NEW USER TRAINING

Select a session date and time then email *purchase@mtsu.edu* with your selection.

Call (615) 898-5442 for assistance.

Session Title	Date	Start Time	End Time	Training Location
APPROVERS	01/09/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	01/09/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	01/24/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	01/24/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
APPROVERS	02/07/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	02/07/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	02/27/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	02/27/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
APPROVERS	03/13/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	03/13/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	03/15/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	03/15/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	03/27/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	03/27/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
APPROVERS	04/05/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	04/05/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	04/18/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	04/18/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
APPROVERS	04/30/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	04/30/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	05/09/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	05/09/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	05/22/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	05/22/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
APPROVERS	06/05/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	06/05/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
Shoppers/Requesters	06/13/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
APPROVERS	06/13/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.
APPROVERS	06/26/18	9:00 AM	11:00 AM	Procurement Services-WH Bldg.
Shoppers/Requesters	06/26/18	1:30 PM	3:30 PM	Procurement Services-WH Bldg.