

## **Upcoming Webinar: Submitting Change Order Requests** <sup>[1]</sup>

January 17, 2024 by [Staff](#) <sup>[2]</sup>

Date: Tuesday, March 12, 2024

Time: 10:00 - 11:15 am

Senior Purchasing Agents and Contract Administrators will provide information on how to request a change to an existing PO/contract in Marketplace, and the documents required for changes to POs/contracts.

Topics include:

- Where and how to submit change requests
- Required documentation
- General overview of the change order lifecycle
- Q&A period following webinar

There will be breakout rooms available for the last 15 minutes of the town hall for other questions related to the PSC

**Recommended Audience:** New Employees/New users of Marketplace; individuals responsible for submitting changes to existing Purchase Orders/contracts.

This webinar will be recorded and posted to the PSC website.

[Register Here!](#) <sup>[3]</sup>

[events](#) <sup>[4]</sup>

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Yes

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### **Links**

[1] <https://www.cu.edu/blog/psc-communicator/upcoming-webinar-submitting-change-order-requests>

[2] <https://www.cu.edu/blog/psc-communicator/author/69272>

[3] [https://cusystem.zoom.us/webinar/register/WN\\_YJbJKcaUSjCjylwV6Ckxcg#/registration](https://cusystem.zoom.us/webinar/register/WN_YJbJKcaUSjCjylwV6Ckxcg#/registration)

[4] <https://www.cu.edu/blog/psc-communicator/tag/events>