Introduction to Purchasing

A basic overview of the purchasing process. Core concepts include funding types, access and permissions, the eProcurement Workflow, eProcurement Notes, and best practices and tips. Answers such questions as “What is a Fiscal Year?”, “What is the difference between Tax-Levy and Non-Tax Levy?”, “What is a confirming order?”, and “How do I get access to the eProcurement module in CUNYfirst?”

Location: Woody Tanger Auditorium
Instructor(s): Patrick O’Connor, David Finkelstein

CUNYfirst eProcurement Workshop, Part 1: How to Buy

A hands-on, comprehensive demonstration on the purchase requisition process in CUNYfirst. Participants will learn core skills such as how to run budget queries, create purchase requisitions, and how to track and manage requisitions using the eProcurement Notes tool. Each participant will have the opportunity to create and submit an actual requisition during the workshop and are encouraged to bring along any supporting documentation (e.g. price quotes, honorarium payment request forms) that will need to be attached to their requisition. A scanner will be provided.

Access to CUNYfirst eProcurement is required.

Location: 383 Library
Instructor(s): Patrick O’Connor, David Finkelstein

CUNYfirst eProcurement Workshop, Part 2: How to Pay

A thorough overview of the receipt and payment process in CUNYfirst. Participants will learn core skills such as how to find a purchase order number and how to create receipts in CUNYfirst. Each participant will have the opportunity to create and submit a receipt during the workshop and are encouraged to bring along any packing slips and invoices that will need to be attached to their receipt. A scanner will be provided.

Access to CUNYfirst eProcurement is required. If you haven’t attended the CUNYfirst eProcurement Workshop, Part 1: How to Buy workshop, familiarity with the purchasing process in CUNYfirst is strongly recommended.

Location: 383 Library
Instructor(s): Patrick O’Connor, David Finkelstein

Introduction to Tax Levy Travel and Expense

A comprehensive introduction and explanation of the travel and expense process. Core concepts include the Travel and Expense Workflow, Travel Authorizations, Expense Reports, per diem and mileage rates, and meal allowance. Addresses such questions as “How do I make travel arrangements”, “What does travel status mean?”, “How do I get reimbursed?”, and “How do I get access to the Travel and Expense module in CUNYfirst?”

Location: Woody Tanger Auditorium
Instructor(s): Patrick O’Connor, Gulnoza Shakirova

CUNYfirst Travel and Expense Workshop

A hands-on demonstration on travel authorizations and expense reports in CUNYfirst. Participants will learn core skills such as how to create travel authorizations and expense reports in CUNYfirst. Each participant will have the opportunity to create and submit a travel authorization and expense report during the workshop and are encouraged to bring along a completed Brooklyn College Authorization to Travel Form and documentation of the purpose of travel (e.g., conference agenda, flyer, brochure, program, invitation, or conference registration form) that will need to be attached to the travel authorization/expense report. A scanner will be provided.

Access to CUNYfirst Travel and Expense is required.

Location: 383 Library
Instructor(s): Patrick O’Connor, David Gretah

Brooklyn College Knowledge

An introduction to Brooklyn College, including its historical and academic structure. Learn how to manage operational tasks such as how to submit facilities work requests, obtaining copiers and computers, and gaining access to college-specific systems such as the BC Portal and CUNYfirst.

Ideal for new hires as well as staff members needing a refresher.

Location: Woody Tanger Auditorium
Instructor(s): Patrick O’Connor, Beatrice Tony-Jean

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Fall 2018 Available Course Offerings

Introduction to Purchasing
Dates/Times:
- September 4, 2018 (2–3:30 p.m.)
- September 14, 2018 (10–11:30 a.m.)
- October 10, 2018 (2–3:30 p.m.)
- November 6, 2018 (2:30–4 p.m.)
Location: Woody Tanger Auditorium
Instructor(s): Patrick O’Connor, David Finkelstein

CUNYfirst eProcurement Workshop, Part 1: How to Buy
Dates/Times:
- September 12, 2018 (10–11:30 a.m.)
- October 4, 2018 (10–11:30 a.m.)
- October 17, 2018 (2–3:30 p.m.)
- November 7, 2018 (10–11:30 a.m.)
- November 19, 2018 (10–11:30 a.m.)
- December 4, 2018 (10–11:30 a.m.)
Location: 383 Library
Instructor(s): Patrick O’Connor, David Finkelstein

CUNYfirst eProcurement Workshop, Part 2: How to Pay
Dates/Times:
- September 18, 2018 (10–11:30 a.m.)
- October 11, 2018 (10–11:30 a.m.)
- October 24, 2018 (2–3:30 p.m.)
- November 19, 2018 (10–11:30 a.m.)
- December 7, 2018 (10–11:30 a.m.)
Location: 383 Library
Instructor: Patrick O’Connor, David Finkelstein

Introduction to Tax Levy Travel and Expense
Dates/Times:
- October 16, 2018 (2–3:30 p.m.)
- November 29, 2018 (10–11:30 a.m.)
Location: Woody Tanger Auditorium
Instructor(s): Patrick O’Connor, Gulnoza Shakirova

CUNYfirst Travel and Expense Workshop
Dates/Times:
- October 25, 2018 (10–11:30 a.m.)
- November 13, 2018 (10–11:30 a.m.)
- December 6, 2018 (10–11:30 a.m.)
Location: 383 Library
Instructor(s): Patrick O’Connor, David Gretah

Brooklyn College Knowledge
Dates/Times:
- November 5, 2018 (2–3:30 p.m.)
Location: Woody Tanger Auditorium
Instructor(s): Patrick O’Connor, Beatrice Tony-Jean

ENROLL NOW! RSVP!

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Office of Academic and Institutional Programs