

REQUESTS FOR TRAINING

QCC REQUISITION ENTRY TRAINING

- Step-by-Step How To Guides are available in Purchasing for those who would like to request for handouts on how to enter requisitions in QCC.
- Purchasing revises a QCC Refresher Guide yearly and a soft copy is available upon request.
- Please contact Josephine Dy-Liacco x 6854 or via email at josephine_dy-liacco@sccoe.org

P-CARD / BofA WORKS APPLICATION

- Please contact Karen Donoho x 6657 or via email at karen_donoho@sccoe.org for assistance.

ANYONE IN THE PURCHASING DEPARTMENT CAN ASSIST WITH QUESTIONS REGARDING PURCHASING POLICIES AND PROCEDURES.

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