



**PROJECT LIST for Dena Florez, Office Manager Administration & Services  
For: September 2018**

*The duties listed below represent the day-to-day tasks involved in the daily operations of ASI.*

Student Staff

- Completion of 30 day evaluation for Dayana Salazar & Sithyna Kuon

Process GIA – Fall Distribution I

- Processed the Fall Distribution I.
- Worked with ASI Secretary Treasurer to include the new GIA amounts as approved.

ASI Monthly Financials

- Meetings regarding the
- Reconciliation of August 2018 Unaudited Financial Statements
- Working with Executive Director on the 2018-2019 Budget reductions to be provided to VPF

US Bank

- Manage the weekly process of the US Bank
- Oversee the reconciliation of the US Bank
- Overseeing the submittal of past US Bank weekly charges.
  - We are now current with all US Bank

Travel

- Processed the upcoming Travel of
  - CSSA Chico – September 21-22
- Supervise the completion of outstanding Travel Claim(s)

Vice President Finance – (biweekly basis)

- Work with Vice Chair to review the Club Funding Requests.
- Oversee the posting of the Agenda, and other documents for the Funding Committee & Finance Committee.

Meetings: (to begin this semester)

- Recording Secretary
  - Personnel
  - Executive
  - Strategic Planning
  - Finance (attend only)
  - Funding Committee (attend only)
  - ASI Secretary/Treasurer, Exec Director Strategic Planning
  - Ad Hoc – biweekly process



- Funding Workshop
- Other meetings to include:
  - Administrative Meetings with Student Life
  - Meeting with Executive Director (one on one) – Tuesdays (bi-weekly)
  - Pro Staff Meetings –Thursday’s (biweekly)
  - All Staff Meetings (Pro Staff & Student Assistants – Wednesday, September 26, 2018)

Other:

- Update Policy 216 Procurement
- Update Policy 222 Discounted Ticket Sales & included Movie Tickets.
- Manage & Approve the Request for Payment Process (RPP)
- UAS Hospitality Requests