Administrative Specialist Meeting
Wednesday, July 10th, 2013
11:30 am, Duke 345

AGENDA

1. Welcome/ Lunch
2. Questions Game
3. Year End
4. Upcoming Audit / Survey
   i. Timesheets
   ii. Petty cash
   iii. Purchase orders, packing slips
   iv. Reconciliation with Banner
5. Administrative Resources COE Website
6. RPT Reminders and questions Give out Binders