

Business Administrators Meeting (BAM)

Tuesday, May 19, 2026



- 8:55 am** Welcome
- 9:05 am** Auxiliary Services Updates
- 9:15 am** Travel Updates
- 9:25 am** Police Updates
- 9:35 am** Procurement Updates
- 9:50 am** Five minute break
- 9:55 am** HRSTM Updates
- 10:15 am** Facilities Management Updates
- 10:30 am** Inventory Updates
- 10:35 am** Notes from Gayle
- 10:50 am** Year End

Welcome

Dan Petree
Interim Vice President,
Administration & Finance

Auxiliary Services Updates

Mike Clemons

Executive Director, Auxiliary Services

- **Retriever Card Center**
 - Passport Application Acceptance (and Pictures)
 - Notary
 - Faculty & Staff Meal Plans: FY27 sign-up for payroll deduction by August 10, 2026 (20 pays or pro-rated after 8/10)

- **Mail Services**
 - Amazon Direct Delivery
 - Tomorrow, Apr 21**
FREE One-Day Delivery
 - Wednesday, Apr 22**
FREE No-Rush Shipping
 - Tomorrow, Apr 21**
FREE Dedicated Delivery
Preferred by your organization

- Bookstore
 - Supplier Spotlight: Club Colors (5/22 – 10am to 11am)
 - Department purchases for FY27
 - Upcoming Sales: Gear and Yum Shoppe
- Dining
 - Summer hours
 - Summer updates: CFA, Commons, True Grit's
 - Flexible, budget friendly catering options for FY27

Travel Updates

Lisa Rowell, Travel Specialist
and Adam Drutz-Hannahs, Assistant Manager
Business Services

Travel Questions?

Wednesday, May 20 @ 11:30am: Virtual Drop in Help Desk.

Friday, May 29 @ 10:30am: In person Help Desk (MP 106)

Please join us with any questions - general or specifically related to a travel you are working on.

Air Adoption

2026 Month	Concur Tickets	Agent Booked ticket (Phone)	% Of Tickets Booked In Concur
Jan	111	23	82.84%
Feb	148	17	89.7%
Mar	125	51	71.02%
Apr	130	34	79.27%

3rd Party
bookings
average 50
tickets per
month

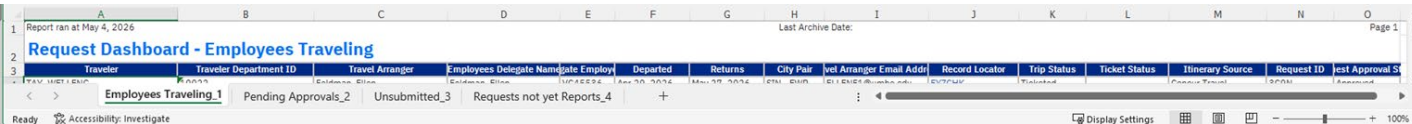
Discounts

- Can I use the discounts for personal only travel?

YES it is for everyone!

- go to travel.umbc.edu for more details
- New hotel and more coming soon!

New Reports - “Dashboard”



Report ran at May 4, 2026

Last Archive Date:

Request Dashboard - Employees Traveling

Traveler	Traveler Department ID	Travel Arranger	Employees Delegate Name	Date Employed	Departed	Returns	City Pair	Travel Arranger Email Address	Record Locator	Trip Status	Ticket Status	Itinerary Source	Request ID	Just Approval Status
Employees Traveling_1														
Pending Approvals_2														
Unsubmitted_3														
Requests not yet Reports_4														

Ready Accessibility: Investigate

Display Settings

100%

Tabs are
filtered by
status

- Employees Traveling – Active & upcoming trips
- Pending Approvals – Requests/Reports awaiting approval
- Unsubmitted – Missing Requests or Expense Reports
- Requests not yet Reports – Approved Requests without Expense Reports

New Reports - “Dashboard” Continued

Search and View by:

