

FINANCIAL ADMINISTRATOR'S FORUM

AGENDA

APRIL 21, 2009

9:00 a.m. – 12:00 p.m.

Stewart Biology Building – STBIO S1/4 – 1205 Dr Penfield Avenue

- 9:00** **Welcome**
Cristiane Tinmouth, Controller, Financial Services
- 9:05** **Financial Services Re-organization**
Cristiane Tinmouth, Controller, Financial Services
- 9:15** **Financial Services Team (FST)**
Gracy Pardillo, Director, Controls & Compliance, Financial Services
- 9:30** **Policies & Systems**
- a) One-Time & Casual Payroll Guidelines**
Debbie McAllister Assistant Manager, Payroll, Human Resources
 - b) Guest Lecturer/Speaker Remuneration**
Cara Piperni, Director, Finance Infrastructure & Support, Financial Services
 - c) Advances & Expense Reports**
Julie Ghayad, Associate Director, Process Management & Enhancement, Financial Services
- 10:30** **Stretch Break**
- 10:40** **Procurement Update**
Cara Piperni, Director, Finance Infrastructure & Support, Financial Services
Kathy Zendeabad, Associate Director, Purchasing, Customs & Traffic, Procurement Services, Financial Services
- 11:10** **Focus Group Initiative**
Cara Piperni, Director, Finance Infrastructure & Support, Financial Services
- 11:20** **Executive Update**
Albert Caponi, Assistant Vice-Principal (Financial Services)
- 11:30** **Year- End Deadlines & Closing Comments**
Cristiane Tinmouth, Controller, Financial Services