



November 2009

PRISM & PantherBuy Training Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
		2-4	5	6
PRISM Purchasing 9am-12noon, M3 Thaw Hall				
9 PantherBuy Dept Buyer 9am-12noon, 302 BH	10	11	12	13
16 PantherBuy Approver Webinar 10-11:00am	17 PCard Redistribution 9am-11am, 302 BH	18 PantherBuy Shopper Webinar 2-3:00pm	19 PantherBuy Dept Buyer 9am-12noon, 302 BH	20
	23-24	25	26	27
PRISM General Ledger 9am-12noon, 302 BH				
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During November, instructor-led classes will be held in room 302 Bellefied Hall, except PRISM Purchasing which will be held in M3 Thaw Hall,

Contact Cathy Lewis (624-6139; clewis@bc.pitt.edu) to register for PRISM or PantherBuy Dept. Buyer classes. Register for a PantherBuy Shopper or Approver Webinar via the PantherBuy website (www.pantherbuy.pitt.edu).

Note: If you do not currently have access to the PRISM or PantherBuy applications, be sure to submit the PRISM Access Information Form and/or the PantherBuy User Profile Form before attending training. These forms are found on the PRISM (www.bc.pitt.edu/prism) or PantherBuy website (www.pantherbuy.pitt.edu).