

Director of Business and Fiscal Affairs

FINANCE & ADMINISTRATION

**Memo**

**To:** All Departmental Procurement Liaisons

**From:** Brian A. Genzmann

Director of Business and Fiscal Affairs

**Subject:** Grainger Punch-out Refresher Training

**Date:** October 23, 2020

University Central Procurement Office will be conducting Grainger/Edge Electronics punch-out refresher trainings for requestors and creators in November.  The training will be conducted via the web-conferencing platform, ZOOM, on the following dates and times:

        Session 1:            Thursday, November 12, 2020, from 10:00 AM to 12:00 PM EST

        Session 2:            Thursday, November 19, 2020, from 10:00 AM to 12:00 PM EST

If you are interested in participating, please provide the following information to [purchasing@ccny.cuny.edu](mailto:purchasing@ccny.cuny.edu) no later than Friday, October 30, 2020 at 5:00 PM EST:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session Date** | **First Name** | **Last Name** | **Email Address** | **Department** | **Phone** |
|  |  |  |  |  |  |

I will then forward your information to Central Office, which will confirm via an electronic invitation/calendar item.

Thank you in advance for your cooperation and prompt response.

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