Agenda Items

- Receipts, Receipts, Receipts
- Use of Procurement Cards
- Travel
  - Use of World Travel for Airline and Rental Car purchases
  - Travel Receipts
- Quicken Manual for Counties
- Conflict of Interest Forms
- Petty Cash
- Furniture
- Ag Store
- Extension Dean’s Office Staff and Duties
Reimbursements

- Receipts
- Receipts
- Receipts
Use of Procurement Cards
Travel

- Use of World Travel for Direct Bill of Airline purchases
- Use of World Travel for Direct Bill of Rental Car
- Travel Receipts
Quicken Manual for Counties

- Quicken monies
- Manual
Conflict of Interest Forms

- All Extension forms will be electronic this year - Everyone MUST complete a form
- Link [http://app.perfectforms.com/player.htm?f=dW6igAcJ](http://app.perfectforms.com/player.htm?f=dW6igAcJ)
- Due by September 12 to Supervisors
Petty Cash

- Electronic receipt processing/Direct Deposit
- Travel Advances
- Meredith Raths
Ag Store

- Credit Card Payments
- Registrations
- Sponsorships
- Merchandise
Furniture
## Who To Call

<table>
<thead>
<tr>
<th>Name</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Fawver, Chief Business Officer to the Chancellor, Institute of Agriculture (<a href="mailto:tfawver@utk.edu">tfawver@utk.edu</a>)</td>
<td>Oversees the Business Functions for Extension and UTIA</td>
</tr>
<tr>
<td>Missy Kitts, Financial Specialist (<a href="mailto:jmkitts@utk.edu">jmkitts@utk.edu</a>)</td>
<td>Budgets, Deposits, Accounting Inquiries</td>
</tr>
<tr>
<td>Meredith Raths, Accounting Specialist (<a href="mailto:mraths@utk.edu">mraths@utk.edu</a>)</td>
<td>Petty Cash, County Billings, Contracts, IRIS Passwords, Credit Cards</td>
</tr>
<tr>
<td>Stacey Savidant, Administrative Specialist (<a href="mailto:savidant@utk.edu">savidant@utk.edu</a>)</td>
<td>Furniture Purchases, Equipment, Purchasing, Invoices, Surplus Property, Vendor Inquiries</td>
</tr>
<tr>
<td>Diane Mehall, Accounting Specialist (<a href="mailto:dmehall@utk.edu">dmehall@utk.edu</a>)</td>
<td>Travel</td>
</tr>
<tr>
<td>Carla Phillips, Administrative Specialist (<a href="mailto:cphil62@utk.edu">cphil62@utk.edu</a>)</td>
<td>Tim’s Calendar, Ag Store, Receipts, Linda’s Backup</td>
</tr>
<tr>
<td>Amy Stover, Financial Specialist (<a href="mailto:amstover@utk.edu">amstover@utk.edu</a>)</td>
<td>Budgets, Deposits, Registrations, Accounting Inquiries for CASNR and UTIA Administration</td>
</tr>
<tr>
<td>Debby Bowers, Administrative Specialist – Post Retirement Appointment (<a href="mailto:dbowers@utk.edu">dbowers@utk.edu</a>)</td>
<td>Administrative support to Amy Stover and Backup to Extension staff</td>
</tr>
<tr>
<td>Linda Carey, Administrative Specialist (<a href="mailto:lcarey@utk.edu">lcarey@utk.edu</a>)</td>
<td>Administrative Assistant to Dr. Cross</td>
</tr>
<tr>
<td>Jo Carlson, Administrative Specialist (<a href="mailto:JoCarlson-FCS@utk.edu">JoCarlson-FCS@utk.edu</a>)</td>
<td>Administrative Assistant to Dr. Stephenson</td>
</tr>
<tr>
<td>Cindy Tietz, Administrative Specialist (<a href="mailto:ctietz@utk.edu">ctietz@utk.edu</a>)</td>
<td>Administrative Assistant to Dr. Burns</td>
</tr>
<tr>
<td>Maya Plaster, Administrative Specialist (<a href="mailto:mplaste2@utk.edu">mplaste2@utk.edu</a>)</td>
<td>Administrative Assistant to Steve Sutton</td>
</tr>
</tbody>
</table>
Any Questions?