



Administrative Services 101 Series

Your guide to essential campus processes, compliance, and resources-one topic at a time

Budget and Accounting

Oct. 15 | 10–11:30 a.m.

- Resource Allocation Request/Program Review SOP
- Technology Replacement Plan SOP
- Commonly Used Object Codes
- Colleague & Report Repository Training

Featuring Guests:



RON GONZALVES
Director
Academic and End User Support Services



JOHN STEFFENS
Director
Student Information Support



MARK REYNOSO
Director
Campus Budget & Accounting

Purchasing & Contract Compliance, Classified & Management Professional Development

Nov. 5 | 10–11:30 a.m.

- District's Contract Templates and Processes
- Authorized Signatures-AR6150
- Contract/Agreement/MOU Approval and Recordation SOP
- **Classified and Management Professional Development**
 - PD Funding Approval Process for Managers and Classified Professionals
 - District's Conference Request Form Process

Featuring Guests:



ANDREW LIM
Director
Contract Management Services



DEBBIE PERALES
Sr. Accounting Technician
Accounts Payable

SAVE THE DATE

Spring Series March 18th & April 15th !