October 12, 1994

ADMINISTRATIVE MEMORANDUM 95-01

TO: Administration
    Communications
    Divisions/Centers

SUBJECT: Disbursement Training

The Texas A&M University System now requires each system component to provide training for all personnel "involved in voucher preparation and approval." In order to meet the requirements, I have asked the TTI Business Office to coordinate these training sessions.

Most of us will need to attend a training session because we are responsible for one or more accounts, we sign vouchers, or we prepare them. Early in 1995, I must certify that we have completed the initial training.

The program will continue after these initial sessions in order to train staff who are appointed later. The initial program will involve several individuals within our agency. I believe this will have a positive impact by answering many of the questions which have not been understood in the past, and it should expedite the voucher process.

Please notify your division contact/staff assistant prior to Monday, October 17, 1994, if it is necessary for you to attend this training. Once the number of employees to be trained is determined, training sessions will be scheduled. You will be informed soon about the arrangements.

Sincerely,

Herbert H. Richardson
Director

HHR/ca