From: Pattie Grela
Sent: Friday, September 15, 2006 7:38 AM
To: DL for Purchasing Users
Subject: Requisition Training Session
Importance: High

Subject: **REQUISITIONS 101** No: **5**

Purchasing & Contract Services will be offering a training session on the Requisition process. It will include a basic overview and navigation, creation, approval status, and partial focus will be given to "Reqvendor" processing as well. This is designed for new Colleague Financial users and those needing a refresher course.

Tuesday, September 19, 2006
District Offices, Training Room 162
8:30 a.m. – 10:00 a.m.
Contact Edward Cook to RSVP or to ask further questions.
ecook@sdccd.edu or call x6796

It is our intent to use this distribution list to transmit information and updates related to the Procurement module of SDCCD's Colleague Financial system, as well as the general purchasing of goods and services. These notices are directed to initiators, approvers, and receivers and will be issued from time to time. We invite you to peruse our website http://bussrv.sdccd.edu/purchasing/ which has information for employees and vendors.