- Traveler
- Department ID
- Travel Arranger
- Delegate
- Employee ID
- Departure & Return Dates
- Arranger Email
- Record Locator
- Trip Status
- Ticket Status
- Itinerary Source
- Request ID
- Approval Status

Access to reporting

Please email Travel@umbc.edu for access

Booking in Concur: Payment Types

Flights: Your flight is automatically pre-paid using the UMBC Travel Card. When you submit your Expense Report, you will use payment type “**UMBC Travel Card.**”

Hotel and/or Rental Car: Reservations are only HELD on the UMBC Travel Card. Actual payment should either be made by the traveler and submitted for reimbursement - payment type on Expense Report is “**Cash**” OR the Department needs to put payment on a Department P-Card - payment type is “**UMBC P-Card**”.

Missing Justification for Travel

Detailed Documentation explaining the UMBC business purpose of travel is required for both the Travel Request AND Expense Report

- If you are going to a conference/specific event, we need to see documentation showing the Name/Dates/Location of the event.
- If you are doing field work/research, we need a DETAILED itinerary for EACH day you are requesting reimbursement.

Mileage

Mileage is calculated from the traveler's official work location (or their home, if applicable) to their business destination, including airports, train stations, and lodging locations. For all authorized business travel, travelers must deduct their normal daily commute miles from any personal vehicle mileage claimed—**this requirement applies seven (7) days a week, including holidays**. Personal vehicle mileage reimbursement does not include ordinary commuting or work-related travel on campus.

Special Accommodations

Travelers seeking an exception due to a *religious* accommodation must submit documentation to the Office of Equity and Civil Rights.

Travelers seeking an exception due to a *medical or other* accommodation must submit documentation to the Office of Accessibility and Disability Services (OADS).

A copy of the approved accommodation must be included with both the travel request and the expense report. All accommodations must be approved in writing by the relevant office **prior to booking travel**, to be considered during the travel approval process.

Police Updates

Chief David Fields,
UMBC Police Department

- Student Police Aides
- Interior/Exterior Locks
- Upgrading Technology

Procurement Updates

Rosetta Butler
Executive Director,
Procurement



Procurement Updates and Upcoming Initiatives

May 19, 2026



Clearer Entry Point

Enhancements introduce a clearer signal entry point for procurement requests to reduce confusion and improve routing.

Improved Approval Workflow

New approval levels provide transparency on request status, reducing inquiries and speeding turnaround times.

Targeted Questions in Requests

More specific questions during requests help Procurement understand needs upfront and ensure accurate sourcing.

Change Order Capability

A new feature enables users to conduct change orders directly within the system, currently in testing phase.

Training and Professional Development

Procurement 101 Foundation Training

New employees will receive foundational procurement training covering policies, processes, and systems to build strong procurement knowledge.

Procurement Refresher Training

Designed to reinforce procurement policies, procedures, and best practices while providing campus employees with important updates, reminders, and guidance to help ensure compliant, efficient, and informed purchasing decisions

PAW System Navigation Training

Virtual training will teach users how to navigate PAW, complete workflows efficiently, and confidently use procurement systems.

Monthly P-Card Training

Regular P-Card sessions help new and existing users understand compliance, documentation, and correct card usage.



Unauthorized Purchase Form Launch

Purpose of the Form

The form documents unauthorized purchases to ensure compliance and accountability in procurement processes.

Educational Tool

It educates employees on procurement policies and the importance of early engagement with Procurement.

Improved Reporting

Supports better reporting and analysis to identify trends, issues, and training needs in purchasing.

Promoting Compliance Culture

The initiative strengthens procurement practices, reduces risks, and fosters a culture of compliance campus-wide.



Tariff Updates and Scientific Equipment Waivers

Impact of Tariffs on Procurement

Tariffs increase costs on imported scientific equipment, affecting procurement budgets and planning.

