



Office of General Services Business Services Center

BSC Finance Customer Forum Meeting Agenda

Topic: Finance Customer Forum	Location: Building #5, Room 602
Date: March 6, 2018	Call-in or WebEx Info: https://meetny.webex.com/meetny/j.php?MTID=m1495bf1884a69b0bbe6408ec7a537c37
Time: 9am – 11am	Organizer Contact Info: BSCCustomerCare@ogs.ny.gov
Organizer: BSC Customer Care	Scribe/Timekeeper: Mikenna Greenough
Facilitator:	Meeting Invitees: BSC Finance Staff and Customer Agencies

Agenda Items:	Presenter	Start	End
1. Welcome	•	9:00am	9:10am
2. Travel & Expense and Credit Cards Service Lines Updates <ul style="list-style-type: none"> • Upcoming Travel • Travel Emails • Liaison and Employee Outreach • Expense Report Inconsistent Dates • Announcements • Credit Card Application Reminders 	<ul style="list-style-type: none"> • Kelly Oathout • Carolyn Benoit • Carolyn Benoit • Staci Suplicz • Staci Suplicz • Kim Gurga 	9:10am	9:30am
3. Accounts Payable Service Line Updates <ul style="list-style-type: none"> • Excel to CI Update • Excel to CI "Customer Report" • OSC Pay Term Guidance-Advisory #35 • Utility Payment Report • OSC Voucher Inquiry-Audit • FileNet Defects Status Update • Fiscal Year End 	<ul style="list-style-type: none"> • Justin Spencer & Staci Knickerbocker • Bridget Shopp, DMNA • OSC & Francine Marzinsky • Matt Morrison & Shawn LaFore • Cathy Sheridan • Matt Morrison & Justin Spencer • Tim Smith 	9:30am	10:00am

4. Purchasing Service Line Updates <ul style="list-style-type: none"> • FYE Dates for Processing • Administrative Services Contract - FYE • Paving Procurement • Email Dispatch Updates • Leases 	<ul style="list-style-type: none"> • Paul Olsen • Carol Pilco • Diana Beatty & James West • Erick Hankle • Lauren White & Rita Del Prado 	10:00am	10:30am
5. Wrap Up	<ul style="list-style-type: none"> • 	10:30am	11:00am
<p>Next Finance Customer Forum: 05/15/2018, 9am – 11am Agenda items are due 04/27/2018 and can be submitted to: BSCCustomerCare@ogs.ny.gov</p>			