



MUNIS TRAINING REQUEST

Please list the full name, email address and department of anyone interested in MUNIS training. This training being offered is for those who are beginners and would like to learn or veteran users who want refresh their skills in GL Account Inquiry, Vendor Inquiry, Requisition Entry, Purchase Order Receiving, Purchase Order Inquiry, Contract Inquiry, Tyler Content Manager and Accounts Payable Entry.

Each attendee must have an active MUNIS user name and password. Please submit a request per person.

Once all requests are received and a schedule is set, each person who requested training will be notified of the date, time and location of the training session(s). Classes will be no more than four hours and will cover all of the topics listed above.

Participant Name _____

Department _____

Email Address _____

I am interested in training in the following areas: (check all that apply)

- GL Account Inquiry Vendor Inquiry Requisition Entry
- Purchase Order Inquiry Contract Inquiry TCM
- Accounts Payable Entry PO Receiving