

Financial Manager Certification Course

COURSE DESCRIPTION

Expenditure Guidelines Matrix

- Review the history, process of revisions and updates
- What is allowed & documentation needed.

Procurement Card – Do's & Don'ts

- Rules – Do's, Don'ts and exception to state and local purchasing rules will be discussed.
- Cardholders/Supervisors responsibilities
- Reconciling - We will go over reconciliation and audit processes.

Accounts Payable

- Vendor Create Form-W-9 – A brief discussion on why it's important to have a W-9 completed before a vendor is set-up in FAMIS.
- Voucher Create Forms- Instructions will be given on how to fill out a Voucher Create Form and when it should be used.
- No Receiving – Discussion on purchase orders sitting in No Receiving and generating interest.

Concur /eTravel – Do's & Don'ts

- Concur Rules – We will focus discussion on state and local rules.
- Traveler/ approvers responsibilities – Pre-trip, Post trip and approval requirements will be discussed.
- Reconciling – We will go over reconciliation process and auditing.

HUB Purchasing Requirements

- Defines Historically Underutilized Business (HUB)
- Describes why it is important to purchase from HUB
- Provides guidelines for purchasing from HUBs.

Central Receiving/Object Codes

- Receiving/Tracking/Returning Shipments "By the Truckloads" - This segment will clearly define the various shipment processes involving Central Receiving
- Surplus – Go over management controls involving controlled and non-controlled surplus items that are transferred to Central Receiving.
- Records Retention – An informative segment on how to properly prepare your records for storage in Central Receiving.
- Object Codes – Outline why Object Codes are important when preparing purchase orders that involve controlled and capitalized furnishings and equipment.

Dealing With Contracts

- Reviews definition of a contract agreement
- Reviews different types of contracts/agreements
- Reviews contract/agreement routing & approval process
- Who is authorized to sign contracts
- Reviews available online forms

Purchasing 101 - TAMUCC

- This course provides a guideline to departments and buyers for the procurement of goods and services within the Purchasing Policy & Procedures Handbook.
- The primary function is to familiarize faculty & staff with the basic information necessary to communicate with the Procurement & Disbursement Department.