

## AGENDA

### Financial Service Teams (FST) Round Table

Friday, November 22, 2013

Strathcona Anatomy & Dentistry Building, Faculty Council Room M/48

9:30AM – 11:00AM

**ATTENDEES: Faculties – FST Managers**

Engineering, Education, Dentistry, Music,  
Management, Law, Religious Studies,  
Agriculture, Arts, Science, Medicine

**Financial Services**

**Office of Sponsored Research**

	ITEM	TIME ALLOTTED
1	Welcome	5 minutes
2	Announcements, Updates & Reminders a) Financial Services Team Directory b) HR Procedures and POPS c) Travel Desk Reminders d) Procurement Reminders	15 minutes
3	Non-eligible Expenses	10 minutes
4	Submit an Expense Report – New Features	5 minutes
5	Delegation of Signing Authority – New Features	5 minutes
6	New Tools a) Record Retention at Faculty/Departmental/Unit Level b) Fund Balances & Profiles Report – Demo	20 minutes
7	Open Dialogue / Question & Answer Session	25 minutes
8	Closing Comments	5 minutes