

Lunch & Learn

Sponsored by your Purchasing Team

Wednesday afternoons from 12:30 – 1:30pm

Zoom sessions will be recorded for those that are out of the office. We urge you to come prepared to take notes, focused and be engaging. You will see that this is NOT training in detail, we are just sharing information and reviewing at this time. If you find you are needing detailed training, please schedule with us.

These bi-weekly Wednesday afternoon sessions will cover many aspects of the purchasing process and procedures we feel will benefit you as you perform your daily tasks. We plan to share as much information as we can in our sessions as we know your time is so valuable. Below is the outline of what the sessions will cover topics to help you prepare thoughts and questions ahead of time.

September 15th

- Important Informational Packet
- Business Plus Manual
- Amazon update
- Water distribution
- Purchase Order audits
- Staff Links
- Business Office – Who's Who
- Accounts Payable – Who's Who
- Contracts

September 29th

- Open PO Report (KCPO5001)
- PO Summary Report (PO3001)
- AP Transaction Details (KCAP3000)

October 13th

- Vendor Registry – how it's used
- Vendor accounts at a District level
- Invoices mailed to the schools
- How Purchase Orders are sent to you, and why

October 27th

- What is a Purchase Order?
- Why we would use a 'blanket' purchase order
- PO Glossary of Terms

November 17th

- Purchase Requisition description
- Workflow – understanding the process
- Receiving in B+ for your PO – understanding the importance

December 1st

- Sam's Club orders
- Visa overview

December 15th if necessary