

Agenda BSC Finance Customer Forum Travel & Expense Credit Card Administration	Date: Tuesday, March 15, 2016 Time: 9:00am - 11:00am Location: Building 5 room G8	
Items	Facilitator	
Welcome and Introductions	9am – 9:15am	Jennifer Stafford
Travel & Expense Service Line Updates <ul style="list-style-type: none"> • Missing Receipts on Expense Reports • Denied Expense Reports • Fiscal Year End Update – Expense reports due by 3/18/16. More information can be found on the BSC website at: http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16 • Questions and Answers / Open Phone Lines 	9:15am – 10:00am	Erin Cirilli
Credit Card Administration Service Line Updates <ul style="list-style-type: none"> • P-card default coding sent; please fill out the reports and send back to the BSC for updating • Ship to address on p-card purchases needs to be changed by Customer Agency • Questions and Answers / Open Phone Lines 	10am – 10:45am	Kimberly Gurga
Accounts Receivables Service Line Update <ul style="list-style-type: none"> • AR is currently in the processing of issuing dunning letters for unpaid interagency bills 	10:45am – 11am	Dan Turcotte
Questions and Answers – Open Phone Lines		
Call for Agenda Items for Next Customer Forum <ul style="list-style-type: none"> • The next Customer Forum is 4/19/16 • Agenda items are due 4/11/16 		