

College/Division Administrator Meeting  
Room 302, Melcher Hall  
June 9, 2011 9 AM to 11 AM

Agenda

Christopher Burton, Director, Purchasing

- HUB Cougar-Connect Event on June 23<sup>rd</sup>

Anne Sherman, Director, Office of Contracts and Grants, Pre-Award

- Research Administrator Certification Program, 2011-2012

Maribel Salazar, Communications Manager, Research Information Center

- Launch of new Division of Research web site

Regina Ragusa, Manager, Bank Reconciliations

- FY 2012 Cash Deposit journal changes

Nicole Broyles, Executive Director, IT Business Services

- Proposed use of College/Division file shares to UIT work order and cellular invoices

Karin Livingston, Director, Accounting Services

- Payments between campuses should select ACH for payment type. Non-voucher transfer options include setting up receivables/payables and sending notification to Accounting, or requesting transfers of funds from Treasury.
- Direct Deposit required for employee Accounts Payable payments as of September 1, 2011
- Cost savings measures for FY 2012 may include requiring all vendor payments to be made by electronic methods. Information will follow in future meetings on this subject.