

Planning meeting for Capture Student refund process

Meeting minutes – 7/16/2013, D260

Hector, Martin, Joe Lampo, Chien attended the meeting.

1. Finance department (Hector) reported that the report already being generated from the Capture system, the balance is close to 70K, they do not need any IT support for the report.
2. It is agreed that the system will be frozen by the end of August 9th at 5 pm, all access to the Capture system, and cash replenish machine will be stopped, District Finance will be the only personnel authorized to the Capture system.
3. Depends on how things go, Capture Joe Franco will be asked to shut off the system on August 9th
4. Accounting will provide detail listing and budget transfer of the remaining balance from District book to both college ASB accounting system on August 16th
5. Both colleges ASB will start the refund and write off process based on the Accounting guideline after August 16th.
6. There will be a meeting set up tentatively to discuss the refund process and new ID card account initiation process August 1st, Both colleges' ASB, accountant, District accounting will meet to finalize the details.
7. The summary of the meeting report will be brought to ID card implementation team and Steering committee for final rectification afterwards