

REGISTER NOW!
To Reserve Your Spot

Accounts Payable and Strategic Sourcing are pleased to present training sessions for the new school year, which will help *you* in your job duties, supporting your staffs and administrators and allow you more time to put Students First. Due to budget cuts, the Summer Secretaries Institute will no longer be available. This *training is considered essential* for new Office Supports and *strongly recommended* for returning Support Staff. There have been **changes** and **upgrades** over the last school year, not the least of which is the implementation of Uniform Grant Guidance (UGG) and the New ICA webform. Begin your year by participating in one of these workshops. Registration is available through **Employee Self Service**.

Some of the topics to be covered include:

- Purchasing Procedures Overview - **NEW** Uniform Grant Guidance guidelines
- Buying Technology
- Understanding the Supplier Portal
- **NEW** Independent Contractor Agreements
- Invoice Processes
- Navigating the LBI Dashboard
- **Updates** to P-Card Visa Program (J P Morgan Chase)
- Employee reimbursements

Please register for one of these training workshops: (only 2 ½ hrs long)

- 6/16/17 08:00am-10:30am or 12:30pm-03:00pm
- 8/9/17 08:00am-10:30am or 12:30pm-03:00pm
- 8/14/17 08:00am-10:30am or 12:30pm-03:00pm
- 8/17/17 08:00am-10:30am or 12:30pm-03:00pm
- 8/18/17 08:00am-10:30am or 12:30pm-03:00pm

You can register by going to Employee Self Service in Lawson, and clicking on "Training", then "Registration by Course". Under "Description", select A/P, P-CARD, STRATEGIC SOURCE.

Training sessions will be held at the Daniels Fund Meeting Space located at 101 Monroe St. (1st Ave and Monroe) 303-393-7220. Free parking is available at the site. For more parking information, go to DanielsFund.org/Meeting Space-Space, then select Parking and Map.