

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**

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.