



AGENDA

Financial Area Representatives' Meeting

March 17, 2008 BSE Building, Room 2.102
2:00 – 3:30 p.m.

Meeting Facilitator: Gary Lott, Director, Financial Services and University Bursar

2:00 p.m.	UTSA Surplus Property Process <i>Jon Mosel, Capital Asset Manager</i> <i>Ed Minter, Surplus Properties Supervisor</i>	PowerPoint will be posted to website Handouts
2:20 p.m.	Departmental Payroll Download <i>Mario Medina, Associate Director, Finance</i> <i>Vice President for Community Services</i>	PowerPoint will be posted to website
2:40 p.m.	Lapse Policy/Budget Transfer <i>Janet Parker, AVP Financial Affairs</i>	PowerPoint will be posted to website
3:10 p.m.	Reconciliation using Quicken <i>Bob Miller, Business Manager</i> <i>Campus Recreation</i>	PowerPoint will be posted to website
3:30 p.m.	Future Meeting Agenda Items Wrap-up & Announcements	

Next Meeting: Monday, April 21st @ 2:00; BSE Bldg. 2.102