



FINANCIAL ADMINISTRATOR'S FORUM

AGENDA

December 8, 2009
9:30 a.m. – 12:00 p.m.

McIntyre Medical Sciences Building, Palmer Amphitheatre, Room 522
3655 Promenade Sir William Osler

- 9:30 Welcome**
Cristiane Tinmouth, Controller, Financial Services
- 9:40 Centralization of Student Fees**
Mary Jo McCullogh, Senior Manager, Student Accounts, Financial Services
- 10:00 Consolidated Faculty/Unit Financial Reports**
Cristiane Tinmouth, Controller, Financial Services
- 10:10 Policies**
- a) Feed Policy**
Julie Ghayad, Associate Director, Transaction Services & Process Improvement, Financial Services
 - b) Merchant (PCI) Policy**
Julie Ghayad, Associate Director, Transaction Services & Process Improvement, Financial Services
Peter Guertin, Supervisor, Banking Services, Transaction Services, Financial Services
- 10:40 Stretch Break**
- 10:50 Procurement Services' How To's**
Erick Legros, Director, Procurement Services, Financial Services
- 11:10 How to Relieve Stress**
Jill Barker, Assistant Manager, Recreation and Fitness, Department of Athletics
- 11:25 New Tools**
- a) Financial Services' Knowledge Base**
Cara Piperni, Director, Finance Infrastructure & Support, Financial Services
 - b) Key Controls Checklist**
Gracy Pardillo, Director, Controls and Compliance, Financial Services
- 11:45 Executive Update**
Albert Caponi, Assistant Vice-Principal (Financial Services)
- 11:55 Closing**
Cristiane Tinmouth, Controller, Financial Services