



CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TOM GALLAGHER

December 22, 2003

Mr. Adolfo Henriques, Chair
Board of Trustees
Florida International University
11200 S.W. Eighth Street, PC 258
Miami, FL 33199

Dear Mr. Henriques:

Over the last two years there has been a concerted effort between staffs of the various universities and my office to develop transition plans for each university. Numerous issues were discussed with appropriate resolution being reached by these workgroups.

We concur with the plan submitted by Florida International University (FIU). The attached plan should allow FIU to successfully transition from the Florida Accounting Information Resource Subsystem (FLAIR) for financial accounting/reporting on July 1, 2004, and payroll processing on January 1, 2006. You are commended for involving your Inspector General in this transition process. We encourage continued involvement to help assure your systems have been tested and internal controls are in place.

To assist in the transition from FLAIR, Mike Manderfield has been designated as your contact for this office. He can be reached at (850) 410-9402 or email at mmanderf@dfs.state.fl.us. FIU has selected Andy Fornaguera as the transition contact for our office.

We look forward to the continued coordination between our staffs to ensure that FIU's transition from FLAIR is successful.

Sincerely,

Tom Gallagher

TG:rar

Attachment

cc: Jim Horne, Commissioner of Education
Modesto A. Maidique, President, Florida International University
Ted Guba, Inspector General, Florida International University
Vivian I. Delgado, Interim University Controller, Florida International University
Andy Fornaguera, Chief Financials Lead, Florida International University
Mike Manderfield, Department of Financial Services



CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TOM GALLAGHER

December 22, 2003

Ms. Carol Thompson, Chair
Board of Trustees
University of North Florida
4567 St. Johns Bluff Road, South
Jacksonville, FL 32224-2645

Dear Ms. Thompson:

Over the last two years there has been a concerted effort between staffs of the various universities and my office to develop transition plans for each university. Numerous issues were discussed with appropriate resolution being reached by these workgroups.

We concur with the plan submitted by the University of North Florida (UNF). The attached plan should allow UNF to successfully transition from the Florida Accounting Information Resource Subsystem (FLAIR) for financial accounting/reporting on July 1, 2004, and payroll processing on January 1, 2005. You are commended for involving your Inspector General in this transition process. We encourage continued involvement to help assure your systems have been tested and internal controls are in place.

To assist in the transition from FLAIR, Randy Mills has been designated as your contact for this office. He can be reached at (850) 410-9403 or email at omills@dfs.state.fl.us. UNF has selected Ms Linda Anderson as the transition contact for our office.

We look forward to the continued coordination between our staffs to ensure that UNF's transition from FLAIR is successful.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Gallagher", is written over a horizontal line. The signature is stylized and cursive.

Tom Gallagher

TG:rar

Attachment

cc: Jim Horne, Commissioner of Education
John Delaney, President, University of North Florida
Shari Shuman, Vice President, Administration and Finance, University of North Florida
Marty Z. Khan, Acting Inspector General, University of North Florida
Linda Anderson, Transition Officer, University of North Florida
Randy Mills, Department of Financial Services



CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TOM GALLAGHER

December 30, 2003

Mr. J. Collier Merrill, Chair
Board of Trustees
University of West Florida
Building 10, Room 235
11000 University Parkway
Pensacola, FL 32514

Dear ~~Mr.~~ Merrill: *Collier*

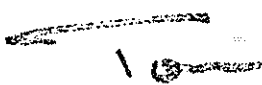
Over the last two years there has been a concerted effort between staffs of the various universities and my office to develop transition plans for each university. Numerous issues were discussed with appropriate resolution being reached by these workgroups.

We concur with the plan submitted by University of West Florida (UWF). The attached plan should allow UWF to successfully transition from the Florida Accounting Information Resource Subsystem (FLAIR) for financial accounting/reporting on July 1, 2004, and payroll processing on January 1, 2005. You are commended for involving your Internal Auditing and Management Consulting staff in this transition process. We encourage continued involvement to help assure your systems have been tested and internal controls are in place.

To assist in the transition from FLAIR, Phyllis Pearce has been designated as your contact for this office. She can be reached at (850) 410-9199 or email at ppearce@dfs.state.fl.us. UWF has selected Janice Woody as the transition contact for our office.

We look forward to the continued coordination between our staffs to ensure that UWF's transition from FLAIR is successful.

