

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

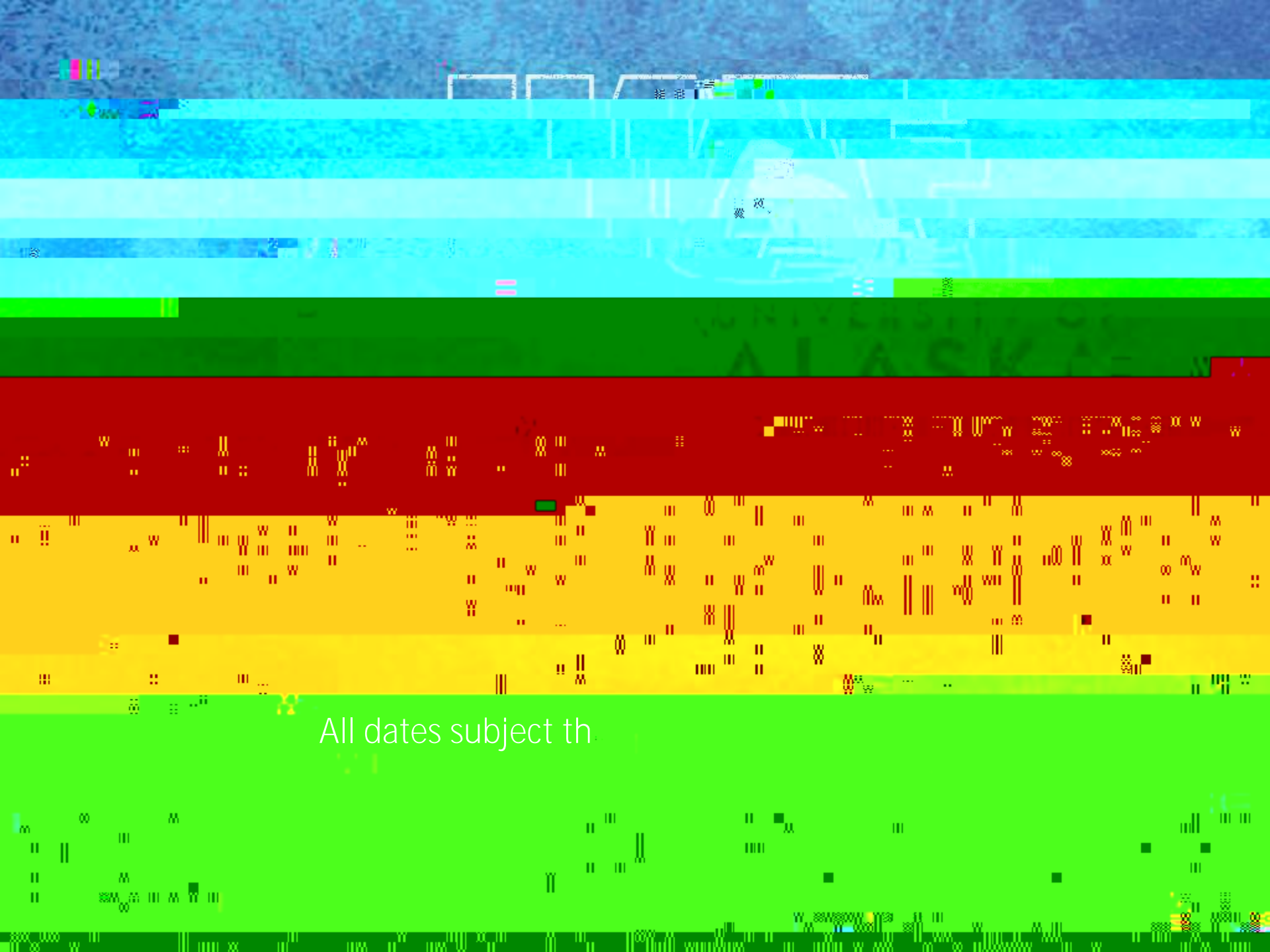
LPO for in-stock items only by June 30, 2013

Call Numbers by June 30, 2013





March reports are due April 12



All dates subject to