Tariff Waiver Eligibility

Waivers require proof of no domestic supplier and detailed documentation of supplier search efforts.

Application Status and Threshold

Pending waiver applications since July 2025; equipment under \$10,000 excluded from waiver consideration.

Importance of Early Procurement Engagement

Early coordination with Procurement is vital due to extensive documentation and lengthy timelines.



Copier Program Updates

Primary Contact for Support

Ann Fusselbaugh for immediate copier questions or concerns. fusselba@umbc.edu

Guidance Sheet Development

Procurement team is creating a detailed guidance sheet to clarify copier processes and best practices.

Centralized Reference Resource

The finalized guidance sheet will reduce confusion and streamline communication about copier management.



Supplier Spotlight Series Launch

Series Introduction and Launch Date

The **NEW** Supplier Spotlight Series launches on May 22, aiming to showcase select suppliers and vendors.

Purpose and Goals

The series promotes awareness of contracts, encourages preferred vendor use, and supports strategic sourcing.

Featured and Future Suppliers

Initial spotlight on Club Colors with future features on vendors like BISM and MCE to enhance vendor engagement.

Benefits for Stakeholders

The initiative promotes transparency and helps stakeholders make informed purchasing decisions aligned with procurement goals.

A hand with red nail polish is holding a white puzzle piece in front of a world map. The word "newsletter" is written in large, bold, black letters across the map. The background is yellow with a pattern of puzzle pieces.

newsletter

Procurement Newsletter Updates

Newsletter Launch

The first edition of the Procurement Newsletter was released on May 1st to enhance communication.

Purpose and Goals

The newsletter provides timely updates on procurement initiatives, policies, and system changes.

Future Editions

Next edition scheduled for July 2026 to continue sharing relevant updates and highlights.

Employee Engagement

Employees are encouraged to engage with the newsletter to stay informed about procurement.



Thank You

Five minute break!



HRSTM Updates

Lynne Adams

Chief Human Resources Officer and

Jill Wardell,

Director, Talent Learning & Organizational
Development

and *Michale Tallon,*

Director, Talent Engagement & Labor Relations

Business Administrators Meeting

May 19, 2026



HRSTM Week 2026

▶ PROGRAMMING

- ▶ Monday - Keynote Kickoff
- ▶ Tuesday - Virtual Learning: Journaling Session & AWA
- ▶ Wednesday - Admin Professionals Appreciation Breakfast
- ▶ Thursday - HRSTM Care-A-Van
- ▶ Friday - Virtual Learning: Managing Hybrid Teams & AWA

▶ Total Attendance: 476

- ▶ 358 attended a virtual training session
- ▶ 80 administrative professionals attended breakfast



LEADS Academy



ASPIRE
Leadership academy for individual contributors curious about the path to leadership. This cohort is appropriate for employees at any level who are interested in harnessing practices to successfully lead self and others.

LAUNCH
Required self-paced academy for new managers or new-to-UMBC managers at any level to understand the basic yet critical HR aspects of supervision expected of UMBC managers.

LEAP
New manager academy that focuses on the critical skills that people managers need to support individual contributors and teams. Appropriate for new managers transitioning from individual contributor to manager roles or existing supervisors who desire a tune-up.

RISE
Mid-level to executive-level academy for department and/or functional leaders who lead leaders. Appropriate for Assistant Directors, Directors, Department Chairs, Associate Vice Presidents, Associate Vice Provosts, etc.

PEAK
Curated leadership development experiences for leaders at the most senior level (Dean, VP, Provost, etc.) who strategically lead their divisions and the broader organization for impact.