Sincerely,


Tom Gallagher

TG:rar

Attachment

cc: Jim Horne, Commissioner of Education
John Cavanaugh, President, University of West Florida
Janice L. Woody, Controller, University of West Florida
Betsy Bowers, Associate Vice President for Internal Auditing & Management Consulting, UWF
Phyllis J. Pearce, IT Business Consultant Manager, Department of Financial Services



CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TOM GALLAGHER

January 20, 2004

Mr. Manny A. Fernandez, Chair
Board of Trustees
University of Florida
12600 Gateway Blvd
Fort Myers, Florida 33913

Dear Mr. Fernandez:


Over the last two years there has been a concerted effort between staffs of the various universities and my office to develop transition plans for each university. Numerous issues were discussed with appropriate resolution being reached by these workgroups.

We concur with the plan submitted by the University of Florida (UF). The attached plan should allow UF to successfully transition from the Florida Accounting Information Resource Subsystem (FLAIR) for financial accounting/reporting and payroll processing on July 1, 2004. You are commended for involving your Inspector General in this transition process. We encourage continued involvement to help assure your systems have been tested and internal controls are in place.

To assist in the transition from FLAIR, Jim Baggett and Ernest Thompson have been designated as your contacts for this office. Jim Baggett can be reached at (850) 410-9222 or email jbaggett@dfs.state.fl.us. Ernest Thompson may be reached at (850) 410-9432 or email ethompson@dfs.state.fl.us. UF has selected Michael McKee as the transition contact for our office.

We look forward to the continued coordination between our staffs to ensure that UF's transition from FLAIR is successful.

Sincerely,



Tom Gallagher

TG:jhb

Attachment

cc: Jim Home, Commissioner of Education
J. Bernard Machen, President, University of Florida
Michael V. McKee, Controller, University of Florida
Nur Erengue, Inspector General, University of Florida
Jim Baggett, Department of Financial Services
Ernest Thompson, Department of Financial Services



CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TOM GALLAGHER

January 7, 2004

Dr. James D. Corbin, Chair
Board of Trustees
Florida A & M University
401 Lee Hall
Tallahassee, FL 32307

Dear Dr. Corbin:

Over the last two years there has been a concerted effort between staffs of the various universities and my office to develop transition plans for each university. Numerous issues were discussed with appropriate resolution being reached by these workgroups.

We concur with the plan submitted by Florida A & M University (FAMU). The attached plan should allow FAMU to successfully transition from the Florida Accounting Information Resource Subsystem (FLAIR) for financial accounting/reporting on July 1, 2004, and payroll processing on January 1, 2005. You are commended for involving your Inspector General in this transition process. We encourage continued involvement to help assure your systems have been tested and internal controls are in place.

To assist in the transition from FLAIR, Jack Peterson has been designated as your contact for this office. He can be reached at (850) 410-9434 or email at rpeterso@dfs.state.fl.us. FAMU has selected Phyllis Watson as the transition contact for our office.

We look forward to the continued coordination between our staffs to ensure that FAMU's transition from FLAIR is successful.

Sincerely,

A handwritten signature in black ink that reads "Tom Gallagher".

Tom Gallagher

TG:rjp

Attachment

cc: Jim Horne, Commissioner of Education
Fred J. Gainous, President, Florida A & M University
William T. Hanna, Vice President for Administrative & Fiscal
Affairs, Florida A & M University
Phyllis Watson, Interim Controller, Florida A & M University
O'Leary L. Sanders, Inspector General, Florida A & M University
R. Jack Peterson, Department of Financial Services



CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TOM GALLAGHER

December 18, 2003

Mr. John Thrasher, Chair
Board of Trustees
Florida State University
211 Westcott Building
Tallahassee, FL 32306-1470

Dear Mr. Thrasher:

Over the last two years there has been a concerted effort between staffs of the various universities and my office to develop transition plans for each university. Numerous issues were discussed with appropriate resolution being reached by these workgroups.

We concur with the plan submitted by Florida State University (FSU). The attached plan should allow FSU to successfully transition from the Florida Accounting Information Resource Subsystem (FLAIR) for financial accounting/reporting on July 1, 2004, and payroll processing on January 1, 2005. You are commended for involving your Inspector General in this transition process. We encourage continued involvement to help assure your systems have been tested and internal controls are in place.

To assist in the transition from FLAIR, Ron Ricks has been designated as your contact for this office. He can be reached at (850) 410-9195 or email at rricks@dfs.state.fl.us. FSU has selected Bradley Bennett as the transition contact for our office.

We look forward to the continued coordination between our staffs to ensure that FSU's transition from FLAIR is successful.

Sincerely,

Tom Gallagher

TG:rar

Attachment

cc: Jim Horne, Commissioner of Education
T.K. Wetherell, President, Florida State University
Larry D. Reese, Controller, Florida State University
David P. Coury, Inspector General, Florida State University
Bradley Bennett, Associate Controller, Florida State University
Ron Ricks, Department of Financial Services