What the LIN Business Officer needs

Forms for expenses saying what accounts $$ comes from.

 e.g. travel reimb. Form

Income sources:

NSF, SSHRC, Dept. Contributions (in and out of UofT), Registration, Publishers & Industry contribution

Sali will need to give report for SSHRC; NN for NSF. We need to use them up and follow their requirements.

Business Officer would like checks to come in in bundles.

We will create Invoices and send and receive as needed.

Dept. transfers – AJV has 2 numbers that she gives the contributors. They send $$ or Business Officer debits it.

Registration (online ahead of time) Paypal? UofT account? UofT doesn’t like this. What account? Do we need to open an account?

Registration (on site)

HH doesn't charge us HST because internal.

Best to have everything come from Dept.

When/how will Business Officer update us? “journal entries” “internal order”

 She didn’t say.

We need to PUSH for $$ before summer.