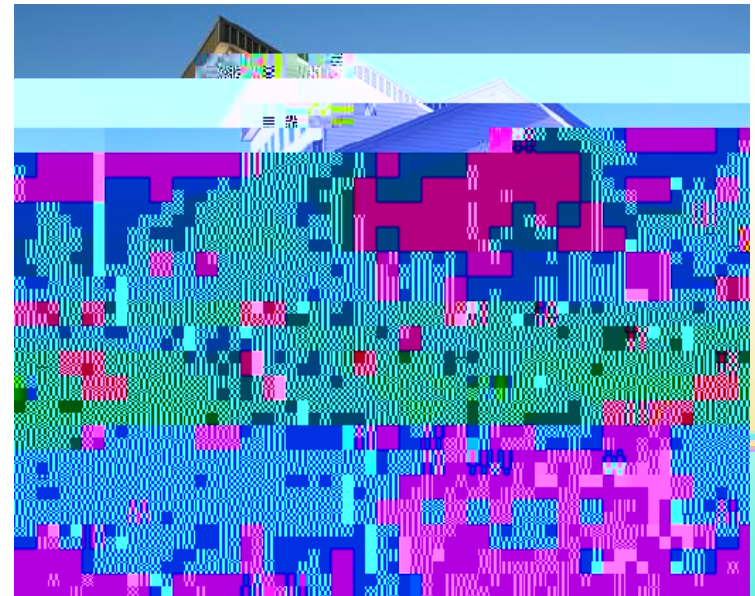




17 November 2009



ALASKA'S FIRST



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



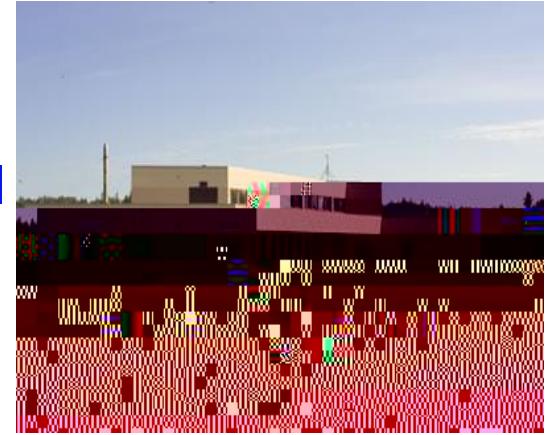
- Introductions

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

- Management Report
 - Auxiliary/Recharge Funds – 4th Request to e-mail Lynn
List of Inactive Funds
 - Restricted Fund Process



- OGCA
 - Restricted Fund Timesheet Submittal
 - Final Reports
 - Where are they Housed
 - What does OGCA Need
 - Impact of Overruns on Outstanding Receivables
 - OGCA Education Program “Budget Request Forms”
 - 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



