

TRAN_KIM

From: HARO_IRMA
Sent: Tuesday, April 19, 2022 3:33 PM
To: TRAN_KIM
Subject: FW: Meeting recap

Hi Kim,

This is a recap of meeting we had with Financial Aid to discuss issues and improve reconciliation process.

Irma

From: VASQUEZ_VICTOR <VASQUEZ_VICTOR@smc.edu>
Sent: Thursday, January 27, 2022 5:04 PM
To: MCLEOD_DAMON <McLeod_Damon@smc.edu>; COVARRUBIAS_ELISE <COVARRUBIAS_ELISE@smc.edu>; NEAL_STACY <Neal_Stacy@smc.edu>; HUNTER_TRACIE <HUNTER_TRACIE@smc.edu>
Cc: HARO_IRMA <Haro_Irma@smc.edu>
Subject: Meeting recap

Hi team,

Thank you for meeting with the fiscal services team today. To recap what we agreed on:

- On February 1st, FAO team will download an AY21-22 as of 1/31/22 COD report to begin the AY21-22 Pell reconciliation process.
- Beginning on March 1, FAO team will download monthly COD report starting with February to begin monthly reconciliation process.
- On February 1st, FAO team will begin sending over FAO transmittals for processing for the prior month. In this first case, transmittals will be sent over for anything prior to 1/31/22.
- Fiscal Services (Victor) will create a COD adjustment form for FAO. This form will be used for when students are issued payment but end up not attending class and do not give funds back to SMC. The form will be used to create an AR so that FAO can keep track of payments owed back to SMC.

Please let me know if I missed anything.

Sincerely,
Victor

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