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**Purchasing Brown-Bag Session**

**at DCC**

**Did you miss our session at the Brighton Campus?**

**No problem – we are headed downtown this time!**

Presented by your MCC Buyers

**Wednesday, May 28th, 2014**

**12:00 pm -- 1:00 pm**

**DCC Conference Room 5057**

Please bring your lunch and join us for an information session about the purchasing process.

Topics will include:

* Banner Do’s and Don’ts
* Understanding Public Bids vs. Quotes
* Contractual vs. Capital Accounts
* Purchasing Cut-Off Dates
* Purchasing Tips and Tricks

***Please RSVP to*** ***purchasing@monroecc.edu*** ***by May 22nd***