Business Administrator's Forum





How to Plan an Event or Conference - The Resources Available

Presenters: Matt Pack, Director of Conference Services & Graylyn Sales
Account Manager

Jessica Wallace, Food Service and Catering Director

Procurement Fiscal Year-End Deadlines

Presenter: Michael Logan, Manager, Strategic Sourcing

Internal Service Providers - Deacon Depot

Presenters: Nathan Anderson, Director, Financial Systems & Analysis

Michael Logan, Manager, Strategic Sourcing



All in One: Hospitality and Conference Services

Presented by Jessica Wallace and Matt Pack

Conference Services

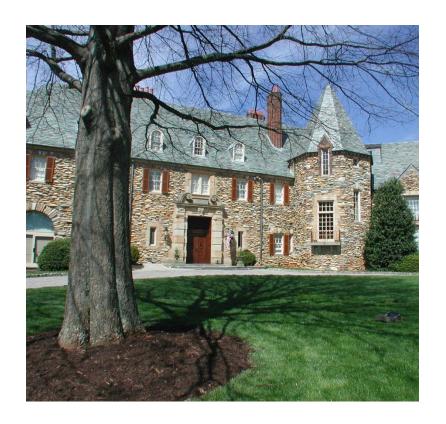
Your One Stop Shop!

Camps, conferences, retreats and receptions on campus in the community and at Graylyn International Conference Center



Part of the Hospitality and Auxiliary Services Division

- Locating and Reserving Meeting Space
- Providing Logistical Assistance
- Parking and Transportation
- Overnight Accommodations
- Place Your Event Planner in Contact with Aramark Dining Services





THE POSH PLATE

Our Passion Is Unmatched.

What Makes a Great Event?

The Entire Experience!

Ask Yourself:

Who

What

When

Where

Why



Choosing the Perfect Meal for Your Guests

When we ask you who what where when and why, we aren't being nosy, we are just trying to be better informed to assist you.



Who Will Be Attending Your Event?

Faculty and Staff
Trustees
Students
Parents
Professional Group



What Type of Event is This?

Breakfast, Lunch or Dinner Reception Retirement Event Buffet Working Lunch Cocktail Hour



Where?

Many locations on campus but it must fit your need.



When?

Time of day can dictate the type of foods needed and the budget needed to entertain them.



Lastly..... Why?

Information Session Fundraiser Thank you event



Choosing the Menu

www.wfu.catertrax.com

336-758-5610



Allergies and Dietary Needs

Be aware of allergies and dietary restrictions of your guests



A Picture is Worth a 1000 Words





Suggestions to Elevate to a 5 Star Event





THE POSH PLATE

Our Passion Is Unmatched.

Let us make your event look and feel like a million bucks!



Thank You!



Procurement Fiscal Year-End Deadlines

Presenter: Michael Logan, Manager, Strategic Sourcing



FY4 Procurement Deadlines

•	May 9 th	Deadline to submit request for RFP's
•	May 23 rd	Deadline to submit request for vehicles
•	June 6 th	Deadline for requests to set up new suppliers through Procurement
•	June 23 rd	Deadline to submit approved Deacon Depot purchase requisitions
•	June 30 th	Final day for receipt of goods for fiscal 2013
•	July 1 st	P-card statement closing date. Transactions must be posted by this date.
•	July 7 th	All P-card transactions must be updated in Works and statements with appropriate documentation received in A\P



Internal Service Providers – Deacon Depot

Presenters: Nathan Anderson, Director, Financial Systems & Analysis

Michael Logan, Manager, Strategic Sourcing



Internal Service Providers (ISP)





What is an Internal Service Provider (ISP)?

- Internal department that provides goods or services to other departments
- Examples at other universities include:
 - Athletic tickets and box rentals
 - Conference center reservations
 - Mail services
 - Software licenses
 - Transportation services

What does an ISP have to do with Deacon Depot?

- ISP's can be set up in Deacon Depot with catalogs of services and products, or forms
- ISP's will expand the breadth of content within Deacon Depot to help make it your one place for shopping





Shop Via Catalogs or Forms

- Use the 'Shop at the Top' bar
- Utilize a form to submit requests

Update Cart and Place Order

Electronic Requisition Approvals PO Sent Electronically to ISP

ISP Fulfills Order

 Update your shopping cart as usual

- ISP provides services or goods
- ISP creates journal entry to charge requesting department and close PO



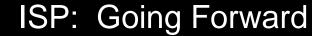


- Increased visibility of products and services available to the entire campus
- Electronic approval process prior to the request reaching the service provider
- Electronic repository of all orders within Deacon Depot
- ISP's will have an automated JE process via WIN instead of manual journal entries



ISP: Fulfillment Process

Select the a	ppropriate	e filters below (the inte	ernal service	ce provider filter i	s required) from	m the list below and	d press 'submit'	in order to vie	w all open	orders:	
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- Campus departments scheduled to be part of the pilot
 - Graylyn
 - Parking and Transportation
- Are there others willing to volunteer to be part of a campus pilot?
- Questions?