



We have a new resource for you! Please check out our Quicken tutorials at:

<http://www.uaex.edu/support-units/financial-services/resources.aspx>

This will enable you to search for the help you need at any time.

Q-tips this month are to clarify recent instructions:

- Send **income** documentation each month. This includes receipts for money received and deposit slips. The only exception is when your bank statement has a photo image of your deposit slips.
- We **do not** need **expenditure** documentation, such as:
  - Check copies
  - P-Card documentation
  - Invoice copies

Bank statements, income documentation and your signed Finance 401 form are due in our office by the **17<sup>th</sup>** of each month.

Wishing you a Happy St. Patrick's Day!

*Janice*