

Agenda BSC Finance Customer Forum Accounts Payable, Purchasing, and P-Cards	Date: Tuesday, January 5, 2016 Time: 9:00am - 12:00pm Location: Building 5 Room G8
Items	Facilitator
Welcome and Introductions	Jennifer Stafford
Service line Updates: <ul style="list-style-type: none"> • Bill A6902: Requires state agencies to pay small businesses within fifteen days of receipt of an invoice • Purchasing <ul style="list-style-type: none"> - Lease processing - Buy desk update - Purchase Requisitions, Purchase Orders, and Purchase Order Change Notices <ul style="list-style-type: none"> + Timeframe + Worklists + Receiving + Naming + Printing + Cancellation + Availability • Accounts Payable <ul style="list-style-type: none"> - Processing Interagency Bills for Corcraft - Utility Payment Processing - MIR date for invoices when merchandise has been received - Expediting invoices in the Research Queue - Duration of invoice processing once a valid PO is in SFS - For P-card vouchers, why do vouchers remain as 'Not Chk'd' for the Budget Status? • Procurement Cards <ul style="list-style-type: none"> - Batch process for P-Cards – duration. 	Mary Zarembo Gail Swint, Tricia Huff, Cathy Gilman Tim Smith, Dan DeBerardinis, Phil Reed Kim Gurga
BSC Finance Initiatives and Year End Preparations	Tim Smith
Call for Agenda Items for Next Customer Forum (due 1/26/16) Accounts Payable, Purchasing, and P-Cards: 2/2/16	Jennifer Stafford
Questions and Answers	