# AGENDA

## Financial Area Representatives’ Meeting

**January 18, 2011**  
**2:00 – 3:30 p.m.**  
**Biotechnology Sciences and Engineering BSE 2.102**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Title</th>
<th>Presenter(s)</th>
<th>Location</th>
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</table>
| 2:00 p.m. | **Welcome & Introductions**                      | Lenora Chapman  
**Assistant VP for Financial Affairs and Controller** |  
**Biotechnology Sciences and Engineering BSE 2.102** |
| 2:05 p.m. | **FY10 AFR Presentation**                       | Lenora Chapman  
**Assistant VP Financial Affairs and Controller** |  
**Power Point will be posted to website** |
| 2:20 p.m. | **Define Departmental Form/Guideline**          | Cindy Orth, Director  
**DEFINE Administrative Services** |  
**Power Point will be posted to website** |
| 2:35 p.m. | **Travel Reminders - Travel Card Update**       | Diana Macias-Ollervidez, Assistant Controller  
**Office of the Controller** |  
**Power Point will be posted to website** |
| 2:50 p.m. | **Teaching/Research Assistant Certification**   | Veronica Ramirez, Assistant Dean  
**The Graduate School** |  
**Power Point will be posted to website** |
| 3:05 p.m. | **PeopleSoft Project Status**                   | Janet Parker  
**Associate VP for Financial Affairs** |  
**Power Point will be posted to website** |
| 3:15 p.m. | **Communication Plans**                         | Janet Parker  
**Associate VP for Financial Affairs** |  
**Power Point will be posted to website** |
| 3:30 p.m. | **Future Meeting Agenda Items**                 | **Wrap-up & Announcements:**  
**Next FAR Meeting:**  
**Thursday, March 17, 2011**  
**2:00 p.m. - 3:30 p.m.** |  
**Website for FAR presentations:**  
**http://www.utsa.edu/financialaffairs/far.html** |

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