



October 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> | | | | |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall) | 11 | 12 | 13 |
| 16 | 17 | 18 PRISM General Ledger 9am-12:30pm (M-3 Thaw Hall) | 19 | 20 |
| 23 | 24 | 25 | 26 PRISM PCard Redistribution 9-11am (M-3 Thaw Hall) | 27 |
| 30 | 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>.