

College/Division Administrator Meeting  
Room 302, Melcher Hall  
March 12, 2020 - 9 AM to 11 AM

Agenda

Gaston Reinoso, AVC/AVP Human Resources

- Quarantine Workflow Procedures

Karin Livingston, Controller

- Travel Cancellations
- Doing Business Texas Style HUB Spot Bid Fair Announcement
  - Fair dates: May 4 – 5
  - Bid Submission Dates: March 3 – April 3, 2020
  - Requirements: no minimum threshold, can break into single units, 5 per College/Division
  - Submit using Formal Solicitation Requirements Form on a requisition with a blank vendor
  - Will select requisitions for areas without 5 on April 13<sup>th</sup>.
- Institutional contract page
- Travel workgroup status
- Vendor Management System status
- Advancement would like to know if there are any topics related to gifts that you would like a presentation on?

Other items from the group