



September 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>				
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4	5	6 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall)	7	8
11	12	13	14	15
18	19 PRISM General Ledger 9am-12:30pm (M-3 Thaw Hall)	20	21	22
25	26	27	28 PRISM PCard Redistribution 9-11am (M-3 Thaw Hall)	29

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>.