

Join us for Procurement and Travel Training!

Topics Covered

Ethics-What is expected of me as a state employee?

Procurement and Travel Processes-How are things purchased and paid for at ATU?

Basic Procurement and Travel Guidelines-What are the rules and how do we follow them?

Contract Review Process-The vendor sent me this contract, now what?

Online Resources for Faculty and Staff-Where can I go to find direction and answers to my questions?

Procurement Requisition Entry-I know what I need to buy, how do I get the ball rolling?

Four Sessions Available

When and Where: July 29, 2021

10 a.m. and 2 p.m.

RCB 356



August 11, 2021

10 a.m. and 2 p.m.

RCB 254

The Wednesday, Aug. 11 trainings will be available on Webex

10 a.m. meeting link:

<https://atu.webex.com/atu/j.php?>

MTID=m7c10936ba15e463a64c20fdf71f37546

2 p.m. meeting link:

<https://atu.webex.com/atu/j.php?>

MTID=m114488203cb76624772158915344419c

Who should attend?

Anyone who selects goods or services for a University department, enters Procurement or Travel requisitions, or is a Pcard or Tcard holder.