

# Procurement Users' Group Meetings

## FY19 Schedule

**Thursday, September 20, 2018**

**10:00 AM - Cumberland Room – Student Center**

### **What's New in Procurement?**

There have been several changes at the State level with regards to invoice submission and/or approval. This meeting will communicate these changes and the impact on how we process payments here at Shepherd University. We encourage all who approve and/or process documents for submission to Procurement Services to attend.

**Thursday, October 18, 2018**

**10:00 AM - Cumberland Room – Student Center**

### **Travel Training**

Learn all the ins and outs of business related travel at Shepherd University! This training will take you step-by-step through the travel authorization and travel reimbursement processes. It includes all travel regulations as well as tips to make the travel process as seamless as possible.

*\*This training is available to be held on a departmental level. \**

**Thursday, November 15, 2018**

**10:00 AM - Cumberland Room – Student Center**

### **P-Card Training for Supervisors/Budget Managers**

This training is a detailed explanation of the Purchasing Card Internal Controls, geared towards supervisors and/or managers who do not have a Purchasing Card but sign off and approve purchases made on the P-Card.

*\*This training is available to be held on a departmental level. \**

**Thursday, December 20, 2018**

**10:00 AM - Cumberland Room – Student Center**

### **Reconciling P-Card Transactions 2.0**

This meeting will cover step by step instructions, tips and tricks to reconciling P-Card transactions in the Oasis system.

**Thursday, January 10, 2019**

**10:00 AM - Cumberland Room – Student Center**

### **Reconciling P-Card Transactions 2.0**

This meeting will cover step by step instructions, tips and tricks to reconciling P-Card transactions in the Oasis system.

**Thursday, January 17, 2019**

**10:00 AM - Cumberland Room – Student Center**

### **Budget Monitoring**

This meeting will cover helpful tips and instructions on how to keep on track with spending and effectively monitor departmental budgets.

**Thursday, February 21, 2019**

**10:00 AM - Cumberland Room – Student Center**

**Travel Training**

Learn all the ins and outs of business related travel at Shepherd University! This training will take you step-by-step through the travel authorization and travel reimbursement processes. It includes all travel regulations as well as tips to make the travel process as seamless as possible.

*\*This training is available to be held on a departmental level.\**

**Thursday, March 21, 2019**

**10:00 AM - Cumberland Room – Student Center**

**P-Card Training\*\***

This will be one of many scheduled training sessions to satisfy the annual mandatory training requirement for all P-Card users. This training will refresh P-Card users of policies and procedures in regards to use of the P-Card.

*\*This training is available to be held on a departmental level, however, any scheduling for this training will not begin until after March 21, 2019.\**

**Thursday, April 18, 2019**

**10:00 AM - Cumberland Room – Student Center**

**P-Card Training\*\***

This will be one of many scheduled training sessions to satisfy the annual mandatory training requirement for all P-Card users. This training will refresh P-Card users of policies and procedures in regards to use of the P-Card.

*\*This training is available to be held on a departmental level, however, any scheduling for this training will not begin until after March 21, 2019.\**

**\*\*Additional dates, times and locations for the mandatory P-Card training will be announced at a future date.\*\***