**Campus Business Representatives**

January 27, 2020

1:00 – 2:00 pm

UC0259

Agenda

1. Agenda Review (Todd – 2 minutes)

*Purpose: Provide overview of the agenda and gather any additional topics desired:*

1. Announcements (Trisha, Todd – 10 minutes)

*Purpose: Provide updates on a variety of topics relevant to the CBRs.*

* Asset Review (Trisha)
* Alert Bubbles in E-Reimbursement (Trisha)
* ERP Update (Todd)
* Budget Template Progress (Todd)
* Printing Services Billing (Todd)

1. Food Practice Directive Draft (Alexandra – 15 minutes)

*Purpose: Provide an overview of establishing guidance and procedures for purchase and providing of food on campus.*

1. Payroll Timesheet Completion (Reggie – 10 minutes)

*Purpose: Provide an overview of the pay period payroll announcements for supervisors around approval of timesheets.*

1. Purchase Card Update (Todd, Ryan – 10 minutes)

*Purpose: Provide an update on purchase card usage, allocations, and overall number of purchase cards.*

1. Travel and Purchase Card Notices for Past Due Logs (Trisha and Ryan – 10 minutes)

*Purpose: Provide process to notify managers and users of past due logs.*

1. Other Announcements (Open – 3 minutes)
2. Upcoming Financial Services and Procurement Training (FYI)

*Purpose: Provide dates of upcoming training. Click on Training on the following page to register* [*https://www.uww.edu/adminaffairs/finance/accounting-services*](https://www.uww.edu/adminaffairs/finance/accounting-services)*.*

#### **Financial Services and Procurement Training**

#### **Financial Services Training**

| **Name** | **Event Date** | **Time** | **Duration** | **Seats** | **Actions** |
| --- | --- | --- | --- | --- | --- |
| New Employee Travel Training | January 17, 2020 | 10:00 AM | 1:00 | 1 of 15 seats full | [More Info](https://my.uww.edu/signup/Registration/Details?id=16314) |
| Open House - Travel Discussion | January 22, 2020 | 2:00 PM | 1:00 | 0 of 15 seats full | [More Info](https://my.uww.edu/signup/Registration/Details?id=16317) |

Next meeting: February 24, 1:00 – 2:00 p.m. UC0076 Summers Auditorium