



**Council of UI Business Officers**  
**Thursday October 13, 2016**  
**10:00 a.m. (Pac) 11:00 a.m. (Mtn)**  
**Commons Crest Room**

**UI Phone: 5-1111**  
**Local Attendees: 208-885-1111**  
**Outside of Local Calling Area: 844-861-4432**  
**Meeting Number/Attendee Code: 52719**

**Agenda Items:**

- Introductions
- I-9 Compliance – Jim Craig
- Encumbrance Liquidation Process Change – Linda Keeney
- New Purchasing Card training – Linda Keeney and Linda Campos
- Purchasing SWAG & UI-branded items – Sue Smalley
- Review of Controller's office projects and priorities – Linda Campos
  - Chart of Accounts reimplementation project
  - Policy clarification and APM updates
  - Process improvements
- Budget Office Announcements/Updates
- Other Items and Announcements
  - Discussion from the Group