ASPIRE LAUNCH LEAP RISE PEAK

Leadership Development Opportunities

LEADS Programs

NEW: re-IGNITE

- ▶ Foundational program for LEADS
 - ▶ Emotional Intelligence (EQ)
 - ▶ Situational Leadership (SLI)
- ▶ Sessions will roll out in Fall 2026 and Spring 2027
 - ▶ Can take 1 or both sessions
 - ▶ Taking both comes with group coaching
- ▶ Self-nomination Process

ASPIRE

- ▶ Second cohort Kick-off 9/1
- ▶ Application will open 7/6-8/7
- ▶ Program is for non-supervisory employees who have completed probationary period
- ▶ Additional information available via myUMBC in the coming weeks

Leadership Development Opportunity

Building Bridges Across MD

2026-2027 18th Leadership Cohort

- ▶ Full year development opportunity with 7 other MD colleges and universities
- ▶ Each campus can nominate 5 administrative support staff
- ▶ Information will be shared with Deans/VP's to identify candidates for this year's program
- ▶ Stay tuned...more information to come in June



Alternate Work Arrangement (AWA)

REQUIRED TRAINING

- ▶ 303 employees were trained during four HRSTM Week sessions
- ▶ Additional virtual sessions will be held on:
 - ▶ May 27
 - ▶ May 29
- ▶ Asynchronous training will be available after June 1
- ▶ Stay tuned for the HRSTM myUMBC group for more information about our May roll out



Summer Training Series

Collaborative DoIT/TLOD Productivity/Tools-based Sessions:

- ▶ Project management training
 - ▶ Project Management for non-Project Managers
- ▶ Digital accessibility summer series for staff
 - ▶ Sessions to include: google docs, sheets, pdf, etc.
- ▶ Productivity and tools-based sessions to ensure hybrid work success
 - ▶ Rolling out later in the summer/early fall

Stay tuned to www.umbc.edu/training for more information!



Bills

- ▶ Non-Tenure Track Faculty
 - ▶ Bargaining rights effective July 1, 2026
- ▶ Graduate Assistants
 - ▶ Bargaining rights effective July 1, 2028



PFML Go-Live

- ▶ Board Approved
- ▶ Go-live on July 1, 2026
- ▶ Training Sessions
 - ▶ June 2026



THANK YOU!



Construction Updates

Craig Goodwin

Director, Design and Construction
Facilities Management

2026 Projects

- 102 Active Design and Construction Projects
- 22 Construction Projects Planned for this Summer
- 3 Major Capital Projects
 - Sherman Hall
 - Spring Grove Site Improvements
 - Student Services Building (Design Starts in September)

Summer Construction Activity Map

<https://fm.umbc.edu/>

- Maps and Information Tab
- Latest Campus Maps and Aerials
- 2026 Campus Summer Construction Activities Map
- Accessible Routes Map

MAP KEY

PROJECT TYPES:

EXTERIOR PROJECTS → CONSTRUCTION DELIVERIES

- A SHERMAN HALL RENEWAL PH2 - (21-116) 09/2025 - 12/2026
- FM BUILDING HVAC IMPROVEMENTS - (23-131) 10/25 - 07/2026
- V WISST HILL FIRE ALARM UPGRADES - (25-116) 06/2026 - 08/2026
- D CENTRAL PLANT PUMP REPLACEMENT - (24-123) 05/2026 - 09/2026
- E ERICKSON GATHERING PLACE ANNEX - (24-128) 07/2026 - 02/2027
- U UTILITY TUNNEL AND FM LIGHTING UPGRADES - (26-119) 07/2026 - 09/2026
- H MEYERHOFF LAB MODIFICATIONS, PHASE 2 - (25-125) 05/2026 - 08/2026
- H MEYERHOFF ELEVATOR REPLACEMENT - (24-118) 04/2026 - 08/2026
- I ENGINEERING ELEVATOR REPLACEMENT - (24-118) 08/2026 - 12/2026
- J BIOLOGY HVAC EQUIPMENT UPGRADES - (24-177) 03/2026 - 04/2026
- N POTOMAC WINDOW SILL & SCREEN REPLACEMENT - (25-139) 04/2026 - 08/2026
- L CHILD CARE CENTER PLAYGROUND - (25-102) 08/2026
- M PHYSICS RETRO COMMISSIONING - (25-126) 07/2026 - 01/2027
- N UMBC STADIUM TRACK REPLACEMENT - (25-104) 05/2026 - 08/2026
- P CHXC #1A REFRESH - (26-122) 05/2026 - 08/2026
- P USR VESTIBULE CEILING REPLACEMENT - (25-103) 05/2026 - 06/2026
- G GREENHOUSE DEVOLUTION - (24-124) 04/2026 - 08/2026
- H EXTERIOR LIGHTING LED UPGRADES - (26-208) 07/2026 - 10/2026
- S MATH & PSYCHOLOGY FACADE REPAIRS - (25-140) 04/2026 - 09/2026
- T PATAPSCO HALL RESTROOM REPAIRS - (23-129) 06/2026 - 7/2026
- V ENGINEERING ALL-GENDER RESTROOM - (25-107) 07/2026 - 10/2026
- V FINE ARTS VENTILATION IMPROVEMENTS - (25-134) 06/2026 - 08/2026



