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 oversea 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.

PPS Training Calendar  
FY: 2022

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<th>Qtr 2 Dates</th>
<th>Topic</th>
<th>Qtr 3 Dates</th>
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<th>Qtr 4 Dates</th>
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<tr>
<td>09.22.2021</td>
<td>Procure-to-Pay (90 mins)</td>
<td>01.04.2022</td>
<td>Travel &amp; Expense</td>
<td>04.05.2022</td>
<td>Procure-to-Pay (90 mins)</td>
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<td>Journal Vouchers</td>
<td>01.19.2022</td>
<td>Procure-to-Pay (90 mins)</td>
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<td>11.17.2021</td>
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<td>Contracts (Tentative)</td>
<td>06.07.2022</td>
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<td>No training in December 2021</td>
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<td>03.16.2022</td>
<td>P-Card Advanced</td>
<td>06.15.2022</td>
<td>Contracts (Tentative)</td>
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