

UNIVERSITY OF

Financial Managers' Meeting

March 26, 2013

In case of evacuation we will meet at the west entrance to the Museum.

Department Emergency Action Plan (DEAP)

Procedure to follow in the event of an emergency

Contains department and building information

Jason Theis - OFA
Position Vacancy Expectations

Wanda Bowen - OGCA

Future Training Dates

PowerPoint with Instructions and Appendices are available on the
OGCA website:

<http://www.uaf.edu/grcon/educational-opportunities-1/>

Matt Seymour - OFA

Julie Queen OMB

Lynn Wrightsman - OFA

\$4.1M in uncommitted encumbrances

Send encumbrance liquidation requests to Kathy Jeffords in A/P

Purchases greater than \$50K by April 12, 2013

Purchases between \$5K and \$50K by May 3, 2013

Purchases under \$5K by June 7, 2013

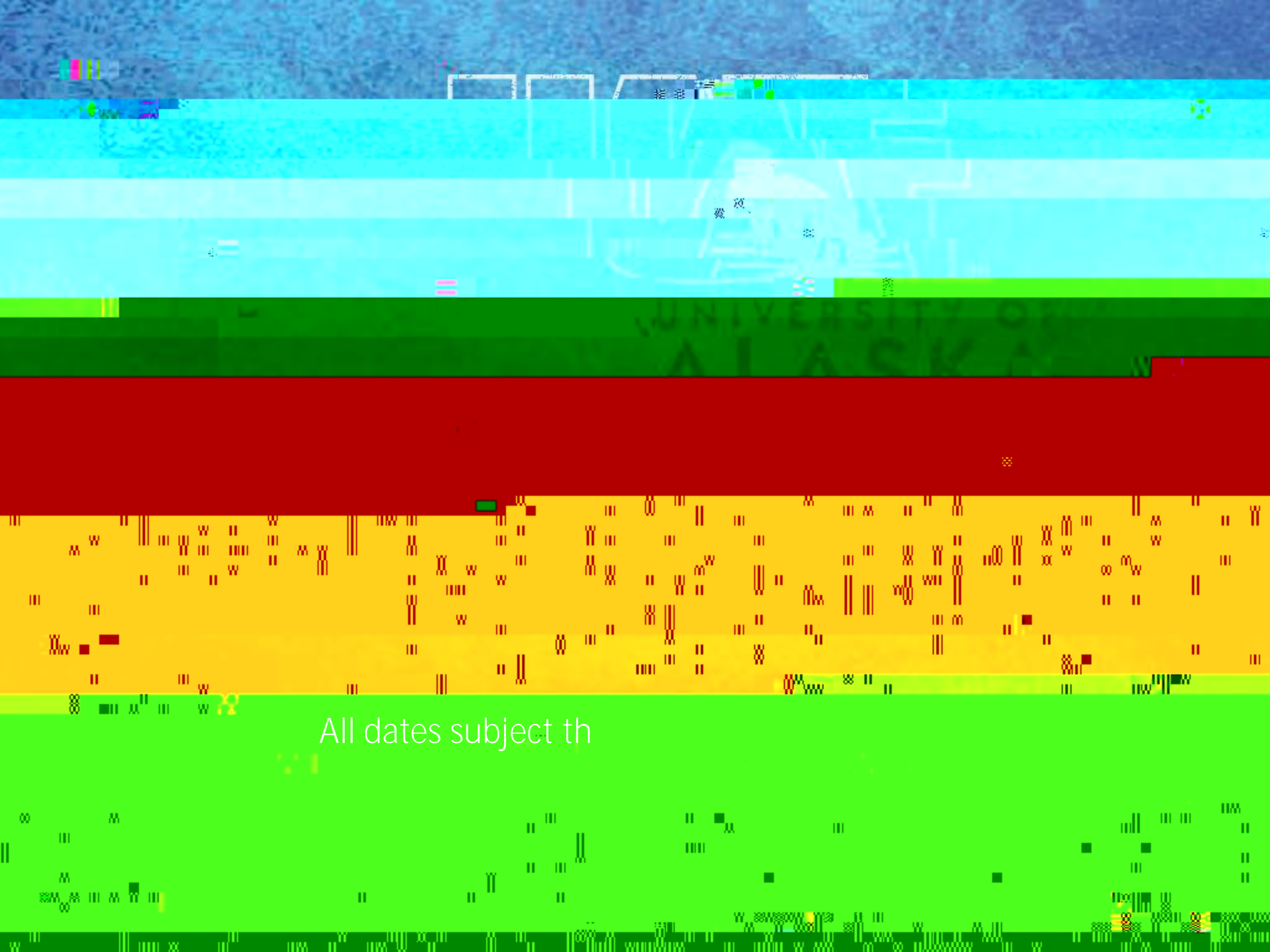
Change orders by June 7, 2013

LPO for in-stock items only by June 30, 2013

Call Numbers by June 30, 2013



March reports are due April 12



All dates subject th