



## Financials Focus Group (FFG) AGENDA

<b>Date:</b>	Aug. 9, 2019
<b>Time:</b>	11:00 a.m.
<b>Location:</b>	University Tower, UTWR-211
<b>Facilitator:</b>	Rebecca Vilsack
<b>Minutes:</b>	Kiran Acharatlal

### ----- Agenda Topics -----

1. Review and approve the May 2019 FFG meeting minutes
2. **Continuing Business** –
  - Update on UCF Rising (Becky Vilsack)
    - Website
3. **New Business** –
  - Relocation Stipend Policy (3-505.3) – Joel Levenson
  - Travel – Meghan McCollum
    - Airbnb stays are now allowed
    - Southwest flights booked and traveled between 8/1/19 and 10/31/19 will receive 50% bonus points when bookings are made through Concur
  - PCard will be moving to electronic statements on October 1 - Meghan McCollum
  - Procurement – Monica Mayer
    - New web course - PURUPA
    - Requisition copying procedures/confirming the default buyer
  - New procedure for printing a Purchase Order (PO) – Addy Note published on 6/27