

What: The procurement & Payment Services Team is holding campus wide training the **1st Tuesday & 3rd Wednesday** of every month from 10:30 am - 11:30 am

Location: Zoom [Tuesday's Link](#) [Wednesday's Link](#)

Why this training?

This training is intended to help guide people into a better understanding of each topic. Our purchasing process has changed a lot over the last year and we are looking to ensure everyone receives proper information and focused training that fits their needs.

Topics include:

Summary:

- Procure-to-Pay ----- Covers the how-to of making a purchase on campus, from procurement to payment.
- Travel & Expense --- Covers tips and tricks for travel & expense reports
- Journal Vouchers --- Covers the process and tips and tricks for journal vouchers
- Solicitation Process - Covers the solicitation process & procedure. Trainees will be able to identify what process should be followed and when.
- P-Card Advanced --- Covers a review of the UND manual, and tips and tricks for pcards
- Contracts ----- Covers the overall process of UND contracts, how to utilize them, and other helpful tips.

Who should attend?

- a. Procure-to-Pay: if you make purchases then you should attend this at least once per year.
- b. Travel & Expense: if you create, submit, or approve travel and expense reports, you should attend this at least once per year.
- c. Journal Vouchers: if you enter journal vouchers you should attend this at least once per year.
- d. Solicitation Process: if you make, approve, or oversee purchases over \$10,000 should attend this at least once per year.
- e. P-Card Advanced: if you have a P-Card you should attend this at least once per year.
- f. Contracts: if you are responsible for overseeing funding for a contract, sign contracts, are the point of contact for a contract, or enter payments against contracts, you should attend this at least once per year.

| Qtr 2 Dates | Topic | Qtr 3 Dates | Topic | Qtr 4 Dates | Topic |
|------------------------------|--------------------------|-------------|--------------------------|-------------|--------------------------|
| 09.22.2021 | Procure-to-Pay (90 mins) | 01.04.2022 | Travel & Expense | 04.05.2022 | Procure-to-Pay (90 mins) |
| 10.05.2021 | Journal Vouchers | 01.19.2022 | Procure-to-Pay (90 mins) | 04.20.2022 | Travel & Expense |
| 10.20.2021 | P-Card Advanced | 02.01.2022 | Solicitation Process | 05.03.2022 | Journal Vouchers |
| 11.02.2021 | Solicitation Process | 02.16.2022 | Journal Vouchers | 05.18.2022 | Solicitation Process |
| 11.17.2021 | Travel & Expense | 03.01.2022 | Contracts (Tentative) | 06.07.2022 | P-Card Advanced |
| No training in December 2021 | | 03.16.2022 | P-Card Advanced | 06.15.2022 | Contracts (Tentative) |