

# FB&S Training Courses for May & June 2007

## Procedural Workshops

### Procurement Basics

5/14/2007, Mon 1:00pm-2:30pm 151 Annex

6/11/2007, Mon 1:00pm-2:30pm 151 Annex

### Accounts Payable & Procurement Methods

5/9/2007, Wed 9:00am-10:30am 404 Park Bldg.

6/20/2007, Wed 9:00am-10:30am 404 Park Bldg.

### Online Departmental Deposit Forms

5/16/2007, Wed 2:00pm-3:00pm 404 Park Bldg.

### Travel Principles & Web Application

5/8/2007, Tue 10:00am-11:30am 404 Park Bldg.

5/23/2007, Wed 10:00am-11:30am 404 Park Bldg.

6/6/2007, Wed 10:00am-11:30am 404 Park Bldg.

6/21/2007, Thu 10:00am-11:30am 404 Park Bldg.

### Travel Reservations Procedures

5/15/2007, Tue 10:00am-11:30am 404 Park Bldg.

6/14/2007, Thu 10:00am-11:30am 404 Park Bldg.

### University Accounting Principles

5/29/2007, Tue 10:00am-11:30am 404 Park Bldg.

6/26/2007, Tue 10:00am-11:30am 404 Park Bldg.

### Tax Overview

5/17/2007, Thu 9:00am-11:00am 404 Park Bldg.

## Best Practice Workshops

### Small Business Supplier Showcase

5/10/2007, Thu 8:00am-12:00pm Union Ballroom

### Limited Purchase Checks

5/2/2007, Wed 2:00pm-3:30pm 404 Park Bldg.

6/5/2007, Tue 10:00am-11:30am 404 Park Bldg.

### Reallocator Training

5/16/2007, Wed 10:15am-10:45am 151 Annex

6/6/2007, Wed 10:15am-10:45am 151 Annex

6/20/2007, Wed 10:15am-10:45am 151 Annex

### Purchasing Card Training

5/16/2007, Wed 9:30am-10:15am 151 Annex

6/6/2007, Wed 9:30am-10:15am 151 Annex

6/20/2007, Wed 9:30am-10:15am 151 Annex

### Tuition Authorization-Online Forms

5/3/2007, Thu 2:00pm-3:00pm 404 Park Bldg.

## RATS

### Purchasing & Procurement

5/15/2007, Tue 2:00pm-4:00pm HSEB, Room 1730