

Procurement and Travel Services Training Requirements and Opportunities

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Who should complete the Procurement and Travel Training?

- All faculty and support staff members.

Why is this training necessary?

- ATU is an institution of the State of Arkansas. As public employees, our employment is a public trust and must be executed in such a manner to foster public confidence.
- Training provides you with tools you will need to perform your job duties that relate to finance in compliance with State and University rules and regulations.
- Increases your ability to perform procurement and travel processes with ease and limits frustrations.
- **Please note:** Travel Services is not a travel agency, but is responsible for auditing submissions for compliance with State and University regulations and providing guidance and training to our campuses.

What does the training consist of?

- Information required to complete procurement and travel services processes including but not limited to
 - Completing requisitions, Pcard and Tcard logs, and travel reimbursement requests.

How is the training completed?

- Procurement and Travel training is available on-line at <https://www.atu.edu/purchasing/facultystaff.php>. You may contact Procurement or Travel Services to setup one-on-one training after viewing the videos if you would like.

How much time will I need to complete the sessions?

- Basic Procurement and Travel videos are around 50 minutes each. Approver training and requisition entry videos may be viewed separately at around 20-30 minutes each.