



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 15, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-68
Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Basic Expenditure Training offered by State Comptroller's Office

Financial Services has invited members from the State Comptroller's Office to Prairie View A&M University to do a specialized training in the areas of Basic and Advanced Expenditures Processing and Documentation.

These trainings will provide direction and guidance to department personnel that order and process vendor payments. Emphasis will added for processing purchases of goods and services from state funds.

The trainings will be held in the MSC Ballroom:

Basic May 11, 2010 8am – 4:30pm 1 ½ hour for lunch

This is an introductory course designed for employees with less than six months experience reviewing or completing purchase vouchers or anyone who needs a course refresher. It focuses on the fundamental purchase rules and guidelines. Participants learn basic procedures, discover helpful resources, and tackle exercises to reinforce classroom material.

Advanced May 12, 2010 8am – 3:30pm 1 ½ hour for lunch

This is an advanced course designed for employees with more than six months experience processing purchase payment vouchers or who want to review Comptroller purchase rules and guidelines. Participants will discuss advanced procedures and policies, review helpful resources, and tackle exercises to reinforce classroom material. Participants will also learn from each other by sharing information about purchase situations they have encountered.

CPE credits will be given for taking these courses.

Reserve your seat today by sending an email to: payables@pvamu.edu, by May 3rd.

Please direct all questions or inquiries to the Accounts Payables Office at 261-1902 or paybles@pvamu.edu

xc: Marilyn Maynard
Jullette Spivey