

COE STAFF MEETING  
March 27, 2006

Sheila Myers discussed year-end deadlines and passed out information concerning the COE deadlines for various transactions.

June Smith has processed budget amendments for funds transferred to departments for critical needs. June also discussed the bulk order to Dell that Troy is preparing. She reminded that for this order all specifications must be exactly the same. Attached is a PDF file that gives the description of the computer being ordered with this bulk order.

Teresa Melton discussed the new PAR justification requirements that are required when making changes for preceding months. The Accounting department is getting strict about this new procedure.

June Smith gave an update on the training for the new Accounts Payable system. Information concerning this training was passed out. Andy Garber highlighted some of the information. The new web-based check request system looks very easy to use. He discussed the new travel guidelines and how the policy for reimbursement within 60 days of the travel is going to be strictly enforced. June Smith advised that consulting agreements in effect at year-end will go into liability. She discussed the need to attach receipts for reimbursements made to candidates for travel for everything except mileage and meals. Otherwise, it will not be treated as a reimbursable expense. She advised close attention needs to be given when paying with honoraria. If someone is providing a service and working in your office, they are considered an employee. For check requests, it is only required to furnish the last 4 digits of an employee's social security number. For non-employees, the entire social security number is needed.

June Smith discussed the training attended concerning UGA deadlines and the requirements of the Accounting department to submit various reports which requires the deadlines.

Lisa Vander Kooi discussed the quarterly report and the importance it has at this time of year. All departments were asked to closely review each account and verify the amount shown as budgeted for O&E, Travel, and Equipment is correct on each spreadsheet. Special attention needs to be given to each transaction on all spreadsheets that has not yet cleared to make sure that each one is an appropriate entry. Also, obligated amounts for copier agreements, etc. need to be verified and adjusted to the appropriate amount, this includes travel entries. **PLEASE HAVE YOUR ACCOUNTS BALANCED PRIOR TO GOING TO SACUBO.**

Ann Seagraves discussed the inventory deadline of June 30 and advised that scanning needs to begin now.

Bill Stauff discussed the Penthouse and the need to begin cleaning and purging files not needed. He asked everyone to begin organizing the boxes and getting rid of the information not required.

Lisa Vander Kooi discussed the GV spreadsheets. The format of the spreadsheets has been changed to show the COE Program Support amount coming directly off the revenue instead of as an expense. June Smith and Lisa have posted the final adjustments based upon actual Spring tuition return amounts and floats, etc. to the spreadsheets. The amounts shown as budgeted and expended in Personnel, Travel, and O&E are final. Please review and contact Lisa or June if you have any questions.

Jeanine Meeler asked the when submitting travel expenses statements to use the new travel expense form. Jeanine advised that she will be out of the office from Thursday, March 30 through April 12, and that anything being processed needs to be to her before Wednesday, March 29.

Freita Strickland will be organizing a meeting for all that plan on attending the SACUBO meeting. She will be contacting everyone to set up a meeting to coordinate plans.

Shea Ray advised that it is her understanding that the Physical Plant will not be handling any jobs over \$2,000 for this fiscal year.

Shea Ray advised that the staff awards will be held April 14 from 2:00 to 4:00 at Flinchum's Phoenix. Departments should be making arrangements now to have the telephones covered for their departments during this time.

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