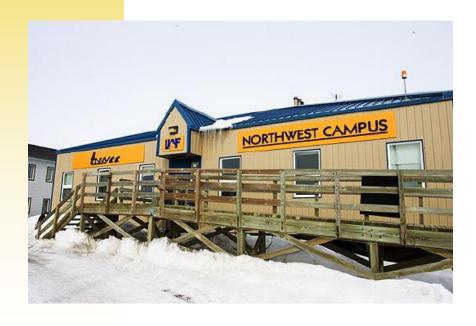


# Financial Managers' Meeting 17 November 2009







### **AGENDA**

- Safety Minute
- Millennium Hotel Presentation Julie O'Connor
- United Way Presentation Lexi Miller
- Printing Services Warren Fraser



- Introductions
- TOAD Update
  - Training Opportunities
  - Save your Browser Files
    As SQL Files



- Management Report
  - Auxiliary/Recharge Funds 4<sup>th</sup> Request to e-mail Lynn List of Inactive Funds
  - Restricted Fund Process
- Carry Forward Targets



- OGCA
  - Restricted Fund Timesheet Submittal
  - Final Reports
    - Where are they Housed
    - What does OGCA Need





Date: Wednesday, November 25th

Time: 10:00am - 12:00pm

Place: 109 Butrovich (BOR Conf Room)

- OGCA Suspense Log
  - What does it Mean
- OGCA Forms on the Web http://www.uaf.edu/grcon/





- Accounts Payable:
  - No alcohol on 103010 Funds
  - Reimbursements
    - Accumulate Receipts if Possible
  - Open Encumbrances
    - Work with Kathy (A/P) to Close Out
  - Receiving
    - E-mail Tech Don't Fax Back Entire Invoice
    - If PI Signature Required Fax Back One Page w/Receiving Number on it





- Round Table
- Financial Managers' Meeting Schedule
   (last Tuesday of the month), 9:00 10:00 a.m.
  - January 26, 2010
  - February 23, 2010
  - March 30, 2010
  - April 27, 2010
  - May 25, 2010

