

Fiscal Administrators | 05/03/23 Agenda

Topic	Today's Agenda Item / Objective	Target Time
Welcome	<ul style="list-style-type: none">• Welcome/Agenda Overview	5 min
Updates & Reminders	<ul style="list-style-type: none">• Location of Important Resources• Instructions for Thursday Support Cases• Zero-dollar PO• Travel & Expense Expo	20 min
Invoice Processing In-House	<ul style="list-style-type: none">• OCR turned off, temps & AP team working invoices since April 24	10 min
Closing POs	<ul style="list-style-type: none">• New permissions to Procurement Shopper Role	10 min
Sustainable Procurement Update	<ul style="list-style-type: none">• UVA's Single Use Plastic Requirements & using the Supply Room Catalog	10 min
Clean Up Squad	<ul style="list-style-type: none">• Financial Transaction Spring Cleaning	10 min
Expense Approver Routing	<ul style="list-style-type: none">• Changes related to internal audit requirements	10 min
Wrap-Up	<ul style="list-style-type: none">• Preview of Next Meeting / Meeting After the Meeting	5 min