



# November 2017

## PRISM & PantherExpress Training Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Please note: PantherExpress Shopper training is available as a pre-recorded online webinar. Contact Cathy Lewis to register (see contact information below).</b></p>				
		1	2	3
6	7	8 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall)	9	10
13	14	15 PRISM General Ledger 9am-12:30pm (M-3 Thaw Hall)	16	17
20	21 PantherExpress Dept. Buyer 9am-12:30pm (M-3 Thaw Hall)	22	23	24
27	28	29	30 PRISM PCard Redistribution 9-11am (M-3 Thaw Hall)	

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](mailto: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](http://www.cfo.pitt.edu/prism). The Travel and Expense Management website can be found at <http://pext.pitt.edu>.