

Agenda BSC Finance Customer Forum Accounts Payable and Purchasing	Date: Tuesday, November 1, 2016 Time: 9:00am - 12:00pm Location: Building 5
Items	Facilitator
Welcome and Introductions	9:00am – 9:15am
Purchasing Service Line <u>Service Line Updates</u> <ul style="list-style-type: none"> • Change Notice Workflow Update • Restricted Period – Publishing Solicitations exceeding \$15,000 • RFQs and IFBs for Customer Agencies: how the BSC can assist • Vehicle Marketplace – Mini Bid Issues • Re-Sourcing Requisitions for Increases • Complete Requisitions with Pre-encumbrance remaining <u>Question and Answers / Open the Phones</u>	9:15am – 10:30am Tricia Huff Lori Brewster, Maureen Bliven Sumita Dey Phil Reed Phil Reed
Accounts Payable Service Line <u>Service Line Updates</u> <ul style="list-style-type: none"> • Accounts Payable group mailboxes and their uses • Review of FileNet Agency Statuses and their use • Reducing interest discussion • Returning Invoices / Agency partnership and outreach – Announce date and give overview of process • How to create a voucher against a receipt for a Purchase Order <u>Question and Answers / Open the Phones</u>	10:30am – 11:45am Gerald Cady Cathy Sheridan Timothy Eckhardt Timothy Eckhardt Timothy Smith
Call for Agenda Items for Next Customer Forum (due November 29, 2016) Accounts Payable and Purchasing: December 6, 2016	