

From: News

Sent: Monday, February 06, 2017 10:49 AM

To: Nicole Williams

Subject: Annual CUNYfirst training for Procurement, Budget and Travel and Expense



Annual CUNYfirst training for Procurement, Budget and Travel and Expense

The Business Office will be conducting its Annual CUNYfirst training for Procurement, Budget and Travel and Expense.

This training will be held in the **Library Instruction Classroom Room 3G09**. Below is the list of training dates, session time and Topic.

Date	Day	Time	Topic
2/8	Wednesday	10:00 am-12:00 pm	Create a Requisition and Budget
2/9	Thursday	2:30pm-4:30 pm	Create a Requisition and Budget
2/14	Tue	2:30pm-4:30pm	T &E Requesters and Approvers
2/15	Wed	10:00am-12:00 pm	T &E Requesters and Approvers

A staff member from each department is required to attend.

Thanks,

Suzette Foster-Jemmott

Business Manager