



Office of Financial Affairs 2017-18 Training Schedule

Policy Refresher/Updates

When: Thursday, September 14, 2017

Location: The Commons, Woods Penn

Time: 3:00 – 4:30 pm

When: Tuesday, February 20, 2018

Location: The Commons, Woods Penn

Time: 3:00 – 4:30 pm

Agenda:

- Highlight policy requirements, including any recent updates/revisions, for the following:
 - Purchasing Card Policy
 - Purchasing Policy
 - Disposal of Assets Policy
 - Travel and Business Expense Reimbursement Policy
 - Use of College Funds for Meetings and Entertainment
 - Employee Gift Policy

- Break – 5 minutes

- Discuss any new policies, when applicable.

Cash Handling

When: Thursday, October 26, 2017

Location: The Commons, Woods Penn

Time: 2:00 – 3:30 pm

When: Tuesday, February 13, 2018

Location: The Commons, Woods Penn

Time: 2:00 – 3:30 Pm

Agenda:

- Cash Handling – Applicable to those areas that handle cash and check receipts, as well as, credit card transactions. Session discussions will cover:
 - Internal controls over cash
 - Separation of duties
 - Employee responsibilities
 - Safekeeping of funds
 - Daily and monthly reconciling
 - Process monitoring and risk management