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**PROCUREMENT SERVICE CENTER**

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## **Request Customized In-Person Training** <sup>[1]</sup>

After completing the [online courses](#) <sup>[2]</sup>, customized in-person training can be requested to suit your specific department's needs. It is intended to benefit a group of individuals; it is not one-on-one instruction.

To request a customized in-person training session, complete the request form below. You will be contacted within two business days to discuss session specifics and begin the agenda-building process.

**Name \***

**Department**

**Topics \***

CU Marketplace

Concur Travel (Booking Travel)

Concur Expense (reconciling travel and/or Procurement Card transactions)

Other (purchasing, payables, or travel topic)

**Preferred dates and times**

**Email \***

**Phone Number**

**Number of Attendees**

Fewer than 4

4-6

7-10

more than 10

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**Source URL:** <http://www.cu.edu/psc/training/request-customized-person-training>

**Links:**

[1] <http://www.cu.edu/psc/training/request-customized-person-training>

[2] <http://www.cu.edu/psc/online-courses-related-procurement-and-travel>