



Agenda
November 19, 2020
1:45 – 3:15 pm

Time	Subject	Department	Presenter
5 minutes	Opening Remarks	Business & Financial Services	Clint Roberts
15 Minutes	Adobe Sign Form Updates <ul style="list-style-type: none"> • ProCard • Hospitality • Direct Pay 	Finance & Administrative Services Accounts Payable	Shannon Honour
5 Minutes	Gift Card Procedures – Status Update	Finance & Administrative Services Accounts Payable	Shannon Honour
40 Minutes	Hospitality Updates and Training	Finance & Administrative Services Accounts Payable	Shannon Honour Diana Cumming Brittani Brown
25 minutes	Questions/Answers		All