

**College/Division Administrator Meeting
Via Zoom
August 08, 2022 - 9 AM to 11 AM**

Minutes

Robert Adkins, Director, Purchasing

- Dell-HiED procedures/updates – Details in the attached presentation.

Samantha Yurus, Assistant Controller

- Spot Bid Fair at the Houston Minority Supplier Development Council's EXPO 2022
 - Held on September 28-29, 2022
 - See attached detailed information – Guidelines for Spot Bid Fair Processing

Roland Shaw, Executive Direct, Payroll

- Time Reporting & Absence Management College/Division Administration Update – Details in the attached presentation

David Schultz, Assistant VP, Sponsored Research Administration

- Office of Contracts and Grants Administrative changes and updates – Details in the attached presentation

Usha Mathew, Assistant VP, Finance/University Controller

- DocuSign Update – Details in the attached presentation.

Other items from the group

- Reminder – Property Custodians training scheduled on Monday 09/12/2022 at 9.15 AM
- New Personnel in Accounts Payable Department
 - Liwei Guo (Olivia) – Accounts Payable Manager (Travel Management)
 - Chunling Lin – Accounts Payable Manager (AP voucher/Vendor ID)
- Amazon Purchases
 - P-card purchases from Amazon does not require vendor hold verifications for third party vendors. For example:
 - If you are purchasing goods from ABC Co. through Amazon, then vendor hold status verification is required only for Amazon and not for ABC Co.
 - P-card purchases directly from ABC Co, does require vendor hold status verification for ABC Co.