

## **TrainTraq Training Courses for Finance**

- [Disbursement of Funds \(11021\)](#)
- [Procurement Training for Contract Signatories \(2114133\)](#)
- [HUB Purchasing Requirements \(11010\)](#)
- [Procurement Card Program Overview \(2112043\)](#)
- [Travel Program Overview \(2112042\)](#)

## **In Person Training Sessions**

- Procurement 101 - Class will focus on the policies, procedures and ideologies governing the procurement and payment processes. It will cover everything from bids to invoices.
- HUB Purchasing - This class will provide ways on how to demonstrate a "good faith effort" to give an opportunity for the Historically Underutilized Businesses to compete for all procurement and contracting activities.
- IslanderBuy Basic Training- IslanderBuy is a web-based e-Commerce system that customers may browse and shop from numerous online catalogs (each of which is accessible via Single Sign On), or place orders through a non-purchase order or requisition. Department will be shown how to navigate the system and place orders.

## **Financial Manger Certification Program**

This program was developed to support our financial staff who serve as Business Coordinators and Business Managers and the goal is to assist our employees in raising their level of skills. In order to receive certifications you must attend all classes and complete quizzes. The following are the 3 modules offered in gaining a Financial Manager Certification.

- Financial Services
- Other Financial Matters
- Budget Manager

## **Financial Users Network Group (FUN)**

The Financial Users Network is made up of university employees working in areas related to business and financial matters. Members receive valuable updates on recent changes in Financial Services in the areas of Accounting, Budget, Payroll, Business Office, Procurement and Credit Card Services. In addition to receiving regular announcements and special notices, members attend quarterly meetings to discuss matters related to financial affairs. If you have not join, please email the Controller's Office at [AVP-COMP.Assistant@tamucc.edu](mailto:AVP-COMP.Assistant@tamucc.edu) or call ext. 5620.