



Rensselaer

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