

**Administrative Specialist Meeting**  
**Wednesday, July 10<sup>th</sup>, 2013**  
**11:30 am, Duke 345**

**AGENDA**

1. Welcome/ Lunch
2. Questions Game
3. Year End
4. Upcoming Audit / Survey
  - i. Timesheets
  - ii. Petty cash
  - iii. Purchase orders, packing slips
  - iv. Reconciliation with Banner
5. Administrative Resources COE Website
6. RPT Reminders and questions Give out Binders