

**THE  
UNIVERSITY  
OF RHODE ISLAND**

**DIVISION OF  
ADMINISTRATION  
AND FINANCE**

THINK BIG  WE DO™

**PURCHASING DEPARTMENT**

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[uri.edu/purchasing](http://uri.edu/purchasing)



TO: URI Community

FROM: Betty Gil  
Director of Purchasing

C: J. Vernon Wyman, Assistant VP, Business Services  
Linda Barrett, Director of Budget & Financial Planning

DATE: December 1, 2016

SUBJECT: Purchasing 101 Training

URI Purchasing will begin offering Purchasing 101 Training classes to review URI Purchasing processes and procedures, once per month starting on December 13, 2016. This training class is a requirement for new employees and is a prerequisite for On-line Requisition Training. The class is also open to existing employees as a refresher.

For existing employees, including employees who have recently obtained access to the PeopleSoft Purchasing module for purposes of processing on-line requisitions, we along with the support of J. Vernon Wyman and Linda Barrett strongly encourage all staff to take advantage of and attend one of these important training sessions.

Departments who would also like to schedule a separate group session as a refresher or to discuss the needs and requirements specific to their department, please feel free to e-mail us at [URIPurchasing@uri.edu](mailto:URIPurchasing@uri.edu) or call us at x42171 with your request.

For additional information and/or registration please visit the Department Resources page on our web site at <http://web.uri.edu/purchasing/>

We look forward to seeing you in class.

Thank you.