

BUSINESS OFFICE WORKSHOP NO. 2015-3

Fiscal Year End Closing

- Welcome & Introductions

- Year End Procedures

- Payroll Accrual Changes

- JPMorgan Purchasing Card Use

- Paying Invoices

- Miscellaneous
 - Service Department Charges
 - Petty Cash
 - Personal Reimbursements
 - Travel Advances

- New Object Codes for Computer/Software/Phones
 - Needed for Reporting

- Additional Questions