closure of an existing job. As mentioned in previous communications, FM Cost Accounting now has the ability to also add sub-accounts and project codes to job information for invoicing purposes.

If you would like to add information to or close existing jobs, please send an email to FM Cost Accounting at:

FM-Ca@distribution.arizona.edu

For additional questions or concerns, please contact Simon White at 621-1750 or <mailto:sjwhite@email.arizona.edu>.

Thank you.

