

Training Opportunities

If you are:	Recommended Training:	Description:	Contact:
New to EIU or your role has changed and requires procurement related duties	Procurement overview (link Quick Reference Guide)	Learn about the EIU procurement process	Susan Propst spropst@eiu.edu 581-5998
Required to enter requisitions on Banner	Requisition training (link Requisition instructions)	Learn how to enter a requisition on Banner	Justin Richardson jdrichardson@eiu.edu 581-7745
Responsible for ordering supplies from Office Depot	Office Depot Online tool	Learn to use the quick and simple online tool	Danielle Green dmgreen@eiu.edu 581-5313
Responsible for copier readings	Copier overview	Learn how to read and enter copier readings	Connie Downey cedowney@eiu.edu 581-7747
A Purchasing Card (P-Card) holder or potential card holder	P-Card training	Learn the benefits and controls associated with using P-Card	Justin Richardson jdrichardson@eiu.edu 581-7745
Required to travel or book travel	Travel overview (link Travel Tips)	Learn about travel related forms and processes and online booking tool	Rachel Ballinger rballinger@eiu.edu 581-7746
Responsible running Argos reports	Argos training	Learn to run and read Argos reports	Joyce Schumacher jmschumacher@eiu.edu 581-7737
Responsible for viewing purchasing documents or approving invoices	BDMS overview (link BDMS manual)	Learn how to view purchase documents and invoices in BDMS	Connie Downey cedowney@eiu.edu 581-7747 or