

A large, light blue, stylized graphic of a hand holding a globe is in the background. The hand is positioned on the right side, with the thumb and index finger forming a circle around the globe. The globe is on the left side, with a spiral pattern inside.

LEADERSHIP ACADEMY FELLOWS ORIENTATION

APRIL 6, 2018 | 3:00 – 4:30 EASTERN



Agenda

- 3:00 Introductions - **please be prepared to show your video camera during introductions**
- 3:20 Operations and Logistics –
 - Travel Reimbursement, Hotel Information, Website Tour
- 3:30 Coach Matching Process
- 3:50 Readings and Expectations, Homework
- 4:00 Q & A



INTRODUCTIONS

PLEASE SHARE YOUR WEBCAM AND TELL US A LITTLE
ABOUT YOURSELF

A large, light blue, stylized graphic in the background. It consists of a thick, curved line that starts from the bottom left, curves upwards and to the right, and then loops back to form a large circle. The text "Operations and Logistics" is centered within this circle.

Operations and Logistics



Supplier Request Form New/Change	
<p>Directions: The Supplier Request Form must be <i>completed by the department</i> and must be accompanied by either an IRS W-9 form, Rutgers Substantive W-9 form or W-8BEN (for Foreign Entities) <i>signed and completed by the supplier</i>. Incomplete and unsigned forms will be returned and a payment hold will be placed on the supplier. Please allow up to 72 hours for new suppliers to be created. Departments should reach out to see if the supplier is in RIAS by visiting RU Internet Procurement and selecting "Supplier & Address Information".</p> <p>Partnerships procuring goods and/or services are encouraged to visit the purchasing website at http://purchasing.rutgers.edu/ to see if a supplier is ready to place for their purchase.</p> <p>NOTE: RU employees cannot receive compensation payment through RIAS. Please contact payroll services. RU students receiving student aid (84400, 84500, etc) must be processed through Financial Aid Dept. RU student employees receiving an award payment (33400) must be processed through Payroll.</p>	
<p>Section A. Type of Request (select one):</p> <p>a. <input type="checkbox"/> New Supplier Request</p> <p>b. <input type="checkbox"/> Change Request (check all that apply)</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Add address/information for an existing supplier <input type="checkbox"/> Change address/information for an existing supplier <input type="checkbox"/> Update Supplier Name from: _____ <input type="checkbox"/> Other (please explain) _____ </p>	<p>Section B. Department Contact Information</p> <p>Name of Person Submitting Request: Louise Homecker _____</p> <p>Telephone Number/ Email Address: 848-932-4350 / lhomecker@nieer.org _____</p> <p>Date Request: _____</p>
<p>Section C. Supplier Information</p> <p>Supplier Name (company) if individual- (Last, First, Middle initial) _____</p> <p>Supplier Address (Purchase Order/Check address): _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Province/Country _____</p> <p>Telephone Number / Fax Number _____</p> <p>_____ / _____</p> <p>Contact Name / Phone Number _____</p>	<p>Section D. Type of Purchase/Payment (Check all that apply):</p> <p>a. Any boxes checked below - send forms to Purchasing at procure@rci.rutgers.edu or fax to 732-445-3306.</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Product <input type="checkbox"/> Services by Corporation, Partnership, Government Agency, Corporate LLC and Partnership LLC, (including foreign) </p> <p>Provide detailed description of product or service being provided:</p> <p>_____</p>



Expense Reimbursement

At each meeting you will receive an expense form from us. Allowable expenses include:

- Ground transportation (original receipts)
- Hotel, taxes, fees
- Meals not provided at the meeting (original receipts)



HOTEL INFORMATION

**GEORGETOWN
SUITES**

*A hotel that acts
like something better*

GET 5% BACK

202-695-1488

reservations@georgetownSuites.com

HOME THE SUITES ▼ AMENITIES GROUPS & MEETINGS ▼ NEIGHBORHOOD ▼ SPECIALS PHOTO GALLERY GETTING HERE CONTACT



A hotel that acts
like something
better

The Website is Your Friend

[HTTP://CEELO.ORG/2018-19-LEADERSHIP-ACADEMY-COHORT-4-2/](http://CEELO.ORG/2018-19-LEADERSHIP-ACADEMY-COHORT-4-2/)

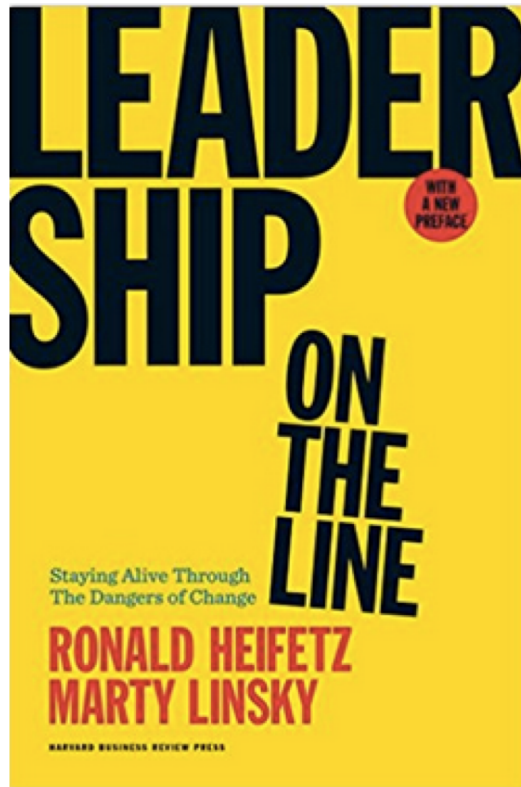


THE COACH MATCHING PROCESS

TRACY WILL WALK YOU THROUGH THE DOCUMENT SENT TO YOU.



Reading, Expectations and homework😊





Q & A



DATES TO REMEMBER

- April 11 – W9 and Supplier Forms due
- April 18 – Coach choices due to Tracy
- April 20 – You'll receive your coach assignment
- April 20 – You'll receive your next homework assignments

The Website is Your Friend

[HTTP://CEELO.ORG/2018-19-LEADERSHIP-ACADEMY-COHORT-4-2/](http://CEELO.ORG/2018-19-LEADERSHIP-ACADEMY-COHORT-4-2/)