

# **PROJECT MANAGER'S MEETING**

## **August 28, 2006**

### **Comptroller's Area**

#### **General Issues- Chuck Banner**

- Year End
- Travel Card Update
- Wage Payroll Reminder
- APA Information Requests
- Project Manager List/Training
- Ambion Trust Wave Data Security Audit
- UVA Fund Accounting & Internal Controls Class
- New Employee

#### **Budget Office- Martha Necessary**

- Budget Reminders

### **College Services-Joe Kiser**

- UVA Market Place
- EVA & SWAM
- Fleet
- Travel Workbook
- Surplus Property
- Printing Services

#### **Mail Services-Jean Good**

- Postal Services Update

### **Follow Up Questions**

## **FUTURE PROJECT MANAGER'S MEETINGS**

**September 25, 2006**

**October 30, 2006**

**November 20, 2006**

**December 11, 2006**