

# Town Hall Information

Town Halls are meant to be a forum of communication between the departments and employees of Ferris. While the Disbursements Office handles the coordination of the events, topics of presentation may vary and can be of any topic useful to a majority of campus.

The Disbursements Office is the contact for scheduling these events. If you have a topic you would like to present or an idea for a topic please let us know as soon as possible.

Gabi Hagen or Emily Zoet  
Disbursements Office  
231-591-3897  
Disbursements@ferris.edu

# Town Hall Schedule

2015 - 2016

Month	Department	Topic	Date	Contact
<u>September</u>	Purchasing	Vendors and Trademarks	Sept. 2 <sup>nd</sup> 9:00-11:00	Purchasing Department
<u>September</u>	Purchasing	Vendor Show	Sept. 17 <sup>th</sup> 11:00 – 2:00pm	Purchasing Department
<u>October</u>	Disbursements Office	Travel and Policy	Oct. 6 <sup>th</sup> 11:00-12:30	Disbursements Office
<u>November</u>	Student Financial Services	Dept. Deposits: Cash & Checks	Nov. 4 <sup>th</sup> 9:00-11:00	Disbursements or Student Financial Services
<u>December</u>	Payroll	Payroll Reminders	Dec. 2 <sup>nd</sup> 9:00 – 11:00	Payroll and Disbursements
<u>January</u>	Disbursements Office	TBD	TBD	Disbursements
<u>February</u>				
<u>March</u>	Human Resources			HR, Disbursements, Payroll
<u>April</u>				
<u>May</u>	Accounting	Year End		
<u>June</u>				
<u>July</u>				