Our goal is to deliver timely information that matters to you.

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The Procurement Card team will only be available on Wednesday Office Hours:
- **Monday and Wednesday Office Hour start times will remain the same, but**
  - **the phone line will be closed beginning at 1:00pm.**

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**Oracle: Buying and Paying for PO Requisitions**
- **Thursday, October 28, 2021 @ 9:00am - 11:00am**
  - **This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF attributes in PPM, determining the chart of accounts, reporting on requisitions and invoices on behalf of their financial unit.**
  - **This course is especially valuable for individuals responsible for departmental purchases who processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who processing nonPO payments, and checking invoice status.**

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**Oracle: Braun to Pay for PO Requisitions**
- **Thursday, November 4, 2021 @ 9:00am - 11:00am**
  - **Please note the required prerequisite for registration.**

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**Oracle: Travel Request and Expense Report**
- **Thursday, November 4, 2021 @ 1:00pm - 3:00pm**
  - **This course provides an overview of UC San Diego travel policy and the required prerequisite for registration.**

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**Hot Topics: Understanding POETAF**
- **Thursday, November 4, 2021 @ 9:00am - 11:00am**
  - **This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF attributes in PPM, determining the chart of accounts, reporting on requisitions and invoices on behalf of their financial unit.**
  - **This course is especially valuable for individuals responsible for departmental purchases who processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who processing nonPO payments, and checking invoice status.**

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**UC San Diego Travel: Reporting Expenses**
- **Thursday, November 4, 2021 @ 1:00pm - 3:00pm**
  - **This course provides an overview of UC San Diego travel policy and the required prerequisite for registration.**

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**UC San Diego Travel: Before You Go**
- **Thursday, November 4, 2021 @ 9:00am - 11:00am**
  - **This course provides an overview of UC San Diego travel policy and the required prerequisite for registration.**

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**Reminder:**
- **move any pending card transactions from Available Expenses onto the proper business expenses within a reasonable period of time. Add expenses and UC San Diego faculty and staff must adequately account to the University for **