

## **Agenda**

### **CFO Meetings for September 2007**

**Small/Medium Agencies** – Tuesday, September 18, 2007 – 2:00 p.m. – GAO, Suite 302, Conference Rooms A & B

**Large Agencies** – Tuesday, September 25, 2007 – 2:00 p.m. – GAO, Suite 302, Conference Rooms A & B

### **Clark Partridge, GAO**

- \*Welcome/Introduction
- \*Travel Management Sub-System Update
- \*P Card and Travel Card
- \*Travel Policy
- \*Agency Presentation: Commission on the Arts – Presented by Director Bob Booker
- \*Appropriation Load Process
- \*Changes in the Administrative Adjustment Process
- \*CAFR Deadline
- \*Payroll Benchmarking
- \*Payroll Card and Direct Deposit
- \*Upcoming Training
- \*Upgrade to GAO Website: Search Ability
- \*GAO Registration Page Reminder
- \*Director 101
- \*Budget
- \*Allotment and Budget Issues
- \*Issues, Concerns, Questions?
- \*Future Agenda Items
  - Emphasis on Electronic Payments (Direct Deposit & ACH)
  - Internal Controls

Persons with a disability may request reasonable accommodations by contacting the GAO at (602) 542-5405. Requests should be made as early as possible to allow time to make arrangements.