



May 2017

PRISM & PantherExpress Training Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Please note: PantherExpress Shopper training is available as a pre-recorded online webinar. Contact Cathy Lewis to register (see contact information below).</p>				
1	2	3	4	5
8	9 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall) FILLED	10	11	12
15	16	17	18 Concur Open Lab 9am-12noon (M-3 Thaw Hall) See Travel/Expense website for registration link.	19 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall)
22	23	24 PRISM General Ledger 9am-12:30pm (M-3 Thaw Hall)	25	26
29	30 PRISM PCard Redistribution 9-11am (M-3 Thaw Hall)	31		

Prerequisites: Completion of *Purchasing Fundamentals* online training is a prerequisite to attending PantherExpress Dept. Buyer training. Instructor-led classes are held in room M3 Thaw Hall,

Contact Cathy Lewis (624-6139; clewis@cfo.pitt.edu) to register for PRISM and PantherExpress training. If you are unsure what training you need to complete, review "What training Should I Take", found on the PRISM website, www.cfo.pitt.edu/prism. The Travel and Expense Management website can be found at <http://pext.pitt.edu>.

