

## BUDGET OFFICE



### MEMORANDUM

TO: Budget Heads and Support Staff

FROM: Laura Tellez, Budget Director *LT*

DATE: January 10, 2017

SUBJECT: Budget Workshops

There will be two Budget Workshops presented in February. The workshop will include a PowerPoint presentation. **The workshop is intended primarily for new employees and employees interested in a refresher.**

Budget heads and their respective support person(s) are invited to participate in this informative workshop. Participants will need their Banner user name, password and their department's Banner organization number for the session. There will be time for everyone to navigate through the main Banner budget screens viewing their own departmental budgets.

Please e-mail Elsa Rubio-Perez ([srubiope@epcc.edu](mailto:srubiope@epcc.edu)) to schedule your training by Tuesday, **January 24, 2017**. The sessions are limited to 25 persons. If you need to cancel or reschedule your training, please notify us at ext. 6360, 6387 or 6462 prior to the scheduled day so your space can be assigned to another employee on the waiting list. Following is the schedule for the training sessions:

| Date                      | Time                   | Place                  |
|---------------------------|------------------------|------------------------|
| Tues., February 14, 2017  | 8:30 a.m. – 12:00 noon | ASC Bldg. B, Room B324 |
| Thurs., February 16, 2017 | 8:30 a.m. – 12:00 noon | ASC Bldg. B, Room B324 |

If you have any questions on the workshops, please call me at ext. 6359 or Elsa Rubio-Perez at ext. 6360.

Thank you.