

2025 March Procurement Month Training

Date	Day	Time	Topic	Presenter/Facilitator	Format	Location
3/18/2025	Tuesday	10am-noon	Department Overview & Needed Forms	Carla Byrd, <i>Procurement and Business Services</i>	Zoom	Online
3/19/2025	Wednesday	10am-noon	Competitive Bidding Process, Sole Sources, Requisition & PO Overview	John Corgill, Cathy Curtis and Keiarey Nathan, <i>Procurement Services</i>	Zoom	Online
3/20/2025	Thursday	10am-noon	Hands On Requisition Entry	John Corgill and Cathy Curtis, <i>Procurement Services</i>	In-Person	Library Rm 211
3/21/2025	Friday	10am-noon	Review of Capital Asset Process and Disposal of Asset Process	Gary Burns, Joshua Taylor and Agatha Jean, <i>Central Receiving/Asset Management</i>	Zoom	Online
3/24/2025	Monday	10am-noon	Navigating through the Website, P-Card Process & Travel Process	Antonio Pucci, Keisha Messer and Marcie Meeves, <i>Procurement Card Services</i>	Zoom	Online
3/25/2025	Tuesday	10am-noon	Review of Board Rule 406, Alabama Bid Law, and other Applicable Laws related to Procurement and Contract Functions	Attorney Michael Huff, Attorney Logan Matthews and Attorney Stephen Rogers <i>Office of General Counsel</i>	In-Person	Library Rm 211
3/26/2025	Wednesday	10am-noon	Contract Process (Current and Future.. What is Agiloft? And, how can it help?)	Randy Babcock and Antonio Pucci, <i>Contract Administration & Business Services</i>	Zoom	Online
3/27/2025	Thursday	10am-noon	Auditor's Review: Importance of Proper Documentation	Bradley Fondren and Chandra Utlapalli, <i>Office of Internal Audit</i>	In-Person	Library Rm 211
3/28/2025	Friday	10am-noon	Review of Insurance Requirements for various purchases and documentation needed, along with Accessibility Law Update	Kevin Bennett, <i>Office of Risk Management and Compliance</i>	In-Person	Library Rm 211
3/31/2025	Monday	10am-noon	Budget Overview	Haley Smith, <i>Budget & Management Information</i>	In-Person	Library Rm 211