Budget Officer’s Meeting Minutes  
Library 303  
November 18, 2014

Attendees: Sarah Caldwell, Greg Rainwater, Grant Jones, Julie Abney, Kate Mendenhall, Tim Stipp, Vicki Evans, Teresa Steele, Sue Morris, Rachel McGinnis, Nikki Yost, Betty Lewis, Darin Wallace, Jennifer Severson, Terri Patterson, and Shirley Mitchell

The meeting began at 1:30 p.m.

Sarah Caldwell discussed the following concerns from Accounts Payable:

- Invoices submitted for payment must be made out to Missouri State University.
- If changes are made to Independent Contractor forms, changes made must be initialed by both parties of the agreement.
- Receipts submitted with travel expense reports are to be taped to 8 1/2” x 11” paper.
- To prevent duplication of payment, if an item was paid via the P-card do not submit a payment request.

Sarah also shared that the July 1.5% salary and fringe increase will post to each organization code under account code 62999.

Greg Rainwater asked if reviews of the carryforward report and the Salary Savings spreadsheet had been done and if there were questions or issues. No questions or issues were raised.

Greg provided the group with a handout showing fringe benefit rates which can be found at: http://www.missouristate.edu/financialservices/66246.htm.

For those interested in attending, the December 11th Finance and Facilities Committee meeting begins at 3:00 p.m. in the PSU 308.

Financial Services has added a new budget analyst, so watch their web page for possible reassignment of cost centers.