Summer Projects of Interest

Sherman Hall Renewal Phase II

Meyerhoff ADA Lab Modifications

Meyerhoff Elevator Replacement

Engineering Elevator Replacement

Biology HVAC Equipment Upgrades (helicopter delivery)

Stadium Track Replacement

Chick-Fil-a Refresh

ILSB Vestibule Ceiling Replacement

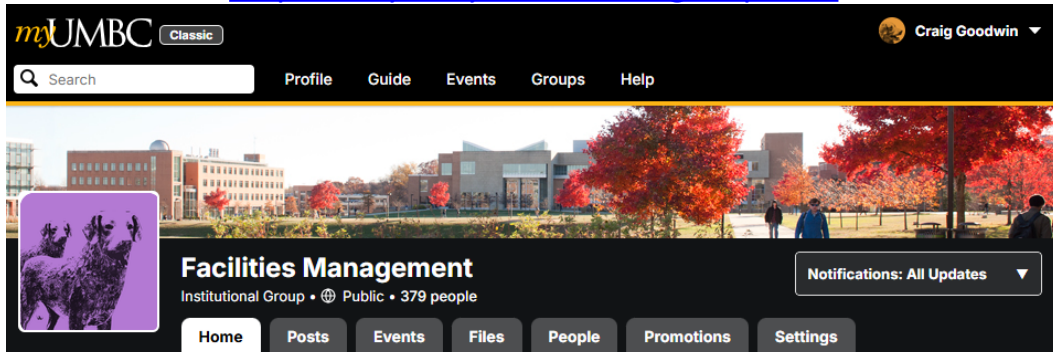
Greenhouse Demolition

Math/Psych Façade Repairs

Engineering All Gender Restroom

Facilities Management Group

<https://my3.my.umbc.edu/groups/fm>



The screenshot shows the myUMBC interface for the Facilities Management group. At the top, there is a search bar and navigation links for Profile, Guide, Events, Groups, and Help. The user is logged in as Craig Goodwin. The main header features a large banner image of a campus with autumn trees. Below the banner, the group name "Facilities Management" is displayed, along with the description "Institutional Group • Public • 379 people" and a notification dropdown set to "All Updates". A navigation menu includes Home, Posts, Events, Files, People, Promotions, and Settings.

Tuesday, March 31, 2026



Alicia Carroll published in Facilities Management · 3:24 PM



Engineering and Meyerhoff Elevator Modernization Notice

Engineering Building - The North Elevator in the Engineering Building (Fine Arts side) will be out of service starting April 1. The South Elevator will remain in service for all floors until the...

