



September 3, 2020

PeopleSoft, Purchasing, and Finance Breakout Sessions

Overview of Manage Requisition Queue Lead by Sherelle Spriggs, Purchasing

Link: <https://nboe.webex.com/nboe/j.php?MTID=md6eaa0e31541853bb08416e26ce0c915>

Meeting ID: 120 526 7275

Dial In Phone Number: 1-646-992-2010

Creating a Special Request Requisition Lead by Susan Balbosa, Purchasing

Link: <https://zoom.us/j/94556483504?pwd=Z3FDdBcttXyWsjhIUEhoTkFPUW16QT09>

Meeting ID: 945 5648 3504

Dial In Phone Number: 646-876-9923 (Utilize this option if you're unable to access audio via your computer or mobile telephone. Upon entering the zoom meeting you'll find the dial in Participant ID and Numeric Password by clicking on the audio/mute icon located in the bottom left corner.)

Creating a PeopleSoft Item Number Requisition Lead by Tracey Robinson, Purchasing

Link: <https://zoom.us/j/5872050993?pwd=THZvY3lpa3BKMFFYVGp0UkpQL2F6UT09>

Meeting ID: 587 205 0993

Dial In Phone Number: 646-876-9923 (Utilize this option if you're unable to access audio via your computer or mobile telephone. Upon entering the zoom meeting you'll find the dial in Participant ID and Numeric Password by clicking on the audio/mute icon located in the bottom left corner.)

Entering Receipts and Reviewing the Receiving Report Lead by Atonia Russell, Accounts Payable

Link: <https://nboe.webex.com/nboe/j.php?MTID=m53af5024577137bda33aad0849aac555>

Meeting ID: 120 569 7826

Dial In Phone Number: 1-646-992-2010

Reviewing Budget Reports and Completing Transfers Lead by Elvis Matos, Budget

Link: <https://nboe.webex.com/nboe/j.php?MTID=maa10b2d5e4fca30af3498f23fd7dab9d>

Meeting ID: 120 770 3726

Dial In Phone Number: 1-646-992-2010

Creating Field Trip and Travel Requisitions Lead by Marixsa Castillo, Office of SBA

Link: 378 133 4221

Meeting ID: <https://zoom.us/j/3781334221?pwd=d0d5T2hScHR5bnY2VnQ5VDNpOHVaUT09>

Dial In Phone Number: 646-876-9923 (Utilize this option if you're unable to access audio via your computer or mobile telephone. Upon entering the zoom meeting you'll find the dial in Participant ID and Numeric Password by clicking on the audio/mute icon located in the bottom left corner.)