



DEPARTMENT OF FINANCIAL SERVICES

Meeting Name:	ICOFA/State Agency Meeting
Date:	February 6, 2014
Time:	10:00 am – 12:00 pm
Location:	Room B103, Fletcher Building

Agenda

- Welcome
- Introductions
- Outstanding Action Items
 - Salary
 - Effort Reporting/True-up sample language
 - Semester Dates of True-up completion
 - Ledgers
 - State Agency review of current documentation submitted
 - Travel
 - Submission of alternate forms by Universities for review and approval
 - Use of University owned vehicle
 - Invoices
 - Outstanding Invoices
 - Clean-up of Vendor File
- Closing Remarks/Going Forward
- Adjournment