

Accounts Payable/Travel Mission Statement

We are dedicated to expediting payment to our customers following University of Arizona Policy while maintaining the integrity of the Accounts Payable system and staff. We strive to give quality customer service in support of the University's mission.

FSO Values

- *Effective professional two-way communication*
- *Mutual trust and respect*
- *High work quality*
- *Job knowledge, effective and efficient processes and technical skills*
- *Passion and pride, self-motivation, creativity and initiative*
- *Confidentiality and integrity*
- *Continuous growth, learning and adaptability*
- *Dependability and trustworthiness*
- *Teamwork and cooperation*
- *Adaptability and flexibility*
- *Customer service*
- *Camaraderie*

PLAYBILL

Serving FSO since 1887

By Special Request

**Accounts Payable/Travel
Presents...**

**THESE ARE THE
DAYS OF OUR
LIVES**

May 21, 2008 @ 2:15 p.m.

Light Refreshments Provided

These Are The Days Of Our Lives

Directed and Narrated by:

Tammy Strom

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Prologue

*Introduction to our office.
Tools that are needed to get the job done.*

Scene One

*Act 1: Travel Skit
Act 2: Travel Summary*

Scene Two

*Act 1: Check Request Skit
Act 2: Check Request Summary*

Scene Three

*Act 1: Purchase Order Skit
Act 2: Purchase Order Summary*

Scene Four

*Act 1: Vendor Maintenance Skit
Act 2: Vendor Maintenance Summary*

Scene Five

*Act 1: Check Control Skit
Act 2: Check Control Summary*

Epilogue

*Introduction of Cast and Crew
Q & A Session*

The Cast & Crew

(In order of appearance)

Travel Specialist & Summary *Jamie Hussell*

Travel document w/ many problems *Alvera Pope*

Travel document w/ no signature & account *Mike Goodyke*

Perfect Travel document *Roberta Carrillo*

Unidentified invoice (in audience) *Jose Montante*

Check Request Specialist & Summary *Lois Kimball*

Check Request paying an ICON *Jolene Elliott*

Check Request w/ Vendor Errors *Amy Dougherty*

Perfect Check Request *Betty Shambo*

Check Request "Stand-In/Stunt Double" *Marisela Figueroa*

Foreign Wire *Sang Mi Bowen*

Purchase Order Invoice with no PO & no funds *Sang Mi Bowen*

Purchase Order Invoice needs approval & receiving *Yvonne Krok*

Perfect Purchase Order Invoice *Juanita McCune*

Purchase Order Summary *Joseph Moreland*

PO Specialist & Vendor Maintenance Summary *Diana Greer*

Check Control Specialist *Megan Sego*

Check Control Props *Dianne Richardson*

Check Control Summary *Dorothy Ashton*

Lighting/Costume *Tammy, Amy & Hollie*

Props *Hollie Apodaca*

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