UNIVERSITY OF CENTRAL FLORIDA	**Financials Focus Group (FFG)** **AGENDA**
Date:	March 13, 2020
Time:	11:00 a.m.
Location:	Live Stream, Skype for Business
Facilitator:	Rebecca Vilsack
Minutes:	Kiran Acharatlal

- - - - Agenda Topics - - - - -

1. Review and approve the February 2020 FFG meeting minutes

2. **Continuing Business –**
   - UCF Rising update (Becky Vilsack)
   - Cloud ERP update (Becky Vilsack)

3. **New Business –**
   - Expenditure guidelines (Joel Levenson)
   - Annual Departmental Authorization List (DAL) verification update (Jacqueline Lewis)
     - Ends March 27
   - Coronavirus Travel FAQ (Meghan McCollum)
   - PCards monthly approval limits increased for RFOs and DDCs (Meghan McCollum)
   - Electronically sent travel reimbursement vouchers (Meghan McCollum)
     - Print to PDF
     - Include department/project number in subject line
   - A new letter distribution for Vendors Payable starting in April (Laura Crouch)
   - Announcement - Procurement to Pay panel discussion (Laura Crouch)
     - April 7 from 10 am to 11 am in the Key West Ballroom at the Student Union
   - Open discussion