

**“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. by Friday, April 4, 2014 to Purchasing@monroecc.edu