



“Purchasing Brown-Bag Session”

A presentation by our MCC Buyers

Brown Bag Luncheon
12:00 p.m. – 1:00 p.m.
Wednesday, April 30, 2014
Empire Room

Please 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

In order to tailor the presentation to most benefit your needs, please provide any questions that you may have regarding the process in advance.

Please R.S.V.P. immediately to Purchasing@monroecc.edu