



## December 2009

### PRISM & PantherBuy Training Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
	PRISM Purchasing 9am-12noon, 302 BH			4
7 PantherBuy Dept Buyer 9am-12noon, 302 BH	8	9	10	11
14-15 PRISM General Ledger 9am-12noon, 302 BH		16 PCard Redistribution 9am-11am, 302 BH	17 PantherBuy Approver Webinar 2pm-3pm	18
21 PantherBuy Shopper Webinar 10am-11am	22	23	24	25
28	29	30	31	

During December instructor-led classes will be held in room 302 Bellefield Hall,

Contact Cathy Lewis (624-6139; [clewis@bc.pitt.edu](mailto: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](http://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](http://www.bc.pitt.edu/prism)) or PantherBuy website ([www.pantherbuy.pitt.edu](http://www.pantherbuy.pitt.edu)).