

Purchasing Workshop



Presented by your MCC Buyers

Wednesday, November 9th, 2016

2:00 pm – 3:30 pm

Empire Room

Please join us for an information session regarding the purchasing process here at Monroe Community College.

Topics to include:

- Answers to many Purchasing FAQ's
- Understanding the Process – “the Life of an Order”
- Consultants and Guest Speakers
- True Grants vs. Strategic Planning Grants
- Who to Call / Where to Send Documents
- Banner Self Service Tips, Tricks, & Terminology
- Gholkars / Office Max Helpful Hints
- The Administrative Guidelines for Purchasing at MCC (in plain English!)

*Please try and join us if you can. And be sure to stick around for some fun surprises at the end of the workshop – you will be **thankful** that you did.*

Please RSVP to Linda Hall (lhall38@monroecc.edu) by November 2