

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

Webex sessions available on August 11 at the links below.

10 a.m. <https://atu.webex.com/atu/j.phpMTID=m7c10936ba15e463a64c20fdf71f37546>

2 p.m. <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.