

Workday Procurement Training Begins June 2, 2017

Workday Procurement training is being scheduled for CMSD employees who purchase goods and/or services for their department or school.

- **All training classes will be held at the East Professional Center from June 2017 through August 2017.**
- **Topic covered in the Procurement course includes:**
 - Create Purchase Orders and Change Orders
 - Create Requisitions
 - Create Supplier Contracts
 - Create Supplier Requests
 - Create Receipts (Receipt of Goods)
 - Create Budget Amendments
 - Track the Status of Your Transactions
- **Principal training is scheduled for June 27, 2017, 9am-11am**
- **Please check your email for your training invitation and be sure to attend on your assigned training date.**
 - If you are unable to attend on your assigned date, contact Angela Wolfe or Maria Monroig to reschedule.
 - Since class sizes are limited, please do not forward invites.