

Business Services Training Schedule

Contact Cindi Clark at x2667 to schedule training.

February 2012

02/02/12	9:30-11:30 am	Tallent 245	Purchasing
02/07/12	1:00-2:00 pm	Tallent 245	Travel Rules Training
02/09/12	1:00-1:30 pm	Tallent 249	Accounts Payable
02/15/12	1-1:30 pm	Tallent 245	Procard Refresher
02/21/12	1-3 pm	Tallent 245	Purchasing
02/22/12	1:30-3:30 pm	Wyllie D103	WISDM Training
02/23/12	9:00-10:00 am	Tallent 245	Travel Rules Training
02/27/12	9:00-9:30 am	Tallent 249	Accounts Payable

March 2012

03/14/12	9:30-11:30 am	Tallent 245	Purchasing
03/15/12	9:00-10:00 am	Tallent 245	Travel Rules Training
03/20/12	9:30-11:30 am	Wyllie D103	WISDM Training
03/21/12	9:30-10	Tallent 245	Procard Refresher
03/22/12	1-1:30 pm	Tallent 249	AP Training
03/27/12	1:00-2:00 pm	Tallent 245	Travel Rules Training

April 2012

04/10/12	9-9:30 am	Tallent 249	AP Training
04/11/12	1-3 pm	Tallent 245	Purchasing
04/17/12	2 - 3 pm	Tallent 245	Travel Rules Training
04/18/12	1-1:30 pm	Tallent 245	Procard Refresher
04/19/12	2-4 pm	Wyllie D103	WISDM Training

May 2012

05/03/12	9:30-11:30 am	Tallent 245	Purchasing
05/03/12	1-1:30 pm	Tallent 249	AP Training
05/08/12	9:30-10 am	Tallent 245	Procard Refresher
05/15/12	9-9:30 am	Tallent 249	AP Training
05/22/12	1-3 pm	Tallent 245	Purchasing
05/23/12	9:30-11:30 am	Wyllie D103	WISDM Training
05/31/12	1-1:30 pm	Tallent 245	Procard Refresher

June 2012

Due to Year End, no Purchasing or Procard Refresher Training offered

July 2012

Due to Year End, no Purchasing or Procard Refresher Training offered