• Review February 2016 Meeting Notes

• Vote to accept the Charter (attached)

• Discussion topics and prioritizing

• Workflow Updates
  a. AP Workflow Redesign – Workgroup to meet Thursday 3/24

• Finalize Cart and Assign Cart buttons on cart screen – uses and who sees these

• Department Buyer Checklist Updates? (current form attached)

• Requisition Workflow Guide (sample attached)

• SciQuest Release 16.1 coming on April 10

• OPEN

Our meetings are held on the 4th Tuesday of every month. The next meeting is Tuesday, April 26th 2pm to 3pm