

Administration and Finance
Weekly Activity Report
Week Ending: July 11, 2014

- **Parking Lot Maintenance at NMSU Las Cruces** – Parking lot maintenance is underway and will continue for the next few weeks. Thirty parking lots are scheduled and signs will be posted at the entrances the day before.
- **NMSU Las Cruces Fuel Station Dismantled** – Infrastructure has been permanently closed. Thanks to all departments that helped bring fuel storage tank levels to empty prior to the closure. This effort saved a significant amount of money on the project. New Mexico Environment Department Regional Inspector was onsite and cleared the facility for closure with no environmental issues.
- **The Barnes & Noble Bookstore** – The Barnes & Noble Bookstore had an active week with participation in the New Student Orientation on campus, setting up the Apple computer Back-To-School promotions, and celebrating National Sugar Cookie Day with a reading of “If You Give a Mouse a Cookie” – and cookies for everyone!
- **ICT and Sponsored Projects Accounting Collaborate to Improve Post Award Process** – ICT’s Enterprise Reporting Services, in collaboration with Sponsored Projects Accounting, The Office of Grants and Contracts and Financial Information Processing developed and implemented a workflow process that will help automate the post award process. Activities that once required manual triggers, such as with notifications, now happen automatically. The speed at which tasks are completed has improved, while ensuring consistency and accuracy. This has allowed for improved operations and more reliable information.