# Agenda

**Purchasing – Accounts Payable Training Workshop**  
7/18/2013  
10:00am – 2:00pm  
District Board Room

<table>
<thead>
<tr>
<th>Time</th>
<th>Speaker/Role</th>
<th>Topics</th>
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<tbody>
<tr>
<td>10 AM to 11:00 AM</td>
<td>Vice Chancellor Gerhard Finance</td>
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- Administrative Procedure 6330 – Purchasing – Overview and changes  
- Administrative Procedure 6340 – Contracts - Overview and changes  
- Administrative Procedure 6385 – Refreshments and Meals Served at Meetings - Overview and changes  
- Contracting & ICC life cycle and process |

| 11 AM to 12 PM | Marie Hampton Purchasing |  
- Purchasing Cycle – Overview, Board Policy and Applicable Laws  
- Requisition Workflow  
- Purchasing Thresholds  
- Measure A  
- Vendor Database/Management  
- JIT Purchases  
- Tracking POs/Receiving, Warehouse |

| 12 PM to 01 PM | Lunch |  |

| 01 PM to 02 PM | Susan Rinne Accounts Payable |  
- Accounts Payable Cycle – Overview  
- Just in time Staples payments  
- Direct Pay and Pay To’s  
- Travel advance and reimbursement process |