

**Business Administrator Meeting – Agenda**  
Tuesday, June 13<sup>th</sup>, at 9:30 – 11 a.m.

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**Bayou Building, Room B2237**

1. Introduction
2. Agenda Items
  - a. **Abby Varela** - Student Employment Pay Rates - **Discussion**
  - b. **Mila Bautista** - [A&F FY23 End of Year Calendar](#)

- c. **Rosie Pineda** - For Accounts Payable, a reminder to Departments:

For Vendor credits less than \$500, the departments will need to contact applicable vendors to request refunds.  
For Vendor credits \$500 or more, the departments will need to create a credit vouchers in the system (effective 05/01/23).  
Celonis will send an e-mail to the appropriate voucher creator in July and August notifying that they have pending credit vouchers.  
At the Fiscal year end, unused credit vouchers will need to be closed or deleted

- **Upcoming Concur Training sessions:**

- 06/15/23 – 2:00-4:00PM – Garden Room
- 06/27/23 – 2:00-4:00PM – SSCB 3311
- 06/29/23 – 2:00-4:00PM – SSCB 3311

- d. **Deja Sero** – Meetings with newly-hired budget managers – **Proposal/Discussion**

3. Conclusion

