



## **UHHSIA SENATE REPORTS**

NAME: Treasurer Kendra Tidwell  
RPT TYPE: Executive Committee Treasurer Report  
SENATE MEETING: 09-013  
DAY OF WEEK: Friday  
DATE: September 25, 2009

### Budget

- 1) Problems with the budget that was online.
- 2) Excel codes incorrect, didn't include a column in total amount.
- 3) Office Equipment subcode emptied into Office Supplies.
- 4) Extra \$3,000 – where should it go?

RPT TYPE: Office Committee Chair Report

### Office Supply RTPs/Supply Runs

- 1) Two RTPs have been filed, one for printer and toner (toner is more than printer) and one for other supplies.
- 2) I need someone to go on supply runs for Office Committee.
- 3) Supply runs will be on Tuesdays at 5pm.
  - Go to vendor early and ring things up, suspend sale, to be ready for Ellen or Jo
  - Follow RTPs as exactly as possible, ask if you're going to do substitutions, make sure they're less than or the same as original item in cost, and only when vendor is out of original item.
  - Supply runs will be documented on large calendar when we get it.

### Bill Clipboard

- 1) New clipboard in office with original signed bills on it, please put your bills on there.
- 2) Reference for students and making RTPs.