paw 1 · 0 comments

New Post

New Event

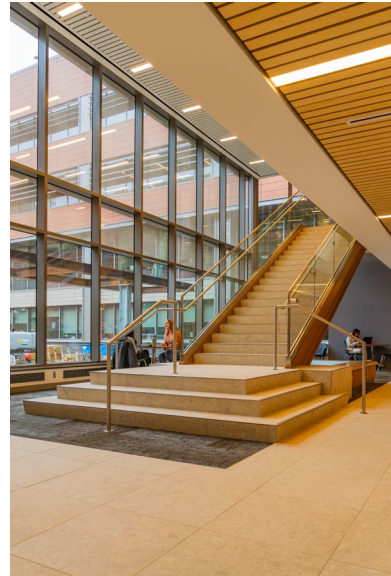
About This Group

At Facilities Management our mission is to provide excellence in planning, design, construction, operations and

Sherman Hall



Sherman Hall



Sherman Hall



Sherman Hall



Sherman Hall



Engineering Lecture Hall 027



Engineering Lecture Hall 027



Inventory Control Updates

Britany Davis,
Accounting Associate,
Plant Accounting & Inventory Control

Scanners & Scan and Validate

- New procedure for completing physical inventories for equipment.



Zebra TC72 Mobile Scanner



Zebra TC73 Mobile Scanner

Scanners & Scan and Validate

- Departments still can purchase their own scanners to complete the physical inventory.
- When the scanner arrives, contact Inventory Control to have the scanner configured and registered.
- Training is ongoing and not limited to property custodians only. Business Managers are encouraged to attend training.

FY2026 Capital / Sensitive Equipment Inventory

- The FY2026 combined Capital and Sensitive Equipment Inventory has begun.
- Departments who did not purchase a scanner will need to request the use of one of the six (6) scanners Inventory Control has available.
- Training dates are posted on the Trainings page for custodians to register.

FY2026 Capital / Sensitive Equipment Inventory

	Total Departments in Group	Total Department Numbers	Number Completed as of 04/30/2026	Depts own Scanner	Total Departments started as 04/30/2026	Unstarted Department Total as of 04/30/2026
Group I	39	104	22	4	35	4
Group II	51	111	29	7	45	6
Group III	29	40	18	3	27	2

- Group II deadline was January 30, 2026.
- We are currently in Inventory Reporting Group III - deadline is May 29, 2026.

FY2026 Capital / Sensitive Equipment Inventory

WE ASK

Department Heads, Chairs, Directors,
and Managers ...

Please support your custodian in making inventory a priority during the loan period they are borrowing a scanner. Inventory Control has 6 scanners to loan to service the campus community.



We appreciate your understanding and support.

Inventory Training

- Inventory training is available for all UMBC employees on the 2nd Wednesday of each month. Register by searching Asset Management Training/ Inventory Control at <https://my3.my.umbc.edu/groups/training>
- If the 2nd Wednesday is not convenient, we offer individual training.
- To schedule individual training, please contact Britany Davis at ext. 51716 or bdavis12@umbc.edu

Property Custodian Group

- All Property Custodians are notified of any policy and procedure changes via email to our Property Custodian Group.
- If you would like to be included in this group, please contact Tina Carter-Brown at ext. 58078 tcbrown@umbc.edu

Important Notes from Gayle

Gayle Chapman,
Assistant Controller,
Financial Services



UMBC Business Services

Currently there are over 850 invoices needing receipts!

Over 460 invoices are older than 30 days!

Over 200 invoices are older than 60 days!

Why do I need to add a PO receipt timely?

- Accounts Payable cannot submit your invoice for payment until you enter your received receipt in PAW!
- Vendors will not receive their payment timely, and may refuse service next time, put us on a hold list, complain!
- Be good stewards, get receipts in now, especially as year-end closing is right around the corner.

Remember to...






Design and follow a business process that allows for the total purchase cycle from requisition to receiving the goods, including returns.

Make sure your department prepares for job continuity. People do leave, but the work still needs to continue!

