



- **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.



Y/T1 1 Tf1.7837 0 Tnag)4; pr.h PleOMB2(80com39de20.02d71192.500070apad5)0CtVterpise0025f2811us-.002s-.002 s-.002 im45(aff0))moke som-.002 ide)dur0))moFa77 Tw6-.007.1(f)3.92 mee im45(0))mm-.002.t)3.6

- **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



- FY14

