**Business Manager’s Meeting**

**November 3, 2016**

1. Introductions
   1. First manager’s meeting, will have monthly meetings going forward. Fiscal Staff meetings will be held quarterly beginning in 2017.
   2. Attendees: Marty Simpson, Erin Poff, Renee O’Neal, Leslie Day, Jackie Blevins
2. Prompt Pay
   1. Quarterly reports for each area
   2. How to improve prompt pay percentages
3. TEM – update approval queues
   1. Remove Supervisor approval
   2. Keep some of the Financial Manager approvals
   3. The School Business Managers are the final approvers for each area. Erin Poff is backup to each school and Marty Simpson is backup for the Dean’s Office.
4. Aged Encumbrances
5. I-9 reporting requirements and reports
6. Training
   1. Department Business Management Guide – available on the CO website