Business Community Meeting – Large Group
May 15th
9:30 a.m. – 11:00 a.m.
Sage 4101

AGENDA

Important Dates:

- By Friday May 24: Complete all nonsalary information in the budget application
- May 28 – May 31: Nonsalary information will be loaded into Banner
- Late June: Complete update to all positions for merit (& other changes) in the budget application
  - Complete all revenue information in the budget application.
  - Revenue budgets are needed for E&G, Auxiliary, Institute Wide, Designated and Gifts
  - Not needed for research or endowment spending formula.
- Early July: Position budgets and revenue budgets loaded into Banner

- Budget office updates – Helen Grzymala
- Staff Introductions – Lynnette Remillard – Lally School
- Gift in Kind – IA - Michael Bivens & Cindy Tapper-Peralta
- EPAF and Labor Distribution – Jackie Martin
- Procurement – Rachel Capo – Justification request form and supplier updates
- Petty cash and personal reimbursement – Postponed