

Agenda
CCS Acquisitions Technical Group
Zoom meeting
Wednesday, March 16, 2022
9:30 am

Topic: ACQ Technical Group Meeting

Time: March 16, 2022 09:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89967616312?pwd=MDltdkV6WFl2dGhhOWljc2ZOTnhjQT09>

Meeting ID: 899 6761 6312

Passcode: 604747

Dial by your location

+1 312 626 6799 US (Chicago)

1. **Call to order** 5 min.
2. **Approval of minutes from last meeting** 5 min.
3. **Additions to the agenda** 5 min.
4. **Election of 2022-2023 officers**
5. **CCS staff reports** 5 min.
 - a. Rachel
6. **Business**
 - a. Review of Canceled Publication procedures (Rachel – 5 min.)
 - b. Review of the fiscal year rollover process (Rachel – 10 min.)
 - c. Purging or deleting purchase orders and invoices (Lay Diep/Rachel – 5-10 min.)
 - d. Capitalization of PDRs and on order standards (Rachel – 5 min.)
 - e. Amazon promotional discounts (Sandy Homuth – 5 min.)
 - f. Credit invoices (Lay Diep – 5 min.)
 - g. What to do if you have questions (Rachel)
7. **Announcements**
8. **Adjournment**

Next meeting: September, 2022 Location: TBA