



Business & Finance Team Meeting Minutes

Date: October 15, 2024

2:00 pm – 4:00 pm

Founders Room

Chair: Brandy Woods

Roll Call:

✓	Brandy Woods	✓	Teale Betts
✓	Stacy Simpson		Tim Frizzell
✓	Christina Wright	✓	Jennifer Watkins
✓	Mandee Trowbridge	✓	Evelyn Davis
	Amber Suggs	✓	Sumer Smith

Agenda Items:

- I. Call to Order** - at 2:04 pm
- II. Approve Minutes of** – August 20, 2024 Meeting, motion made by Mandee and seconded by Stacy
- III. Items for Discussion**
 - Discussed policies that need to be reviewed by the next meeting, purchasing policy and BEP policy.
 - Discussed the online procurement system within Colleague Self Service and highlighted an issue with the payment request can only be marked as final within Colleague in order for them to go through the approval process which in turns creates a final voucher that shows up in the general ledger system. Requisitions do not show up on the general ledger and do not have to be marked as final for those to route through the approval process. Explained the difference between the payment request and a purchase requisition.
- IV. New Business** – No New Business
- V. Adjournment** – Motion made by Teale and seconded by Christina
Meeting adjourned at 2:43 pm