



COUNTY OF ERIE

MICHAEL P. KEARNS
COUNTY CLERK

September 26, 2025

Hon. Mark Poloncarz, Erie County Executive
Erie County Executive's Office
95 Franklin Street, 16th Floor
Buffalo, New York 14202

County Executive Poloncarz:

I am writing because I am seeking to obtain training for several new, and newer, employees within my Office on use of Erie County's SAP system.

The functional areas within SAP for which training is requested and needed include:

- Accounting
- Accounts Receivable
- Accounts Payable
- Budget Entry & Monitoring
- Employee Time Tracking & Approval

This training is being requested because it is my understating that Erie County policies require utilization of the Erie County SAP system by those with responsibility for the above referenced job functions and the County Clerk's Office has multiple employees with duties in respect to the above functions.

Without being provided with training on use of the SAP system, County Clerk employees with responsibility for completion of accounting, accounts receivable, accounts payable, budget entry, budget monitoring, employee time tracking and employee time approval cannot be expected to effectively and efficiently fulfill their job responsibilities.

It is not currently clear to me which Erie County Department(s) are responsible for providing such training. As you are the County Executive, I am reaching out to you first with this request.

Please advise which of your departments provides such training for County employees, and who to contact to arrange for such training.

Thank You,

MICHAEL P. KEARNS

A handwritten signature in dark ink, appearing to read "Michael P. Kearns". The signature is fluid and cursive, with the first name "Michael" being more prominent than the last name "Kearns".

Erie County Clerk

CC Erie County Legislature
Erie County Comptroller