1. Discussion Topics
   - Furniture Services Recharge Form - Demo
   - Contract WF and Forms - Demo
   - FlexCard & Gateway Business Meeting Expenditures Form – Copies Provided
   - Proposed Invoice WF Department Approval WF Step
   - Gateway Info Website Conversion
   - GMC FSIP Testing
   - Accounts Payable – Pain Points and Recommendations
   - Purchasing – Pain Points and Recommendations

2. Updates
   - AP Training Manual – Hannah Drafting
   - International Vendor Supplier Class – Completed

3. Additional Agenda Items
   - Open discussion