

Hsieh, Patricia

From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Hsieh, Patricia [PHsieh@TAMU.EDU]
Sent: Thursday, March 26, 2009 8:21 AM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] New online course on Disbursement of Funds

Dear A&M System Training Coordinators,

I am pleased to announce the availability of a new online course on Disbursement of Funds. The course can be found in the Alphabetical Master Course List folder in TrainTraq. System members may choose to assign it to selected employees to meet the Disbursement of Funds training requirement in System Regulation 21.01.03. However, System members are **not** required to use the online course to meet this requirement; the online training is provided only as a resource.

The course, which was developed in conjunction with the System Office of Budgets and Accounting, provides an overview of general purchasing guidelines, purchase vouchers, and travel vouchers. At the end of this course, learners should be able to:

- Describe common disbursement guidelines.
- Apply guidelines to specific situations.
- Review a purchase voucher and identify common errors.
- Review a travel voucher and identify common errors.

Please let me know if you have any questions or concerns or need assistance with assigning the course.

Thanks,

Pat

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