

Agenda BSC Finance Customer Forum Accounts Payable and Purchasing	Date: Tuesday, September 13, 2016 Time: 9:00am - 12:00pm Location: Building 5 Room G8
Items	Facilitator
Welcome and Introductions	9:00am – 9:15am Timothy Eckhardt
Purchasing Service Line <u>Upcoming Training Opportunities for Customer Agencies</u> <ul style="list-style-type: none"> • Expanding P-Card Use in BSC Customer Agencies: 10/5/16 • Purchasing Requisitions and Receiving WebEx: 10/19/16 <u>Service Line Updates</u> <ul style="list-style-type: none"> • IFBs: How the BSC can assist Customer Agencies • Multiple Vendor E-mails • Contract Numbers: Old vs. New • Category Codes/Account Codes <u>Question and Answers / Open the Phones</u>	9:15am – 10:30am Sharon Warner Maureen Bliven Sharon Warner Phil Reed Sumita Dey
Accounts Payable Service Line <u>Service Line Updates</u> HBITS Invoices and FileNet Invoices Submitted with Receipts and Agency Review Queue <u>Question and Answers / Open the Phones</u>	10:30am – 11:45am Cathy Sheridan Gerald Cady
Call for Agenda Items for Next Customer Forum (due 9/28/16) Accounts Payable and Purchasing: 10/4/16	