



- **Safety Minute**

- In case of evacuation, we will meet in the grassy area between O'Neill and Koyukuk Drive.
- REMINDER: New Hazards Communication Training GHS
 - Mandatory for all employees



- **Representational Allowances**
 - Questions? Please contact Kathy Jeffords (mkjeffords@alaska.edu) or Jason Theis (jwtheis@alaska.edu) until further notice.
 - Detailed guidelines and information available on OFA website: http://www.uaf.edu/finserv/finance_accounting/cash_management/representational_allowanc/
 - While most representational expenses no longer require the representational allowance form be sent to OFA, these expenses do still require justification and certification on file at the department or unit.
 - A new draft Rep Allowance form is forthcoming! Please provide feedback to Faye Gallant (fsgallant@alaska.edu) at OMB.

- **Non Cash Reporting**
 - Required for all awards, gifts, and prizes with a fair market value of more than \$25.00.
 - Given from July 1 to Sept 30 - due October 4, 2013
 - Given from October 1 to Dec 14 - due Dec 20, 2013
 - Given from Dec 15 to Dec 31 - due January 3, 2014
 - Reporting Template: <http://www.uaf.edu/finserv/forms/Non-Cash-Reporting-Template.xls>
- **Introductions**
 - Briana Walters – OMB Senior Business Analyst
 - Faye Gallant – OMB Business Analyst
<http://www.uaf.edu/finserv/omb/>

- **OMB Announcements**

- Julie Queen (jmlarweth@alaska.edu)
- FY15 Budget Items
<http://www.uaf.edu/finserv/omb/budget-planning/fy15-1/>
- Travel and Procurement process improvement teams are collecting data on touch and turnaround times.
- OFA and OMB looking for feedback on improving the CAS Exemption process.
- Still pursuing activity code usage.
- HIRED team drafted templates for Deans, Directors, and VCs to make some approval levels more clear. Please review and provide feedback on the attached drafts.



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- **OFA Staffing Adjustments**

- Director Recruitment TBD
- Jason is out of the office August 26 through September 27 – Available by email only!
- Patty Duvlea is available full time from August 26 through September 18
- Travel Integration – currently recruiting a ¾ time Travel Auditor
- Please direct questions related to Recharge Centers, Tax Status Determination, and Non Resident Aliens to Jason Theis until further notice. Statewide (Karin Baldwin) is assisting us with TSDF and NRAT issues during



- FY14

