Attendees: Beth Schmidt, Cindy Schull, Paul Essel, Lyn McKenzie, Michele Bogart, Greg Rainwater, Kathie Bachelet, Teresa Steele, Darin Wallace, Sue Morris, Betty Lewis, Nikki Yost, Kate Mendenhall, Deb Shirley, Rachel McGinnis, Peggy Jones, Tim Stipp, Sarah Caldwell, Julie Abney, Heather Duncan, Lindsay Clark, Carla Coorts, Tina McManus, and Shirley Mitchell

Meeting began at 2:30 p.m.

Beth Schmitt provided information on Coding Guidelines for expenses and revenues and Transfer of Funds Guidelines-Budget vs Journal Entries and both documents are in the handout section.

Cindy Schull presented information about completing PAF’s for grants and Paul Essel spoke about completing the Time and Effort reporting forms for sponsored project. The instructions are included in the handout section.

Lyn McKenzie and Michele Bogart provided a brief tutorial about completing PAF’s. Lyn recommended the link found here http://www.missouristate.edu/human/personnelaction.htm. Michele distributed Helpful PAF Hints and the information is in the handout section.