To address business process issues, and support the dialogue between campus business partners.

- **Welcome Back!** – Suzanne Green, AVP, Financial Services
  - One-Stop-Shop from 11:00a.m.-noon
  - Question Card

- **Audits-R-Us** – Kathi McCoy, Auditing Services Director

- **Year End Calendar of Deadlines** – Justine Heartt, University Controller

- **Answers to Questions You Asked/ Follow-up of Oct. 28th Round Table**
  - Unfunded Travel Form – Susan Johnson
  - American Express Card – Required or recommended? – Susan Johnson
  - Consistent Answers – What we’re doing. – Suzanne Green

**Break – 15 minutes**

- **Focus on Travel – Interactive Discussion and Problem Solving Session** – Justine Heartt, University Controller and Susan Johnson, Director, Accounts Payable
  - **Questions from Academic Resources Group**
    - Where’s my money? Disencumbering Extra Money from PO’s!
    - Communication on Changes of Policies and Procedures
    - Disbursement Policies

- **Open Microphone** – Time Certain 10:40a.m

- **Financial Services Announcements**
  - Instructionally Related Activities (IRA) - Call for Proposals - Due March 10, 2006
  - Business Matters @ Sac State – Get to Know the Fund You’re Using!
  - Financial Services One-Stop-Shop from 11:00a.m.-noon Today
  - Insurance and Risk Management-Special Session on Wed., Feb. 22, 2006, 9:00-1:30, Orchard Suite, University Union – Hosted by Steve Somsen
  - Next Business Partners Round Table, April 7, 2006, 9:00-11:00 - Location to be determined.

*Thank you for participating!*