



University of Colorado

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PROCUREMENT SERVICE CENTER

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[Home](#) > Request Customized In-Person Training

Request Customized In-Person Training ^[1]

After completing the [online courses](#) ^[2], 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

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

Links:

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

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