



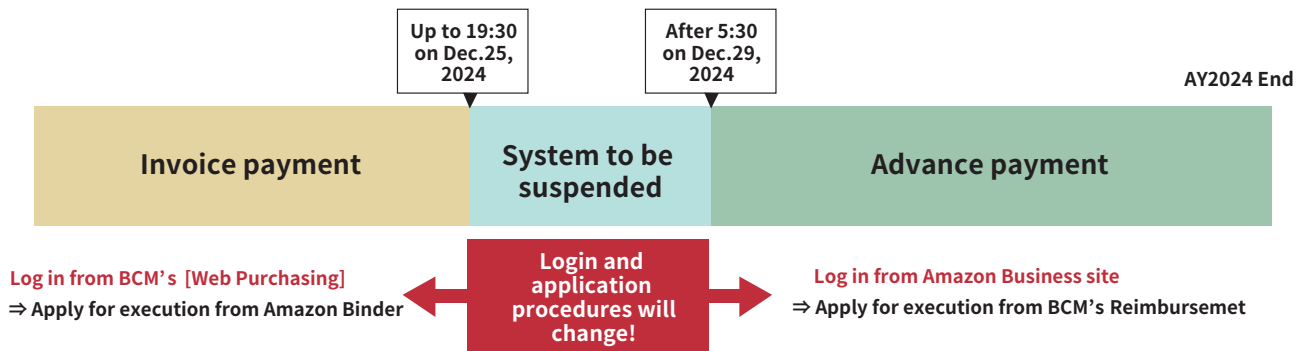
Period of suspension for researcher use of the Research Budget Management System (BCM)

We would like to inform you about the operating schedule for the Research Budget Management System (Budget Cycle Management: BCM) for the year-end and New Year holidays. Please note that the system will be unavailable for a period of time due to maintenance work.

Between 19:30 on Wednesday, December 25 and 5:30 on Sunday, December 29, 2024

Notice regarding the use of Amazon Business on the BCM

Amazon Business on the BCM for AY2024 research expenses will stop executing "invoice payment" on December 25, 2024; after December 29, you may reimburse via "advance payment" purchases. Although you may continue to use the account linked to Amazon Business on the BCM, you will be required to register the shipping information and credit card information. Advance payment through your personal Amazon account is also available.



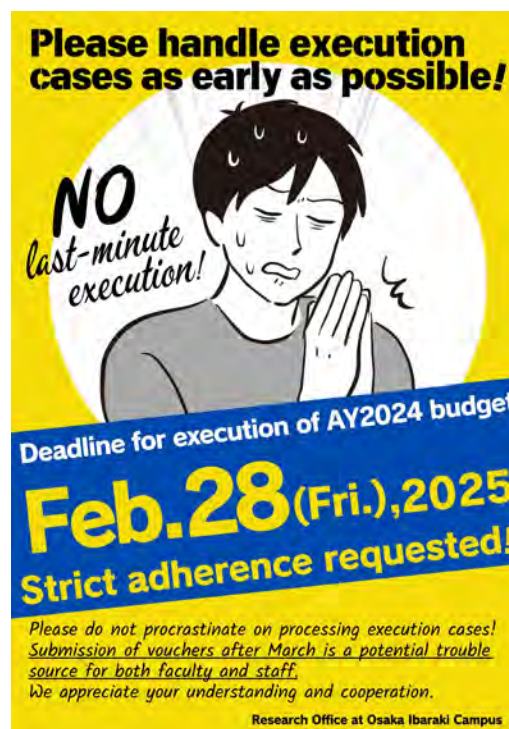
Purchasing on Amazon Business has a range of delivery dates for different products. Execution by invoice payment is not possible when delivery is after the end of the academic year. Also, at the AY end, there are irregular responses such as terminated execution. Since the conventional Amazon binder cannot handle these irregularities, we have no choice but to change from "invoice payment" to "advance payment." Please place orders by December 25 to the extent possible for items that you have already decided to purchase, and for items that can be delivered by the AY end, please execute them by "advance payment" after December 29.

Details on how to register shipping address information and credit card information are available on the Faculty Portal.
<https://fp.ritsumei.ac.jp/facultyportal/s/r-information/a0eJ2000003nkXwIAI/i0000053573>

Deadline for execution of AY2024 budget

This is to notify you of the deadlines regarding the execution of the AY2024 budget. Your strict adherence would be appreciated.

- (1) Orders of 100,000 yen or more per case
 - (i) Printed materials involving production
(including website production):
Wednesday, December 4, 2024 [Closed]
 - (ii) Printed materials and goods other than the above:
Wednesday, January 8, 2025
- (2) Submission of invoices, receipts and other vouchers
(both data and paper media)
Friday, February 28, 2025



For items involving purchase orders or contracts, or items that require time for delivery, please complete the procedures earlier than the abovementioned deadlines. In addition, in order to avoid concentration at the end of the academic year, cases like the following should be processed as soon as possible without waiting for the relevant deadline. If execution at the AY end is unavoidable, please consult with the office contact person for budget management in advance. We ask for your cooperation under the slogan, “Don’ t procrastinate on processing execution cases.”



- Settlement of receipts on hand, and voucher submission for invoice payment
- Purchase of items that are scheduled for use and can be delivered early
- Travel requests with a confirmed itinerary, and cases for which travel report is already available
- Submission of attendance sheets for completed work scheduled for the current month

Publication of Newsletter

This Newsletter is published quarterly as part of our awareness-raising activities, and is intended to disseminate and deliver information for the proper execution of research funds on a regular basis, such as sharing of misuse cases including those that have occurred at other organizations and the factors that have led to their occurrence, as well as matters pointed out during internal audits and voucher inspections. The next issue is scheduled to be published in March 2025.



Division of Research, Ritsumeikan University