

Electronic Requisition Approval Training Sessions

All Sessions will be located in RCB-Brown Building on the Russellville Campus. See specific date and time for room assignment.

How do I know which type of session to attend? If you enter requisitions, you should attend an Initiator session. If your job role is listed on the approval limit chart [here](#), you should attend an Approver session.

June

Initiators are those that enter requisitions.

Approvers are those that are responsible for approving and disapproving requisitions.

2019

Electronic Requisition Approval

Training Sessions Russellville

23	24	25 Initiator Training 10 a.m. Initiator Training 2 p.m. RCB 436	26 Initiator Training 10 a.m. Approver Training 2 p.m. RCB 436	27 Approver Training 10 a.m. Approver Training 2 p.m. RCB 436	28	29
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July

Initiators are those that enter requisitions.

Approvers are those that are responsible for approving and disapproving requisitions.

2019

Electronic Requisition Approval

Training Sessions Russellville

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Initiator Training 10 a.m. Initiator Training 2 p.m. RCB 436	3	4	5	6
7	8	9 Approver Training 10 a.m. Approver Training 2 p.m. RCB 436	10	11	12 Approver Training 10 a.m. Approver Training 2 p.m. RCB 436	13
14	15 Initiator Training 10 a.m. Initiator Training 2 p.m. RCB 355	16	17 Approver Training 10 a.m. Approver Training 2 p.m. RCB 436	18	19	20
21	22 Initiator Training 10 a.m. Approver Training 2 p.m. RCB 355	23	24 Initiator Training 10 a.m. Approver Training 2 p.m. RCB 436	25	26	27
28	29	30	31 Initiator Training 10 a.m. Approver Training 2 p.m. RCB 436			