The Purchasing department will be offering the following classes, call extension 5767 for reservations.

**PD101 – Purchasing Procedures**

The goal of PD101 is to familiarize faculty and staff with current purchasing procedures. This will cover fundamentals of the purchasing cycle, the requisition, types of purchases, state requirements and dollar guidelines. Special types of purchases including sole source and emergency request are also discussed.

Instructor – Judy Harral, CPPO, CTPM, Director of Purchasing and HUB Program, and David Davila, C.P.M., CBM, A.P.P., Associate Director of Purchasing

Class Schedule:
- January 15, 2008 -8:30a.m. To 11:30a.m. Location: TBA
- April 15, 2008 – 8:30a.m. To 11:30a.m. Location: TBA
- July 15, 2008 – Web CT training, Web-Site TBA

**PD501 - Procurement Credit Card Training**

This class includes the processes and procedures for making Procurement Card purchases and the required documentation. According to policy, you must attend training prior to receiving your Procurement Card (P-Card). Please bring a picture ID with you for identification purposes. Please sign up for one of the classes:

Instructor: David Dávila, Program Administrator & Cody Eyring, Procurement Card Coordinator

Class Schedule:
- December 11, 2007 2:00p.m. Tejas Room 106c
- Other dates TBA
NEWS FROM THE PURCHASING DEPARTMENT

TRAINING CLASS FOR THE HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

One of Purchasing Department's goal this fiscal year is to help the University campus have a better understanding of the HUB Program and to give departments the tools they need when seeking out HUB vendors. Whether you're using delegated purchase orders or procurement credit cards you will get information on how to seek out HUB vendors. We highly encourage any employee of the University that purchases goods and services for their department to attend this special training class.

The following dates have been set for the HUB training classes in:

<table>
<thead>
<tr>
<th>Day of week</th>
<th>DATE</th>
<th>TIME</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Jan. 10, 2008</td>
<td>9:00 a.m.</td>
<td>TBA</td>
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<tr>
<td>Thursday</td>
<td>April 10, 2008</td>
<td>9:00 a.m.</td>
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</tr>
<tr>
<td>Thursday</td>
<td>July 10, 2008</td>
<td>9:00 a.m.</td>
<td>TBA</td>
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A monthly report has been developed in FAMIS that will allow tracking of the expenditures on limited purchase orders and give a break down of departmental purchases by HUB and Non HUB vendors. The Purchasing Department will be monitoring the departments’ good faith effort to use HUB vendors. We hope to recognize the department with the best HUB participation. Also, Procurement credit card statements will be reviewed for expenditures spent with HUB vendors.

Please RSVP to Hilda Garza at ext. 5767 to confirm a date of attendance.