

Budget & Business Manager's Meeting
Agenda
Monday, October 8, 2001

Budgets:

- BD-119
 - Spreadsheets
 - Due dates
 - >15% increases
- SPA legislative increases
- SPA - "Standard of living" increases
- Travel Restrictions (Excess Lodging)
- Over commitment notices
- Legislative Reductions
 - Permanent
 - One-time

Comptroller:

- Journal entry corrections - documentation/references
- Change in budget authorities
 - Proper signatures for charging accounts
- Open-door policy
 - Department suggestions for streamlining accounting practices
- Check Requests - missing object codes

Purchasing:

- Budget information sheet
 - Commonly purchased items