



June 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
5	6	7 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall)	8	9
12	13	14 Concur Open Lab 9am-12noon (M-3 Thaw Hall) See Concur website for registration link.	15	16
19	20	21	22 PRISM General Ledger 9am-12:30pm (M-3 Thaw Hall)	23
26	27 PRISM PCard Redistribution 9-11am (M-3 Thaw Hall)	28	29	30

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>.