Procedures for Entering Receipts

<https://procurement.umbc.edu/paw-procurement-training/>

Receiving/Invoicing

- [Receiving Helpful Tips](#)
- [Creating/Editing Quantity Receipts for Purchase Orders](#) 
- [Creating/Editing Cost Receipts for Purchase Orders](#) 
- [Creating Receipts for Cancelled Orders](#) 
- [Creating Invoices for Purchase Orders](#) 
- [Checking Invoice Status](#) 

Employee Reimbursements – IRS Accountable Plan “60 Day Rule”

- What is meant by the IRS Accountable Plan for employee reimbursements
- What is meant by the 60 Day Safe Harbor Rule
- What happens after the 60 Day Safe Harbor

What is meant by the IRS Accountable Plan for employee reimbursements?

- The IRS regulates whether payments to employees are taxable. [IRS Publication 463](#)
- The IRS Accountable Plan – employee reimbursement arrangement that allows reimbursements to be non-taxable.
- Qualifications of an Accountable Plan:
 1. Business Connection
 2. Adequate Accounting – within a “reasonable time”
 3. Return of an Excess Advance

Reasonable Time – 60 Day Safe Harbor

Per IRS, “reasonable” timeliness – employee provides expense documentation to the employer:
Within 60 days after the expense is paid or incurred, or goods and/or services are received.

For travel reimbursements, UMBC is counting from the day of the return of travel.

[Treas. Reg. section 1.62-2](#)

- UMBC must remain compliant with the IRS.
- After 60 days is presumed by the IRS to not be part of an Accountable Plan and is therefore taxable.
- Considerations: UMBC will give consideration for delays based on compelling facts and circumstances.

Taxable Reimbursements

- Best case – all reimbursement requests are timely!!!
- But if not, the reimbursement becomes a regular pay adjustment to the employee's salary.
- A DocuSign HRSTM Pay Adjustment form has been modified so that AP/Travel can upload the documentation from PAW/Concur.
- It goes through the normal HRSTM approval process. Questions with the Pay Adjustment process should go to HRSTM.

Year End

John Alfano,
Manager,
Financial Accounting and Reporting

Year End Planning and Reminders

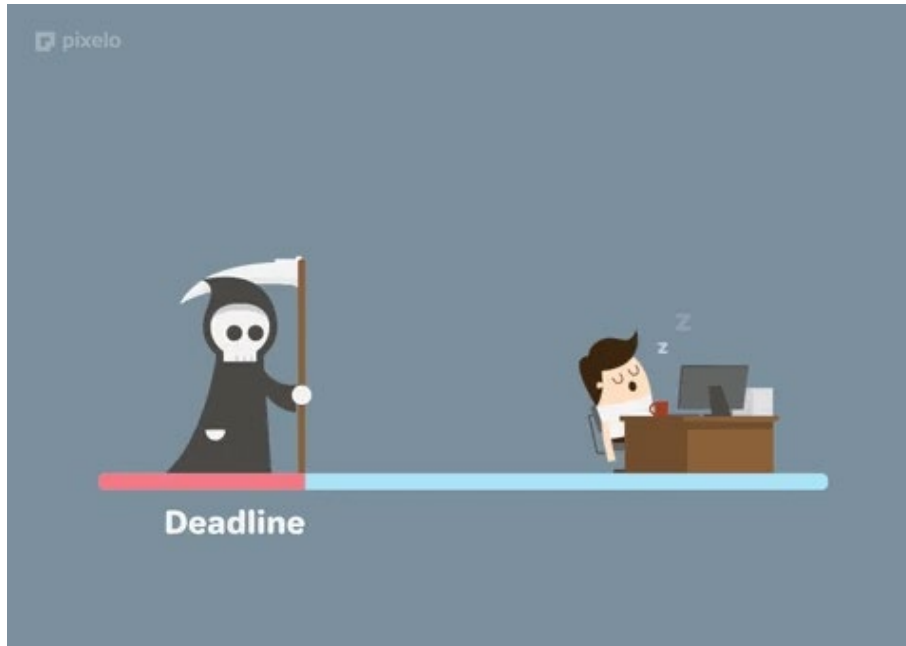
A Fiscal Year End Memo and Calendar

Expect It in Your Email/Financial Services Website

alfanoj@umbc.edu

June 30 2026

There is time to rest after the deadlines.



