

**College/Division Administrator Meeting
Via Zoom
July 13, 2023 - 9 AM to 11 AM**

Agenda

David Johnson, Asst. VP UIT Tech Services & Support

- Adobe Software update

Linelle Clark, Director HUB Operations

- Updates for HUB Database

Cecilia Rodriguez, Director Accounts Payable

- P/T Card Violations – Effective September 1st, violations prior to 2 years will be removed.
- New DocuSign Travel Forms
 - Cardholder Application/Approval Form (Local Dept and Multiple User Travel)
 - Cardholder Application/Approval Form (Local Individual Travel)
 - Acknowledgment of Responsibilities for Multiple User Travel
 - Departments are required to use the above DocuSign forms starting of 09/01/23.
- Expenditures exempted from PO/Contract requirements per MAPP 04.01.03 Section VI. B.
 - The expenditures listed in this section is still subject to the BOR approval, if the expenditures with a single vendor within a fiscal year reach \$1M.
 - The expenditures listed in this section is still subject to the approval on the Purchases Exceeding \$100K form. Attach the approved forms to the corresponding vouchers.
 - MAPP 04.01.01, 04.01.03, and Purchasing Guidelines are in the process of being updated, but the above process will be in effect as of 08/01/23.

Kimberly Robinson, Director Tax Department

- Payroll/Tax Compliance Merger Updates

Robert Adkins, Director Purchasing, Exec. Director Payroll

- Review of Suggested Sole Source Form Changes

Other items from the group