-----Original Appointment-----
From: Brenda Griego
Sent: Monday, August 29, 2022 8:06 AM
To: Brenda Griego; Ariane Perez; Isaac Rodriguez Lupercio; Christina Campos; Ashley Foster; Silvia Medrano; Samantha Agreda Chavarry; Edwin Mancilla; Amy Edwards; Paloma Vargas; Susan Yvarra; Marcella Klein Williams; Sheila Lu; Eliseo Gonzalez; Clara Viveros; Berenice Rodriguez; Yesenia Ruvalcaba; Zenaida Pena; Cesar Flores; Marta Munoz; Amparo Martinez; Elizabeth Parra; Rosa Reyes Orduna; James Schuelke; Steven Hall; Gabriela Rodriguez; Ashley Morris; Leo Orange; Colleen Gladden; Giovanni Ortega; Dalia Guerrero Espinosa
Subject: Banner Finance Training
When: Wednesday, September 7, 2022 8:30 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: OC Campus in classroom OE-3

Hello,

You've been invited to attend The Banner Finance Training on Wednesday, September 7, 2022, from 8:30 a.m. - 12:00 p.m. This training will be held on campus in classroom OE-3. The District Budget Director, James Zavas will giving this training. This training is mandatory for new employees who would like to attend the Requisition Training at the end of September. For current employees, this is also a good refresher training if you use Banner Finance screens, run reports and work with budgets. If you know someone who is not on this list and can benefit from this training, feel free to share this information with them and ask them to contact me, so I can add them to the list.

Requisition Training will be held at the District Office at the end of September, it is a two day training from 8:00 am-12:00 pm. You must attend both days before you can get access to enter requisitions into Banner. The District has not set up any dates yet, as soon as they do, I will let you know. If you are interested in attending this training, send me an email and I'll add you to the list.

Please let me know if you have any further questions on the Finance or Requisition Trainings.

Thank you,

Brenda Griego
College Fiscal Services Supervisor
Oxnard College