



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

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

Process GIA

- Processing the GIA Retro Distribution.

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 Fresno – October 19-21
 - Adobe Max Conference – October 15-17
- Supervise the completion of outstanding Travel Claim(s)

Discounted Tickets Sales

- Training student on the monthly Ticket Sale Reconciliation.

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:

- Updating ASI Policies – Currently on Finance
- Update Policy 216 Procurement – Now Action Item for Finance – 10/12/18
- Update Policy 222 Discounted Ticket Sales & included Movie Tickets - Now Action Item for Finance – 10/12/18.
- Update Policy – Request for Payment Processing (RPP) – in process.
- Manage & Approve the Request for Payment Process (RPP)
- UAS Hospitality Requests

CSSA – April 2019 – LA

- Locating a hotel in Pasadena for the room block for the conference.