

**College/Division Administrator Meeting  
Via Zoom  
Thursday March 14, 2024 - 9 AM to 10 AM**

**Agenda**

**Technology Services and Support - Andy Moon, Manager Technology Support Services**

- Cougar First Impressions Event – Donations

**Accounts Payable-Travel Updates – Cecilia Rodriguez, Director Accounts Payable**

- Monthly Travel Expense Report Metrics

**Tax and Payroll Updates - Kimberly Robinson, Asst. Controller, Tax and Compliance**

- NRA Certification/Foreign Addendum
- Form 1098-T Electronic Forms
- Change of Address (out-of-state new hires)

**Procurement – Upcoming e-procurement project - Robert Adkins, Director Purchasing**

- Jaggaer - Sourcing and eProcurement

**Senator West Spot Bid Fair – Linelle Clark, Director HUB Operation,**

- Reminder procurement items are needed for Senator West Spot Bid Fair
- UH HUB Dept. Virtual Vendor Fair- April 16<sup>th</sup> to April 19<sup>th</sup>
- Resources—UH HUB Database and Power BI

**Other items from the group**