



UNIVERSITY OF  
**GUAM**  
UNIBETSEDĀT GUĀHAN

Business Office Training

# PICK

YOUR *Training Date*

**August 15 or 16, 2024**

Time	SESSION	
09:00	CASH HANDLING	941 1323 8297
09:30	GENERAL ACCOUNTS	955 5898 4765
10:00	PETTY CASH	986 4366 8427
10:30	TRAVEL	964 5043 5104
11:00	P-CARD	972 7892 4041
11:30	PAYROLL	942 8013 9677
13:30	PURCHASE WORKFLOW	922 8350 5993
14:30	PROCUREMENT	984 5521 4786
15:30	PROPERTY	937 3868 5139