

Agenda

Purchasing – Accounts Payable Training Workshop

7/18/2013

10:00am – 2:00pm

District Board Room

10 AM to 11:00 AM

**Vice Chancellor
Gerhard**

- 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

Finance

11 AM to 12 PM

Marie Hampton

- Purchasing Cycle – Overview, Board Policy and Applicable Laws
- Requisition Workflow
- Purchasing Thresholds
- Measure A
- Vendor Database/Management
- JIT Purchases
- Tracking POs/Receiving, Warehouse

Purchasing

12 PM to 01 PM

Lunch

01 PM to 02 PM

Susan Rinne

- Accounts Payable Cycle – Overview
- Just in time Staples payments
- Direct Pay and Pay To's
- Travel advance and reimbursement process

Accounts Payable

