

SUPPLIER SHOWCASE TRAINING 2019

Purchasing 101: Purchasing staff will discuss purchasing forms, contracts available for departmental purchases, the competitive bid process and purchase exceptions.

Fixed Asset Management: A quick overview of all things Fixed Assets – capitalized assets that are over \$5,000. From the monthly reporting to disposition of property, this training session will cover all facets of accounting for capital assets.

SPA Basics for Beginners & Seasoned Research Administrators: This training will be a short discussion on Sponsored Program related topics such as Payroll Leave Payouts, Purchasing Definitions, Grant vs. Cooperative Agreement vs Contract and Federal Audits.

The When, Why and How of Travel Forms: This training will cover when each form is needed, why it is needed and how to complete each form.

What do Travel Auditors look for?: This training will be an overview of what the Division of Financial Services and State auditors look for when auditing a travel document.

Morning Sessions:

9:30-10:00	Purchasing 101
10:00-10:30	Fixed Asset Management
10:30-11:00	SPA Basics for Beginners & Seasoned Research Administrators
11:00-11:30	The When, Why and How of Travel Forms
11:30-12:00	What do Travel Auditors look for?

Afternoon Sessions:

1:00-1:30	Fixed Asset Management
1:30-2:00	The When, Why and How of Travel Forms
2:00-2:30	What do Travel Auditors look for?
2:30-3:00	Purchasing 101
3:00-3:30	SPA Basics for Beginners & Seasoned Research Administrators