Year End Planning and Reminders

PROCUREMENT PROCESSES

- Fiscal Year 2026 Requisitions and Purchase Orders (June 1)
- Pcard Purchase for Fiscal Year 2026 (by June 12)
 - Expenses received after the deadline will be recorded in next FY
- Pcard Reallocation (by June 29)
 - Any unallocated transactions will post to the default chart string on June 30.

Contact: Rosetta Butler rbutler2@umbc.edu

Year End Planning and Reminders

BUDGET OFFICE

- Fiscal Year 2026 Budget Amendment Adjustments (by June 5)

Contact Jared Fincke jfincke@umbc.edu

PAYROLL PROCESSES

- Fiscal Year 2026 Retros 2026-25 Payroll (by June 15)
The next payroll allowing retros 2027-02 (see Payroll Calendar)
- Fiscal Year 2026 DBEs 2026-26 Payroll (by June 29)

Contact Payroll-Accounting-group@umbc.edu

Year End Planning and Reminders

ACCOUNTS PAYABLE PAYMENTS

- Fiscal Year 2026 Travel Expense Reports (by June 12)
 - Expenses received after the deadline will be recorded in next FY
- Fiscal Year 2026 Requests and Wires (by June 12)
 - Approved by Department Approver COB
- Fiscal Year 2026 RSTARS Interagency Payments (by June 18)
 - Approved by Department Approver COB

Payments will resume on July 1, 2026

Contact: Linda Rothfus limiller@umbc.edu

Year End Planning and Reminders

Accounts Receivables

- Fiscal Year 2026 Foundation Reimbursements (by June 17)
 - Visit the USM Foundation website
 - last wire batch run for UMBC June 29
- Fiscal Year 2026 Working Fund Checks (by June 17)
- Fiscal Year 2026 Petty Cash (by June 17)
- Fiscal Year 2026 Off Campus Billing (by June 23)
- Fiscal Year 2026 Cash Receipts/Deposits (by June 29)
 - Everything must be received by 12:00 Noon

Year End Planning and Reminders

GENERAL ACCOUNTING

- Fiscal Year 2026 Restricted Journals (by June 23)
 - approved by Department Approver COB
- Fiscal Year 2026 Accrual Requests (by June 26)
 - Recorded for Year End 2026 and Reversed on July 1
 - Pre-Paid Expenses (ex scholarships pertaining to 2027 terms)
 - Deferred Revenues (ex workshop fees pertaining to 2027 events)
 - Detailed Support required for FAR review and journaling
- Fiscal Year 2026 Unrestricted Journals (by June 30)
 - Journal Date dictates the Fiscal Year – June 30 posts to FY26
- June 30 2026 FAD Finance Reports (by July 1)
 - Includes Payroll Accrual, Auxiliary Administrative Overhead, Deferred Summer Revenues

Contact: Gayle Chapman or John Alfano

Subscribe to: [Deadline Calendar on Google](#)



Year End Planning and Reminders

Help and Training

- Contact Financial Accounting and Reporting w/ Questions
 - Bryan Casey, Assistant Vice President and Controller, bcasey3@umbc.edu
 - Gayle Chapman, Assistant Controller, chapman@umbc.edu
 - John Alfano, Manager, alfanoj@umbc.edu
- Year End Virtual Q&A
 - May 28, 11:00am
- Asset Management Training – New Property Custodians
 - June 10, 10:00 am
- Journal Entry Training Every Month
 - June 12, 10:00am (next virtual class)
- Training for Year End Assistance – send a Request

Remember To Finish Strong



Bring It Home!



Thanks for joining us!

Make sure you're signed up for
the BAM myUMBC group. See you
in November!