

TUESDAY DIVISION OF FINANCE WORKSHOP

October 13–15, 2026 • Chamberlain Student Center Expansion

ROOM 1	TIME	ROOM 2
9 AM–10 AM ◆P-Card Processes	9:00 AM	9 AM–9:30 AM ◆ Post Award 101: Understanding the Award
	9:30 AM	9:30 AM–10 AM ◆ Post Award 101: Spending on Sponsored Awards
10 AM–11 AM ◆◆Req-to-Check	10:00 AM	10 AM–10:45 AM ◆ Post Award 101: Monitoring the Award
	10:30 AM	
11 AM–12 PM ◆ Budgets from A to Z: Overview of Banner 9 forms; Updated policy; Budget Uploads	11:00 AM	10:45 AM–11:30 AM ◆ Post Award 101: Common Problems & Real-Life Scenarios
	11:30 AM	11:30 AM–12:00 PM ◆ Post Award 101: Key Takeaways + Questions
12 PM–12:45 PM Lunch / Networking	12:00 PM	12:00–12:45 PM Lunch / Networking
	12:30 PM	
12:45 PM–1:45 PM ◆ Contracts	1:00 PM	12:45 PM–1:45 PM ◆ Employee Travel
	1:30 PM	
1:45 PM–2:30 PM ◆ RFPs, RFQs, and Cooperative Procurement	2:00 PM	1:45 PM–2:45 PM ◆ Student & Non-Employee Travel
	2:30 PM	
2:30 PM–3:15 PM ◆ Intro to ProConnect	3:00 PM	2:45 PM–3:30 PM ◆ Vendor Onboarding & Compliance
	3:30 PM	
3:15 PM–4 PM ◆ ProConnect: Next Level		

Noon is highlighted on the center time axis. Session blocks align vertically so overlaps are visible at a glance.

◆ Contracting & Procurement ◆ Accounts Payable ◆ Accounting Services ◆ Sponsored Programs ◆ Budget ◆ Payroll

WEDNESDAY

DIVISION OF FINANCE WORKSHOP

October 13–15, 2026 • Chamberlain Student Center Expansion

ROOM 1	TIME	ROOM 2
9 AM–10 AM Understanding Budget Related ASA forms	9:00 AM	9 AM–9:45 AM
		◆◆Equipment
	9:30 AM	
10 AM–11 AM ◆P-Card Processes	10:00 AM	9:45 AM–10:30 AM
		◆FinSecurity / Banner Finance Permission Request
	10:30 AM	
11 AM–12 PM ◆Vendor Onboarding & Compliance	11:00 AM	10:30 AM–11:15 AM
		◆Departmental Charge Authorizations
	11:30 AM	
12 PM–12:45 PM Lunch / Networking	12:00 PM	12 PM–12:45 PM
	12:30 PM	Lunch / Networking
12:45 PM–1:45 PM ◆Contracts	1:00 PM	12:45 PM–1:45 PM
	1:30 PM	◆◆Req-to-Check
1:45 PM–2:30 PM ◆RFPs, RFQs, and Cooperative Procurement	2:00 PM	1:45 PM–2:45 PM
	2:30 PM	◆Budgets from A to Z: Overview of Banner 9 forms; Updated Policy; Budget Uploads
2:30 PM–3:15 PM ◆Intro to ProConnect	3:00 PM	2:45 PM–3:15 PM
		◆Gift Cards
3:15 PM–4 PM ◆ProConnect: Next Level	3:30 PM	3:15 PM–3:45 PM
		◆Non-PO Payment Requests

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◆Contracting & Procurement ◆Accounts Payable ◆Accounting Services ◆Sponsored Programs ◆Budget ◆Payroll

THURSDAY

DIVISION OF FINANCE WORKSHOP

October 13–15, 2026 • Chamberlain Student Center Expansion

ROOM 1	TIME	ROOM 2
9 AM–10 AM ♦ Employee Travel	9:00 AM	9 AM–9:30 AM
		♦ Post Award 101: Understanding the Award
	9:30 AM	9:30 AM–10 AM
10 AM–11 AM ♦ Student & Non-Employee Travel	10:00 AM	
		10 AM–10:45 AM
	10:30 AM	♦ Post Award 101: Monitoring the Award
11 AM–12 PM ♦ ♦ Equipment	11:00 AM	10:45 AM–11:30 AM
		♦ Post Award 101: Common Problems & Real-Life Scenarios
	11:30 AM	11:30 AM–12:00 PM
12 PM–12:45 PM Lunch / Networking	12:00 PM	
		12:00–12:45 PM
	12:30 PM	Lunch / Networking
12:45 PM–1:30 PM ♦ FinSecurity / Banner Finance Permission Request	1:00 PM	12:45 PM–1:30 PM
		♦ Payroll
	1:30 PM	1:30 PM–2 PM
1:30 PM–2:15 PM ♦ Departmental Charge Authorizations	2:00 PM	♦ Gift Cards
		2 PM–2:30 PM
		♦ Non-PO Payment Requests
2:15 PM–3:15 PM ♦ Understanding Budget Related ASA Forms	2:30 PM	
	3:00 PM	

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♦ Contracting & Procurement ♦ Accounts Payable ♦ Accounting Services ♦ Sponsored Programs ♦ Budget ♦ Payroll