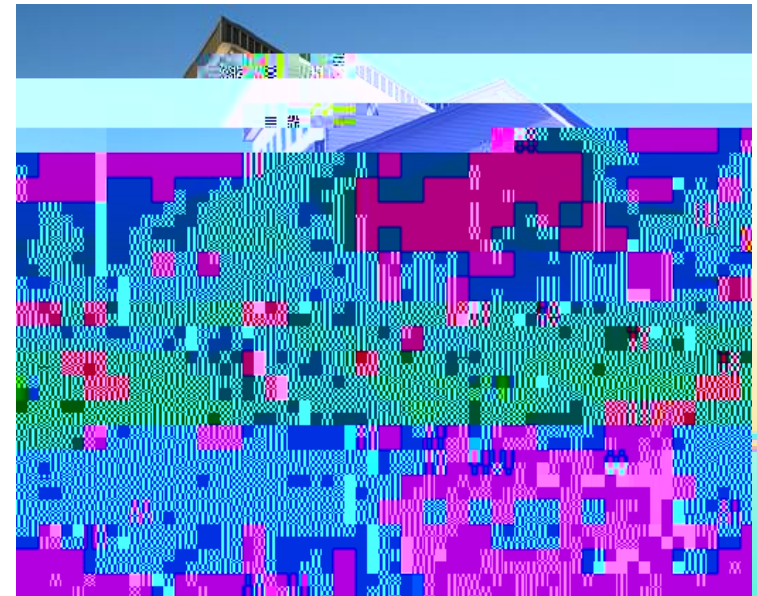




17 November 2009



ALASKA'S FIRST



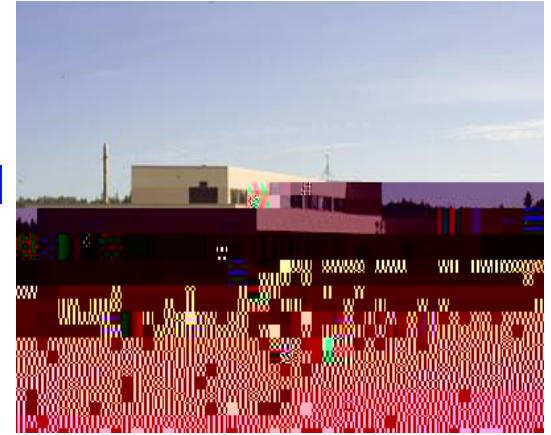
- Safety Minute
- Millennium Hotel Presentation – Julie O'Connor
- United Way Presentation – Lexi Miller
- Printing Services – Warren Fraser



- Introductions
  
- TOAD Update
  - Training Opportunities
  - Save your Browser Files  
As SQL Files
  
- Management Report
  - Auxiliary/Recharge Funds – 4<sup>th</sup> 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 25<sup>th</sup>
    - 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



