Bluegrass Community & Technical College
Finance & Operations Training Calendar
Fiscal Year 2015 / 2016

Month	Date	Description	Location	Room	Start Time	End Time	# Seats Available	Presenter(s)
September	09/16/15	Procard User Training	Leestown	N121B	11:00am	12:00pm	10	Kim Dennis
	09/22/15	Travel & Expense Module - Efficiency Training	TBA	TBA	1:00pm	2:00pm		Madalyn White (System Office)
	09/28/15	Payroll Training for Supervisors	Cooper	MB145	2:00pm	3:00pm	24	Kristine Devlin / Melissa Jones
	TBA	Creating/Approving travel at Division meetings	TBA	TBA	TBA	TBA	TBA	Amy Spears
October	10/06/15	Approving Travel Reports	Leestown	M128	2:30pm	3:30pm	20	Amy Spears
	10/12/15	Procard User Training	Cooper	OB210	3:00pm	4:00pm	20	Kim Dennis
	10/23/15	Payroll Training for Supervisors	Leestown	N119	2:00pm	3:00pm	24	Kristine Devlin / Melissa Jones
November	11/09/15	Payroll Training for Supervisors	Newtown	CB207	2:00pm	3:00pm	22	Kristine Devlin
	11/16/15	Procard User Training	Leestown	N121B	11:00am	12:00pm	10	Kim Dennis
	11/30/15	Payroll Training for Supervisors	Cooper	MB145	2:00pm	3:00pm	24	Kristine Devlin
December	12/10/15	Procard User Training	Cooper	OB210	3:00pm	4:00pm	20	Kim Dennis
January	01/11/16	Payroll Training for Supervisors	Leestown	N119	2:00pm	3:00pm	24	Kristine Devlin
	01/12/16	Procard User Training	Leestown	N121B	11:00am	12:00pm	10	Kim Dennis
February	02/08/16	Payroll Training for Supervisors	Newtown	CB221	2:00pm	3:00pm	22	Kristine Devlin
	02/09/16	Procard User Training	Cooper	OB210	3:00pm	4:00pm	20	Kim Dennis
	TBA	Fiscal year-end training	TBA	TBA	TBA	TBA		BCTC Purchasing
March	03/14/16	Payroll Training for Supervisors	Cooper	MB131	2:00pm	3:00pm	24	Kristine Devlin
	03/16/16	Procard User Training	Leestown	N121B	11:00am	12:00pm	10	Kim Dennis
April	04/11/16	Payroll Training for Supervisors	Leestown	N119	2:00pm	3:00pm	24	Kristine Devlin
	04/13/16	Procard User Training	Cooper	OB210	3:00pm	4:00pm	20	Kim Dennis
May	05/05/16	Procard User Training	Leestown	N121B	11:00am	12:00pm	10	Kim Dennis
	05/23/16	Payroll Training for Supervisors	Newtown	CB221	2:00pm	3:00pm	22	Kristine Devlin