



Jonathan Lawshe, Interim Director
Procurement Services

160 South Hollywood Street • Room 126 • Memphis, TN 38112 • 901.416.5300 • Email: procurementservices@scsk12.org

Attn: Principals, Financial Secretaries, PLC Coaches and Administrative Staff

Procurement Services will offer training for entering requisitions into the APECS system. If you are new to the district and will be responsible for entering requisitions, or have changed your role, this training is mandatory. Please register for one of our classes through “My Learning Plan” - www.mylearningplan.com.

Please see the 2016-2017 schedule below. Classes are held at the Technology Training Center – 3772 Jackson Ave., from **1:00 P.M. until 4:00 P.M.** Classes will be held once in July and twice in August. Beginning with the month of September – classes will be held the **3rd Friday** of each month through April, 2017, excluding the month of December. If your role is as an **approver only**, and you do not require training to enter a requisition, you can find instructions for approving requisitions at www.scsk12.org/uf/procurement.

- July 22 1PM - 4PM
- August 19 1PM - 4PM
- August 26 1PM - 4PM
- September 23 1PM - 4PM (**4th Friday, due to District Learning Day**)
- October 21 1PM – 4PM
- November 18 1PM – 4PM
- January 20 1PM – 4PM
- February 17 1PM – 4PM
- March 24 1PM – 4PM (**4th Friday, due to Spring Break**)
- April 21 1PM – 4PM

Once you have completed the class, submit a Change Request (CR) Form to The PMO Group at scsppo@scsk12.org to gain access to the APECS site and obtain routing access to begin entering requisitions.

If you have questions or need immediate assistance, please contact Procurement Services at 416.5376.