



- **Safety Culture**

- In case of evacuation we will meet at the west entrance to the Museum.
- Department Emergency Action Plan



- **FY14 Budget Update**
 - Julie Queen – OMB
- **Accounts Payable**
 - Lynn Wrightsman OFA
 - \$4.1M in uncommitted encumbrances
 - Send encumbrance liquidation requests to Kathy Jeffords in A/P
- **FY13 Procurement Deadlines**
 - Purchase greater than \$50K by April 12, 2013
 - Purchase between \$5K and \$50K by May 3, 2013
 - Purchase under \$5K by June 7, 2013
 - Change orders by June 7, 2013
 - LPO or in stock items only by June 30, 2013
 - Call Numbers by June 30, 2013

Revenue	3rd Quarter - Cycle 08			FY11-12 % Change	FY12-13 % Change
	FY11	FY12	FY13		



- **March Management Report**
 - March reports are due April 12th
 - Month closes April 3rd
 - Includes R07 Payroll
 - Include projections for all anticipated adjustments, submit journal vouchers and budget revisions for processing ASAP.
 - GF and UFB (9890) revenues must balance between "to" units and "from" units.
- **Preliminary Budget Dates**
 - FY14 Continuation Budget will be due to OFA June 14th
 - Budget Control Changes will be made July 1st
 - Continuation budget training dates will be announced

